Qualifications

Potomac State College of West Virginia University is an open admissions institution. The principle qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Education Development (GED) tests. Applicants are encouraged to submit ACT or SAT scores, which are used for placement purposes. If space is limited, the better prepared students are admitted.

Potomac State College enrolls a diverse student population. While preference is given to West Virginia residents, qualified students from other states and countries are encouraged to apply. The College is committed to the goal of equal educational opportunity for all students; no candidate is denied admission because of race, religion, color, sex, sexual orientation, marital status, age, handicap or disability, veteran status, or national origin.

When to Apply

Students are admitted on a rolling basis beginning August 1. First-time college applicants may apply any time after the beginning of their senior year of high school or after the applicant has successfully completed an equivalent diploma through the General Education Development (GED) tests. All
Enrollment Services

credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning date of the semester for which the applicant is applying.

HOW TO OBTAIN AN APPLICATION FOR ADMISSION

Applications are available through the Office of Enrollment Services:

Potomac State College of WVU
Office of Enrollment Services
75 Arnold Street
Keyser, WVU 26726
(800) 262-7332  (304) 788-6820
Go2PSC@mail.wvu.edu

Applications can also be obtained on the website at: http://www.potomacstatecollege.edu/admissions/Apply_to_potomac_state_College.html.

This application is also available at many high schools.

CHANGE OF ADDRESS

The address that students submit on their application for admission to Potomac State College of WVU is the permanent address that the College uses to mail important documents and information to the respective students.

Students are responsible for notifying the College of any change in their permanent addresses. In order to change an address, students must obtain an Address Update Form from the Office of Enrollment Services and submit the completed form to the same office. Students may also update their address online via MiX/STAR. Click on the Personal Information link.

VETERANS AFFAIRS OFFICE

The Office of Enrollment Services offers counseling and assistance to veterans who are either enrolled or contemplating college enrollment. Aid to dependents of totally disabled veterans is also available. Information about the various forms of aid for veterans may be obtained from the Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726; phone (304) 788-6820; e-mail: PSC@FinAid@mail.wvu.edu A student with at least one year of active military service may receive college-level credit by submitting a copy of his or her DD214 or a Sailor/Marine/ACE Registry Transcript (SMART) or Army/ACE Registry Transcript System (AARTS) transcript to the Office of Enrollment Services

In this section:

- Freshmen (p. 2)
- GED Graduates (p. 2)
- Transfer Students (p. 3)
- Part-Time (Special) Students (p. 3)
- Transient Students (p. 4)
- International Students (p. 4)
- Immunization Requirements (p. 5)

FRESHMAN

- Complete an application for admission.
- Submit an official copy of high school transcript. If the applicant is still completing high school, an official high school transcript for the classes completed so far should be submitted. In addition, the final high school transcript verifying graduation must be submitted when available.
- Submit official copies of ACT or SAT scores, if available. ACT/SAT scores are not used for admission but are used for placement into Math and English courses.
- Provide proof of immunizations. Immunization requirements are listed at http://potomacstatecollege.edu/admissions/immunization.html.

GED GRADUATES

If you have completed a General Equivalency Degree (GED) with an average standard score of 2250 (450) or above, you should request that the State Department of Education mail copies of your scores to the Office of Enrollment Services. Also request that the high school you last attended send a copy of your transcript to Potomac State, listing the coursework you completed.

Beginning January, 2014 the West Virginia Department of Education began to use the Test Assessing Secondary Completion (TASC) exam in place of the GED. The GED will continue to be accepted for students who took the GED prior to January, 2014 or from a state that does not administer the TASC exam. Those students passing the TASC will need to submit their “State of West Virginia High School Equivalency Diploma.” A high school transcript must also be mailed to the WVU Office of Admissions. More information about the TASC exam can be found at http://www.tasctest.com.
Beginning January, 2016, the West Virginia Higher Education Policy Commission also approved the use of High School Equivalency Test (HiSET). More information about the HiSET exam can be found at http://hset.ets.org/states_educators/.

TRANSFER STUDENTS

We welcome you as a transfer student if you have completed post-secondary studies at a regionally accredited college or institution. Admissibility of students who wish to transfer from another college or university to Potomac State College of West Virginia University will be determined upon receipt of the documents listed below:

- Complete application for admission.
- Official transcripts from all previously attended colleges and universities. (Transcripts issued to the student or a facsimile “fax” transcript are not considered official.)
- Provided that the student meets the academic eligibility requirements as a returning student at the previous institution.

