Admissions

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WVU Institute of Technology seeks to recruit and admit students who aspire to careers in engineering, sciences, business, humanities, social sciences, and nursing. It is important that the abilities and interests of students are appropriately matched to the rigor of Tech’s academic programs. Each candidate’s application, transcripts, and test results are carefully reviewed for compliance with admission standards. We assure equal educational opportunity to all. We welcome applicants without regard to race, religion, color, sex, sexual orientation, marital status, age, handicap or disability, veteran status, or national origin.

WVU Tech is subject to the undergraduate admissions policies and procedures of the West Virginia Higher Education Policy Commission (HEPC). These are described in detail in Series 23: Standards and Procedures for Undergraduate Admissions at Four-Year Colleges and Universities. (See https://www.wvhepc.org/resources/Series_23_2-7-13.pdf.)

The WVU Tech application is available online at http://admissions.wvutech.edu/. All applicants may contact the Beckley Admissions Office at 400 S. Kanawha St., Beckley, WV 25801, by calling 304.929.0311, or by email at tech-admissions@mail.wvu.edu.

Applications are processed on a rolling decision basis. Students are encouraged to apply at their earliest opportunity because applicants are considered on a first-come, first-served basis. Those who apply for the fall term before May 1 will automatically receive priority consideration for institutional scholarships.

Because some degree programs have standards that exceed baseline requirements for admission to the University, admission to WVU Tech does not necessarily constitute admission into a specific degree program.
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Freshman Students

Freshman applicants should submit the WVU Tech application, their official final high school transcript (sent directly from the high school), their ACT or SAT test scores, and proof of immunizations. The graduation date shown on the final high school transcript must precede the first day of classes of the term the student first enrolls at WVU Tech.

Courses that freshman applicants are expected to have successfully completed in high school include:

- 4 units of English (including grammar, composition, and literature)
- 3 units of social studies (including U.S. History)
- 4 units of college preparatory mathematics (three units must be algebra I and higher, Math I and higher; Transitional Math for Seniors will be accepted.)
- 3 units of science (all must be college preparatory, preferably biology, chemistry, or physics)
- 2 units of the same foreign language
- 1 unit of fine art

In addition to a 2.0 high school GPA and an 18 ACT composite or 870 SAT (combined Critical Reading and Math scores taken prior to March 2016) or a 950 SAT composite (combined evidence based Reading/Writing and Math scores taken March 2016 and after.)

In addition to the general requirements for admission, applicants to the Leonard C. Nelson College of Engineering and Sciences must also obtain an ACT math school of at least 19 or a SAT math score of 460 taken prior to March 2016 or a 500 SAT score taken March 2016 and after.)

Students who wish to pursue a career in engineering, but do not meet the above criteria for admission to the Leonard C. Nelson College of Engineering & Sciences can be admitted to the pre-engineering program. A pre-engineering student could be allowed to transfer to an engineering major after completing MATH 126 College Algebra and MATH 128 Plane Trigonometry, both with a “C” or better grade.

Transfer Students: Intra-University

Students enrolled at WVU (either the Main Campus or Potomac State College) who wish to transfer to WVU Tech must: (1) submit the Change of Campus form that can be accessed at http://admissions.wvutech.edu/ or techregistrar.wvutech.edu/forms (http://techregistrar.wvutech.edu/forms); and (2) fulfill all general admission requirements and all stipulated program admission requirements. If the transfer will take place before two full semesters has been completed, the student must also fulfill all freshman admission requirements.

Transfer Students from Other Accredited Institutions

Students wishing to transfer from a regionally accredited institution must be academically eligible to return to that institution and must have earned at least a 2.0 GPA for the academic work being transferred. The official acceptance of transfer students must take place at least one month prior to the registration date for the term of their admission.

Applicants should submit the WVU Tech application, official transcript(s) directly from each college attended, and for applicants with fewer than 24 transferable credit hours (excluding developmental courses), ACT or SAT test scores and an official copy of the high school transcript.