Credits and grades for college-level courses completed at any institution in the West Virginia state system of higher education may be transferable toward an associate’s degree. For institutions outside the West Virginia system and West Virginia private colleges and universities, beginning spring 2012, grades and credits are transferable for college-level courses. In all cases, the application of transfer credit toward completion of an associate’s degree is determined by the College upon enrollment.

If the applicant has fewer than 12 transferable hours of college credit then the applicant must meet the freshman admission requirements. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning of the semester for which the applicant is applying.

ACT or SAT scores may be used for placement purposes in math and English.

If you are a student at West Virginia University, you must complete the Change of Campus form to transfer to Potomac State College. The form is available in the Potomac State Office of Enrollment Services or the WVU Office of Admissions and Records. The form is also available at http://www.wvhepc.edu/wp-content/uploads/2015/06/CCTA Guide2015-16.pdf for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

EVALUATION OF TRANSFER CREDIT

Credits and grades for college-level courses completed at any institution of higher education may be transferable towards an associate degree or certificate. All colleges must be accredited by the Higher Learning Commission for the North Central Association of Colleges and Schools or by other regional accrediting associations accepted by Potomac State College. Please consult the West Virginia Core Coursework Transfer Agreement at http://www.wvhepc.edu/wp-content/uploads/2015/06/CCTA Guide2015-16.pdf for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

TRANSFER CREDIT APPEAL PROCESS

Students who transfer credits to Potomac State College may appeal decisions on how credits were evaluated. Students opting to appeal a transfer evaluation must appeal to the Office of Enrollment Services within one semester of the transfer. Appeals should be made in writing and provide syllabi or other supporting documents. The Office of Enrollment Services will review the appeal and make any technical corrections to work evaluated as needed. If the Office of Enrollment Services finds no technical error in how the credit was evaluated, the student's appeal and syllabi will be forwarded to the respective division chair through which the course or similar course is offered and reviewed by the division chair or the chair's designee for a determination. If it is determined the course in question is not equivalent to an existing course, the appeal will be denied. If the appeal is denied, the student may appeal to the Dean of Academic Affairs. The Dean will convene a panel of faculty members to review the appeal. This panel will decide to either uphold the transfer evaluation as it stands or direct that the evaluation be changed. The Dean will notify all parties to the outcome of the process within 60 days of receipt of the appeal by the Office of Enrollment Services. Students who wish to appeal the decision of the faculty panel may contact the West Virginia Higher Education Policy Commission. The Commission will review the request and make a recommendation to the President of the College.

1. Students who plan to attend a summer term or other period of enrollment at another institution of higher education, with the expectation of transferring credits to Potomac State College of WVU, should complete a transient student form that may be obtained in the Office of Enrollment Services or at http://potomacstatecollege.edu/admissions/TRANSIENT STUDENT_APP.pdf.

INTRAUNIVERSITY TRANSFERS

Students transferring from Potomac State College to WVU -Morgantown or WVU Institute of Technology should complete a Change of Campus form that is available in the Potomac State Office of Enrollment Services or the WVU Office of Admissions and Records. The form is also available at http://potomacstatecollege.edu/communities/current_students/change_of_campus_form_2010-2011.pdf. Students must meet the admissions criteria at the accepting institution. All records made at Potomac State are part of the student's University record.

PART TIME (SPECIAL) STUDENTS

An individual who wishes to take courses but does not plan to be a degree candidate will be classified as a special student. Special students are limited to part-time enrollment and may not register for more than 11-credit hours in any semester or five-credit hours in any summer term. If at a later date,
the student intends to work towards a degree, the special student may apply for admission and submit all of the required documents. The student may apply previous satisfactorily completed course work toward the degree.

TRANSIENT STUDENTS

Individuals who desire to enroll as transient students may do so upon submission of a letter of good standing from the institution that was last attended or an official transcript from that institution. An application for admission must also be submitted.

INTERNATIONAL STUDENTS

Potomac State College is authorized under Federal law to enroll non-immigrant alien students. International students wishing to enroll at Potomac State College must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

Applicants must submit the following:

• Completed application for admission
• Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). TOEFL results must be sent to Potomac State directly from the Educational Testing Service (ETS) and the IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate.
• Original or certified copies of an official academic record in original language of issue.
• Original or certified copy of all certificates or diplomas in original language of issue.
• Official English translations of academic record and certificates/diplomas.
• For visa documents: certification of financial support and a copy of current passport or visa
• Provide proof of immunization

REQUIRED ACADEMIC CREDENTIALS

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued or credit was received. Potomac State requires that original or certified copies of the original academic documents from non-United States institutions be submitted. The required documents include the official academic record (showing course titles, dates taken, and grades received), and diploma(s) or certificate(s) showing degree awarded. These documents must be in the original language of issue. Official English translations must be included. Translations must be literal, word-for-word translations, and must indicate actual grades received, not an interpretation of the grades. Applicants who have studied in the United States are required to have the institution(s) in the U.S. send the official transcript directly to Potomac State.