WVU Tech is subject to the transfer guidelines adopted by the HEPC as described in Series 17: Transferability of Credits and Grades at West Virginia Public Colleges and Universities. (See https://www.wvhepc.org/resources/133-17.pdf.) Thus, WVU Tech will accept a maximum of 72 semester hours
of lower-division credits and grades from public community and technical colleges or regional campuses. Additional credit from accredited four-year colleges and universities may be accepted, but the major department and the Registrar will determine which courses may apply to a particular degree.

Students with fewer than 24 transferable credit hours must meet freshman admission standards and must take the course, WVUE 191, First-Year Seminar.

All transfer students will be required to complete at least 36 hours of credit in residence at WVU Tech prior to their graduation. Transfer students in engineering programs must take at least 24 credit hours of upper division engineering courses in residence at WVU Tech, and these must include the capstone design course(s) for the particular program.

Evaluation of Transfer Credits

All credits, grades and quality points shall be entered on the permanent record card of transfer students. Courses from non-accredited colleges will be shown on the transcript, but will not be accepted for credit. An exception is that such courses may be accepted for the Regents BA degree program with the approval of the program coordinator. Evaluation of transfer credits will be approved by the Registrar.

Transfer students must fulfill the graduation requirements of the college, including 40 hours of 300-400 level courses. Credits earned at a junior or community college may not be used to satisfy this requirement.

International Students

International students are urged to visit the WVU Tech web page for international students at http://admissions.wvutech.edu/apply/international-student. The application process and the scholarship program, that WVU Tech provides to academically qualified international students, are explained in depth. The following checklists indicate materials and documents that are required of international applicants:

- Application for Admission
- Application Fee
- Official High School Transcripts – Equivalent of cumulative 2.0 or better secondary/high school GPA on a 4.0 scale
- Original Language of Issue (Translated)
- Evaluated High School Transcripts
  - To ensure proper calculation of GPA and credit for courses taken, it is the responsibility of the Applicant to submit their academic records to an independent academic evaluator. While WVU Tech does not endorse a specific company or program, we suggest using World Education Services (www.wes.org). The required evaluation to have completed on your transcripts is the WES Basic Course - By - Course (with GPA & course - levels).
- Proof of English Proficiency – TOEFL – 61 or IELTS – 6.0 required
  - Students who are citizens of Canada, United Kingdom, Australia, Trinidad and Tobago, the British Virgin Islands or any other native English speaking countries are exempt from the TOEFL and IELTS requirements.
- ACT or SAT Scores – ACT composite score of 18 or SAT composite score of 870, (combined Critical Reading and Math scores taken prior to March 2016) or a 950 SAT composite (combined evidence based Reading/Writing and Math scores taken March 2016 or after) not including the writing portion
- Immunization Records
- Copy of Current Passport and/or Visa
- Financial Documentation
  - Applicant must prove they can provide adequate financial support to cover the estimated expense of studies at WVU Tech for one full year (tuition/fees, living expenses, books & supplies, personal expenses, etc.).
    - Applicant must submit official bank statement showing availability of the required amount. The statement can be no older than six months, must be translated in English and show all Amounts in U.S. dollars ($).
    - If student is being supported by a private sponsor, the sponsor must provide a letter declaring the intent of sponsorship in addition to the official bank statement.
    - If student is being sponsored by a government agency, the agency must provide official certification that the appropriate costs will be forwarded at the required level.

Transfer Applicants

- Applicants with less than 24 hours of college credit are also required to meet Freshman applicant requirements in addition to the Transfer requirements.
- Application for Admission
- Application Fee
- Official College Transcripts – 24 or more earned credit hours (equivalent to U.S. system) with a cumulative 2.0 or better college GPA on 4.0 scale
- Original Language of Issue, if International University Translated
- Evaluated College Transcripts
For international applicants from non-US schools, the required supporting documentation must include:

- To ensure proper calculation of GPA and credit for courses taken, it is the responsibility of the Applicant to submit their academic records to an independent academic evaluator. While WVU Tech does not endorse a specific company or program, we suggest using World Education Services (www.wes.org (http://www.wes.org)). The required evaluation to have completed on your transcripts is the WES Basic Course - By - Course (with GPA & course - levels).
- The original documents or certified (attested) copies of original documents in the original language of issue, and the official English translations of these documents
- If applicant attended a domestic university, translation and evaluation are not required.
- Proof of English Proficiency – TOEFL – 61 or IELTS – 6.0 required
- Students who are citizens of Canada, United Kingdom, Australia, Trinidad and Tobago, the British Virgin Islands or any other native English speaking countries are exempt from the TOEFL and IELTS requirements.
- ACT or SAT Scores – ACT composite score of 18 or SAT composite score of 870, (combined Critical Reading and Math scores taken prior to March 216) or 950 SAT composite (combined evidence based Reading/ Writing and Math scores taken March 2016 or after) not including the writing portion
- Immunization Records
- Copy of Current Passport and/or Visa

Financial Documentation

- Applicant must prove they can provide adequate financial support to cover the estimated expense of studies at WVU Tech for one single term and for one full year of study (including tuition, fees, living expenses, books & supplies, personal expenses, etc.).
- Applicant must submit an official bank statement showing availability of the required amount. The statement can be no older than six months, must be translated in English and show all Amounts in U.S. dollars ($).
- If applicant is being supported by a private sponsor, the sponsor must provide a letter declaring the intent of sponsorship in addition to the official bank statement.
- If applicant is being sponsored by a government agency, the agency must provide official certification that the appropriate costs will be forwarded at the required level.

Application Deadlines

- Spring Term–December 1
- Fall Term–July 1

GED and TASC Students

Applicants who have completed the Test Assessing Secondary Completion (TASC) with a score of 500 on each of the five subtest categories or a General Equivalency Degree (GED) with an average standard score of 2250 (450) or above should have the following sent to the WVU Tech Office of Admissions:

- GED and TASC scores sent directly by the State Department of Education
- Transcript from high school last attended sent directly by the high school.

Applicants who earned the GED fewer than five years prior to applying must also have ACT or SAT scores sent to WVU Tech. Admission requirements for applicants who earned the GED five or more years prior to applying and have not attended another college may be waived.

Homeschooled Applicants

WVU Tech will accept admission applications from homeschooled students and those graduating from non-accredited high schools. If students are homeschooled or attended a non-accredited high school, they must submit a complete undergraduate application and SAT or ACT test scores. Homeschooled students must also submit course documentation as well as complete required courses to be eligible for admission. Immunization records must also be submitted before enrollment.

Homeschooled students must submit typed documentation (a manuscript or description) of their coursework. Minimally, this must include:

- The student’s name.
- A list and description of courses completed. Descriptions should include duration of study and content of the course.
- Grades earned for the courses completed.
- The number of credits earned for each course.
- Graduation date.

The courses must be broken down by 9th, 10th, 11th, and 12th grade years. The transcripts must bear the signature of the person who administered the curriculum.
Homeschooled applicants and applicants who attended non-accredited high schools must furnish documentation to validate learning in the academic core areas shown below. If the student completed units at an accredited high school or college, then transcripts of the units taken must be provided to WVU Tech.

The following high school unit requirements must be met for freshman admission:

- 4 units of English (including grammar, composition, and literature) 4 units of college preparatory mathematics (three units must be Algebra I and II and Plane Geometry.) Students interested in majors that emphasize math and science are encouraged to take math beyond Algebra II (such as pre-Calc, Calculus, and Statistics).
- 3 units of social studies (including U.S. History)
- 3 units of science (ALL units must be laboratory science.) Recommended units include: Biology, Chemistry, Physics, Anatomy, and Environmental Science
- 2 units of the same foreign language. American Sign Language is acceptable.
- 1 unit of fine arts (such as: Music, Band, Art, Theater, Dance, Drama, and Performance).

Upon completion of an application file with the required documentation, WVU Tech will review the entire application file of an individual who has been homeschooled or attended a non-accredited high school. Note: West Virginia residents who were homeschooled and are applying for WV PROMISE Scholarship or WV Higher Education Grant must have GEDs or TASC scores. Further questions regarding this should be directed to the WV Higher Education Policy Commission at http://wvhepc.edu/.