To expedite the application process, it is strongly recommended that all undergraduate students (both freshmen and transfer) who have attended high school, post-secondary educational institutions, colleges or universities, outside the United States, use World Education Service (WES) to complete the required professional credential evaluation of all academic work completed. A "detailed" or "course-by-course" evaluation, including a calculated grade point average (GPA), and WES certified copies of official documents are required for all work completed in a country other than the United States.

Transcripts, mark sheets, grade report examination results and degree certificates from all previously attended institutions should be sent to:

World Education Services (WES) Bowling Green Station
PO Box 5087
New York, NY 10274-5087
www.wes.org (http://catalog.wvu.edu/potomacstatecollegeofwvu/enrollmentservices/www.wes.org)

Sending credentials to WES will result in a faster evaluation; however, there is a fee associated with the evaluation. Credentials submitted directly to Potomac State College will take longer to evaluate, and there is no guarantee as to the length of time it may require.

Once credentials have been submitted to WES for evaluation, any inquiries regarding the evaluation can be sent to: www.wes.org (http://catalog.wvu.edu/potomacstatecollegeofwvu/enrollmentservices/www.wes.org).

ENGLISH LANGUAGE PROFICIENCY

All applicants whose native language is not English must provide proof of English language proficiency. WVU uses the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as the measure of English language proficiency. A score of 500 on the paper-based TOEFL, or 61 on the internet-based TOEFL, or 6.0 on the IELTS is the minimum required of all such undergraduate applicants.
Applicants must make arrangements to take the TOEFL/IELTS well in advance of the desired date of enrollment at WVU. Information about registration for the TOEFL can be obtained by writing to: Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541 - 6151, USA, or by contacting the local office of the United States Information Service (USIS). Information about registration for IELTS can be obtained by accessing the IELTS website at http://www.ielts.org.

TOEFL results are not required for applicants who have received a high school diploma and have obtained the required ACT/SAT test scores or a bachelor’s degree from schools in the United States.
In some cases, SAT Reading or ACT English test scores may be used to meet English proficiency. A passing grade in the subject of English on the IGCSE or GCSE certificates from Cambridge International will be accepted for English proficiency.

Applicants who have completed English composition courses which are equivalent to WVU's ENGL 101 and ENGL 102 with a "B" average at a United States institution are not required to submit TOEFL/IELTS scores. Many online English composition courses are not considered equivalent and will require review and approval from the English department.

FINANCIAL DOCUMENTS AND STUDENT VISA
International students requiring a form I-20 for student visa must provide certification of adequate financial resources. Generally, the student is required to provide an official bank statement showing the availability of the appropriate funds. If a private sponsor will be the student's source of support, the sponsor must submit a letter showing intent to sponsor and an official bank statement showing the availability of the appropriate funds. Other forms of support could include sponsorship certification from the student's government or sponsoring agency. In all cases, original or certified copies of financial/ sponsorship documents must be submitted before the I-20 can be issued.

IMMUNIZATION REQUIREMENTS
To ensure the health and safety of our campus, immunization against communicable diseases is extremely important. Documentation of immunizations must be submitted to the Office of Enrollment Services prior to enrollment. Requirements for immunizations are posted on the College web site at: http://potomacstatecollege.edu/admissions/immunization.html.

In this section:
- High School Early Start Program (p. 5)
- High School Juniors (p. 5)

HIGH SCHOOL EARLY START PROGRAM
Academically talented high school students who have completed their junior year with a 3.0 GPA may be admitted to take college courses before high school graduation. Students seeking admission into Potomac State's High School Early Start Program must meet the following criteria:

1. Have completed the junior year of high school and obtain permission from the high school counselor or principal.
2. Have an overall grade-point average of B (3.00) or better for all high school work, unless supporting data; recommendations and conferences indicate that a student's potential for success warrants reconsideration.
3. Submit a completed application for admission and an official high school transcript. Extenuating circumstances may exist wherein the principal and/or student may ask for reconsideration. In such cases, the decision to admit will be made by the Academic Dean and the Director of Enrollment Services.

HIGH SCHOOL JUNIORS
High School Juniors may be admitted to selected college courses offered at high school locations provided the following criteria be met:

1. Students must have a 3.5 GPA for all high school work completed at time admission into college courses is sought.
2. Student must have a written recommendation from his or her principal or guidance counselor.
3. Student must have written permission from his or her parent(s) or legal guardian(s) to take college courses.
4. Submit a completed application for admission and an official high school transcript.

In this section:
- Former Students in Good Standing (p. 5)
- Academically Suspended Students (p. 5)
- Academic Forgiveness Policy (p. 6)

FORMER STUDENTS IN GOOD STANDING
Students who leave the college for at least one complete semester are required to submit an application for readmission to the Office of Enrollment Services. Decisions on readmission are based on your Potomac State College academic standing along with academic work earned at any other institution attended after leaving Potomac State. For institutions outside the West Virginia system and West Virginia private colleges and universities, beginning spring 2012, grades and credits are transferable for college -level courses, provided the other conditions have been met.

ACADEMICALLY SUSPENDED STUDENTS
See Academic Suspension Regulations in the Academic Affairs section.
ACADEMIC FORGIVENESS POLICY

A student who has not attended any academic institution of higher learning in at least four calendar years may be eligible for admission to Potomac State College of West Virginia University under the Academic Forgiveness Policy. Requests for Academic Forgiveness must be made to the Academic Dean. The conditions and rules of this policy are as follows:

1. Admission to Potomac State College under the Academic Forgiveness Policy is contingent upon satisfying the above stated non-enrollment period. In addition a recommendation that the student be admitted under the Academic Forgiveness Policy must be granted by the Academic Dean.

2. Upon admission to Potomac State College under the Academic Forgiveness Policy, the student will be credited with the hours earned for courses completed with a grade of D or higher.

3. Grades earned during any prior enrollment period will not be counted for purposes of calculating the student’s grade-point average but grades earned will remain on the student’s permanent record.

4. The student must meet and complete all course work required to meet Potomac State College’s requirements for graduation, but under no circumstances after the student has been admitted under the Academic Forgiveness Policy shall the student complete fewer than 30 credit hours prior to earning a degree.

5. A student admitted to Potomac State College under the Academic Forgiveness Policy will follow all regulations regarding probation, suspension and expulsion.

In this section:

- ACT/SAT Tests (p. 6)
- Placement Guides (p. 6)
- Credit by Examination (Institutional) (p. 7)
- Advanced Placement Program (AP) (p. 7)
- Credit Level Examination Program (CLEP) (p. 8)

ACT/SAT TESTS

Potomac State College accepts scores from the American College Testing Program (ACT) test or the Scholastic Aptitude Test (SAT). The scores are not used for admission but are used for placement into math and English courses. Each test is administered nationally several times each year. Applications are available through high school guidance counselors or you can contact the Office of Enrollment Services for more information.

PLACEMENT GUIDES

The West Virginia Higher Education Policy Commission policy on freshman assessment and placement standards established the following placement standards:

MATHEMATICS

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in a mathematics course without required academic support which is designed to be applied to a baccalaureate degree, an associate of arts (A.A.) degree, an associate of science (A.S.) , an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S. or A.A.S. degree or a certificate program at a community college unless the minimum score prescribed below is earned on one of the following assessments:

- A score of 19 on the mathematics section of the American College Testing Program’s (ACT) Assessment Test.
- A score of 460 on the quantitative portion of the College Board’s Scholastic Assessment (SAT-I).
- An achievement level score of Level 3 on the mathematics portion of the statewide eleventh grade student assessment, the West Virginia General Summative Assessment.
- A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the American College Testing Program’s Assessment of Skills for Successful Entry and Transfer (ASSET).
- A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the American College Testing Program’s Computerized Adaptive Placement Assessment and Support System (COMPASS).
- A scaled score of 85 on the arithmetic test for majors requiring quantitative reasoning courses or a scaled score of 76 on the elementary algebra test for majors requiring college algebra or a scaled score of 40 on the college-level math test of the College Board’s ACCUPLACER Testing System.