ACCESS (Attaining College Credits and Experiences while in Secondary School)

High school juniors and seniors may earn credit hours toward a degree at WVU Tech prior to their graduation. To be eligible for ACCESS admission, the high school junior or senior must:

- Complete the application for ACCESS Admission
- Submit a high school transcript
- Submit a letter of permission from your parent(s) or guardian(s)
- Submit a letter of recommendation from the guidance counselor or principal of the high school attended
- Have completed the sophomore year of high school
- Have earned a minimum average of B (3.00) for all high school courses attempted

Students selected for ACCESS admission may enroll for any freshman level class as long as the student has a sufficient academic background. Students enrolled under this program will receive grades and quality points as earned. Transcripts will be forwarded to any other college upon request of the student; however, the acceptance of these credits toward a degree will be determined by the individual college. Tuition and fees will be the same as those for regular college students.

Advanced Admission of High School Seniors

High school students who wish to spend their senior year at WVU Tech may apply for advanced admission as a full-time student. To be eligible for full-time advanced admission, the high school senior must:

- Complete an application for advanced admission as a full-time student
- Submit a high school transcript and ACT or SAT test scores
- Submit a letter of permission from your parent(s) or guardian(s)
- Submit a letter of recommendation from the guidance counselor or principal of the high school attended
- Have completed all requirements for graduation from high school except senior English
- Have earned a minimum average of 3.5 GPA or higher and a 26 ACT composite or 1170 SAT (combined Critical Reading and Math scores taken prior to March 2016) or a 1240 SAT Composite (combined evidence based Reading/Writing and Math scores taken March 2016 and after.)

Accepted students are admitted as full-time students with all of the rights and privileges offered other students. Cost of tuition and fees will be the same as those for all other full-time students.

Early Enrollment Students

Agreements are in place with several high schools in West Virginia by which students may enroll in selected college courses that also satisfy requirements for high school graduation. High school students who are interested in these early enrollment classes may obtain information about them from the high school counselor or the WVU Tech Office of Admissions.

Veterans

WVU Tech is approved by the WV Higher Education Policy Commission’s State Approving Agency for enrollment of veterans and dependents of deceased or 100% disabled veterans eligible for education benefits under current regulations. Those serving in the Army or Air National Guard or those
on Active Duty or serving in a Reserve Unit may also qualify for educational assistance. The Office of the Registrar serves as the official institutional contact point for military and veterans’ programs and services.

New students who have not used their VA educational benefits must apply to the U.S. Department of Veterans Affairs and/or their National Guard or Reserve Unit to establish their eligibility for educational benefits. Those receiving funding through the U.S. Department of Veterans Affairs must submit a Certificate of Eligibility and those funded under WV National Guard programs must submit a Notice of Basic Eligibility to the Veterans Affairs Office in order to be certified for educational benefits. Transfer students who have used educational benefits at another school must contact the Veterans Affairs Office and select a VA approved academic program before being certified to receive educational benefits. All transfer credits must be reported to the Veterans Affairs Office and official transcripts must be submitted to the Office of Admissions. The student must also officially apply for WVU Tech admission and select a VA approved academic program before being certified to receive educational benefits. These guidelines also apply to students who are only enrolled in Extended Education courses. Continuing students need only verify their continued enrollment with the Veterans Affairs Office to continue their educational benefits. Please see http://techregistrar.wvutech.edu/forms.

It is the student’s responsibility to ensure that all tuition and fees are paid, unless they are enrolled under the Post 9/11 GI Bill (Chapter 33). Educational benefits checks should start arriving within 6 to 8 weeks after certification.

Any changes in approved course schedules including adding, dropping, and withdrawing from a course or courses MUST receive prior approval from the Veterans Affairs Office. Failure to obtain prior approval may jeopardize continued funding and may result in a significant overpayment of educational benefits that must be repaid to the VA. Students withdrawing from the institution must also contact the Veterans Affairs Office to avoid any overpayment. Any overpayment of education benefits will be calculated within the pay period in which the change occurred. Changes of academic program major MUST receive prior approval from the Veterans Affairs Office and U.S. Department of Veterans Affairs or appropriate Guard or Reserve Unit.

Students receiving educational benefits are expected to make satisfactory progress in attaining their educational goals and to attend their classes on a regular basis. The Veterans Affairs Office will closely monitor academic progress and class attendance. Any student not following these requirements may lose their benefits.

All forms necessary for educational benefits are available in the Office of the Registrar: Phone 304.929.0337 (Beckley) – E-mail: Tech-Veterans-Affairs@mail.wvu.edu. (Tech-Veterans-Affairs@mail.wvu.edu)

In this section:

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RBA Students need to complete the general WVU Tech admissions application. There are no application fees. For details, please see http://bhss.wvutech.edu/departments/ Regents-Bachelor-of-Arts.

WVU Tech’s Regents Bachelor of Arts (RBA) degree program is designed for adults who want to complete their college studies and obtain a bachelors degree. The program is affordable, flexible, and offers an opportunity to gain credits for work and life experience. Students tailor their academic course of study to meet individual needs.

Transient Students

A student wishing to take WVU Tech courses for transfer to another college may do so but, when registering, must present an official transient student permit from the college accepting the credits. This permit should include the number of semester hours permissible for transfer. The total cost of tuition and fees for the transient student is the same as that paid by regular WVU Tech students. Students from the WVU Morgantown campus or Potomac State College must complete a Dual Campus form if they will also be taking classes at their home institution, or a Change of Campus form if all courses during the term will be taken at WVU Tech. Forms can be found at http://techregistrar.wvutech.edu/forms.

WVU Tech students who wish to take courses at another institution for credit toward a WVU Tech program must meet with their advisor and complete a Transient Student Form. This form indicates the courses to be taken at the other institution and the course equivalencies when transferred to WVU Tech. This form must be submitted to the Office of the Registrar before the student attends another institution. If the student will be taking courses at WVU Morgantown campus or Potomac State College, they must either complete a Dual Campus form if they will also be taking classes at WVU Tech, or a Change of Campus form if all courses during the term will be taken at another campus. Forms can be found at http://techregistrar.wvutech.edu/forms.
Special Students
An individual who wishes to take courses, but not for a degree or certificate, is classified as a special student and may register for part-time studies, taking fewer than 12 hours of course credit in any semester. A special student who attempts 12 or more credit hours must apply for admission as a degree candidate by filing full credentials with the Office of Admissions. An overall grade point average of 2.00 or higher is required for admission. The tuition and fees for the special student is the same as those paid by regular college students.

An exception to this policy is granted to CTED students who are taking courses for certification for continuing employment, but who are not seeking a degree. These students are admitted under the 049T Career Technical Education Certificate major code, and are not bound by the 12 hour limit on special students.

Academic Common Market
The Academic Common Market provides opportunities for residents of other states that are members of the Southern Regional Education Board to attend selected programs in West Virginia at reduced tuition rates. Application must be made through the higher education authority of the state of residence. Depending upon the state of residence, the WVU Tech Athletic Coaching Education and Aerospace Engineering 2+ programs are available through the Academic Common Market Program.

Visit http://admissions.wvutech.edu/cost-and-aid/academic-common-market for details on the application process.

Readmission of Students in Good Standing
Students who left WVU Tech in good standing and who return to college after an absence of one or more terms, excluding summer, must apply for readmission.

Readmission of Suspended Students
First-level suspension is assigned when the student’s GPA falls below 2.0 for two consecutive semesters. The student on first-level suspension may request a waiver from the Dean of the college in question by way of written request and agreeing to an academic load not to exceed 14 credit hours. In cases when the waiver request is not approved, first-level suspension requires that the student sit out for a minimum of one semester before reapplying to WVU Tech.

Second-level suspension is assigned when the student returning from a first-level suspension fails to earn a 2.0 GPA in the next attempted semester. Second-level suspension cannot be waived and requires that the student sit out for at least one year before reapplying.