ENGLISH COMPOSITION

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in an English composition course without required academic support which is designed to be applied toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree at a four-year college or university or an A.A., A.S., or A.A.S. degree or certificate program at a community college unless the minimum score prescribed below is earned on one of the following assessments:

- A score of 18 on the English section of ACT.
• A score of 450 on the verbal portion of the SAT - I.
• An achievement level score of Level 3 on the English/language arts portion of the statewide eleventh grade student assessment, the West Virginia General Summative Assessment.
• A scaled core of 38 on the writing skills test of the ASSET.
• A scaled score of 71 on the English Skills test of the American College Testing Programs Computerized Adaptive Placement Assessment and Support System (COMPASS).
• A scaled score of 88 on the Sentence Skills test of the College Board’s ACCUPLACER Testing System.

READING
Students scoring 17 on the reading section of the ACT, 420 or above on the verbal section of the SAT - I, 36 on the reading skills test of the ASSET, 30 percentile above on the Nelson - Denny Reading Test , 75 on the reading test of the American College Testing Programs Computerized Adaptive Placement Assessment and Support System (COMPASS), or 79 on the Reading Comprehensive test of the College Board’s ACCUPLACER Testing System will be considered to have met minimal reading skill requirements at those institution s which have developmental programs in reading.

FOREIGN LANGUAGE
Students who have studied Spanish in high school and who wish to continue the study of these languages at WVU must take a placement test before entering the program. Those who complete the course in which they are placed with a B or better will receive back credit for all courses out of which they placed. Fees for this back credit are waived. The placement test can be taken one time only and must be taken before completing any course work in the languages at WVU.

CREDIT BY EXAMINATION (INSTITUTIONAL)
After admission to Potomac State College, students may elect to take examinations demonstrating competence in specific course work. While PSC administered credit by examination and placement credit will be excluded from PSC residence credit, it does not interrupt the final fifteen credit hours in residence if earned during this period.

GUIDELINES
1. The student must be enrolled at Potomac State College during the semester that the credit is being sought.
2. The student must never have been enrolled in the class after the first week of the semester. Under unusual circumstances, this requirement may be waived by the Dean of Academic Affairs in consultation with the appropriate Division Chair.
3. No student may attempt institutional credit by examination more than once for the same course.
4. The student must demonstrate a background sufficient to warrant an exam.
5. The student must attempt institutional credit by examination prior to the last day to withdraw from a class.

COURSES NOT ELIGIBLE FOR CREDIT BY EXAMINATION
Due to their particular purposes and content, some courses may not be eligible for credit by examination at Potomac State College. These include Foundations courses and ENGL 101-102.

PROCEDURE
1. The student must submit in writing to the appropriate Division Chair an explanation of how the competency was achieved. The Division Chair will determine if the student is eligible and whether the course is appropriate for institutional credit by examination. The Chair’s decision can be appealed in writing within five working days to the Dean of Academic Affairs.
2. The Division Chair will procure an appropriate faculty member to develop, administer, and evaluate the exam. The Chair and the faculty member share responsibility for assuring the appropriate level of difficulty of the exam. In order to pass the exam, the student must show proficiency at a level comparable to that of a student receiving a grade of C in the course.
3. Upon successful completion, the student will receive credit for the course with no letter grade designated. Institutional credit will not affect the grade point average of the student.
4. A student who believes that a non-passing grade on the exam was due to a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, color, creed, sex, or national origin, may appeal the decision. The appeal will follow the same procedure as used for the appeal of a grade.

ADVANCED PLACEMENT PROGRAM (AP)
PSC of WVU encourages students to work to their full capacity and to earn their degree at their own learning speed. As a high school junior or senior, students can take college-level courses at their school through Advanced Placement courses. Administered by the College Board, Advanced Placement examinations verify if a student has earned competency equal to that of a college course. The WVU Office of Admissions’ Advanced Placement chart available at http://admissions.wvu.edu/admissions/equivalency shows the subject areas and necessary test scores needed to earn PSC/WVU equivalent courses. In order to receive Advanced Placement credit, official scores must be sent to the PSC Office of Enrollment Services.
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

If a student has gained a significant level of maturity through life experiences, he or she may receive college credit for those educationally related experiences through the College Level Examination Program (CLEP) of the College Board. With the exception of English composition, up to thirty-five hours of general education or elective credit may be earned for successful performance on the CLEP general examinations. Although this program was designed primarily for adults, exceptionally well-qualified high school seniors may use the CLEP program. The College Level Examination Program (CLEP) Chart available at http://admissions.wvu.edu/admissions/equivalency indicates the areas in which PSC/WVU grants credit based on the minimum score required.

Students must be enrolled at PSC in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. Veterans may receive advanced placement for specific military experience and should contact the Office of Admissions for specific information.