Third-level suspension is assigned when the student returning from second-level suspension fails to earn a 2.0 GPA in the next attempted semester. Third-level suspension cannot be waived and requires the student to sit out for at least four years before reapplying.

A student suspended at any level is entitled to petition the Committee on Classification and Grades of the Faculty Assembly for readmission. The Committee will evaluate the academic ability, character, circumstances, motivation, and any evidence presented by the student of improved circumstances or conditions that would support the application for readmission. If the Committee approves the petition, the student will return on academic probation and under whatever special circumstances the Committee deems advisable. The student would thus not have to reapply.

It is important to note that readmission to the college does not automatically mean readmission to the previous program.

In this section:

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Advanced Placement Program (AP)
Academically qualifying high school juniors and seniors may earn college credit through the AP program of the College Entrance Examination Board. At the completion of the AP courses three-hour examinations will be administered. The final scores on the exam may demonstrate equivalency to selected WVU Tech courses. Details about the AP program are posted on the HEPC web page under academic affairs at www.wvhepc.edu (http://www.wvhepc.edu)

College Level Examination Program (CLEP)
Incoming students who have gained a significant level of maturity through life experiences may receive college credit for their educationally-related experiences through the CLEP programs of the College Entrance Examination Board. Up to 35 hours of general education or elective credit may be
earned through successful performance on CLEP general examinations. Although this program was designed primarily for adults, exceptionally well qualified high school seniors may elect the CLEP program. Courses for which credit may be earned through CLEP examinations are listed online at http://admissions.wvu.edu/admissions/equivalency.

**International Baccalaureate (IB)**

WVU Tech welcomes applications from students who have attended high schools that offer the international baccalaureate program. Credit given varies with level (standard or higher) and with score. The chart can be found at http://admissions.wvu.edu/admissions/equivalency.

**Academic Forgiveness**

WVU Tech allows academic forgiveness to some students who were not successful in their prior experiences at West Virginia colleges and universities. To be eligible the student cannot have been enrolled in any higher education institution for the four years prior to their admission to WVU Tech.

The petition for academic forgiveness is available on the Registrar’s web page at: http://techregistrar.wvutech.edu/policies-and-procedures. The following conditions and rules apply:

- The request for academic forgiveness must be submitted during the term in which the student is initially readmitted. Assuming that all requirements are met, academic forgiveness would become effective on completion of the readmission semester.
- The official recommendation for academic forgiveness must be approved by the dean of the college the student plans to enter.
- Upon admission to WVU Tech under this policy, the student will receive credit for all courses completed with a grade of D or higher.
- The student admitted under the academic forgiveness policy must satisfactorily complete all coursework required by the respective program and academic college.
- Under no circumstances may the student admitted under the academic forgiveness policy complete fewer than 32 credit hours at WVU Tech prior to earning a degree.
- Students admitted under the academic forgiveness policy are expected to complete the required coursework at WVU Tech. Any exceptions must be submitted to the department chair in writing.
- A student admitted under the academic forgiveness policy is subject to all regulations regarding probation, suspension, and expulsion.

If the application is approved, the changes will be applied to the student’s WVU Tech credits and transfer credits as applicable. Academic forgiveness is applied by excluding the GPA hours for which an “F” was earned. The “F” grades will still appear on the transcript, however, forgiven “Fs” will have an “E” notation and the hours will no longer appear in the GPA hours and will not be used in the calculation of the GPA. This can be viewed through the MIX/STAR academic transcript online once processed.

This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduation with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

**Academic Forgiveness for Regents Bachelor of Arts (RBA) Students**

It is not necessary for students admitted to the RBA program to petition for academic forgiveness. WV HEPC policy (Regents Bachelor of Arts Degree Program Administrative Guidelines revised April 2007) dictates that all “F” grades received four years or more before admission to the RBA program are disregarded. Also, the only residence requirement for RBA students is that 24 credit hours must be earned within the state higher education system, including the community and technical colleges. At least 3 of the 24 graded hours must be completed at WVU Tech.

**Developmental Courses**

Developmental courses do not count toward Tech’s degree requirements or GPA calculations.