Admissions

WVU Tech 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 and are committed to ensuring that all persons, including women, people of color, persons with disabilities, veterans, and persons of different religions, sexual orientations, ages, and international, ethnic, and economic backgrounds have the opportunity to benefit from the programs and services the University offers.

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.

WVU Tech's online application for admission and additional general information is available through the Admissions website (https://admissions.wvutech.edu/). All applicants may contact the WVU TECH Office of Admissions 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.

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.

In this section:

Freshman Students

Freshman applicants should submit the WVU Tech application, their official final high school transcript (sent directly from the high school) and their ACT or SAT test scores. 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 English 12, and courses in Grammar, Composition and Literature
- 3 units of college preparatory Mathematics
  - Units must be Algebra I or higher Math I or higher and include Algebra II or equivalent higher-level Math course; Transitional Math for High School seniors will also be accepted. Courses designed as "support courses", such as Math I Lab or Maht I Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required three (3) Mathematics course core requirements.
  - West Virginia course equivalencies include a series of Math I, II and III
- 4 units of Social Studies/Fine Arts/Humanities
  - Any combination of Social Studies, Fine Arts or Humanities will fulfill the requirement; combination must include U.S. Studies/History
- 3 units of Science
  - Recommended units include Biology, Chemistry, Physics, Anatomy and Environmental Science

- 2 units of the same World Language
    - American Sign Language meets this requirement.

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 960 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 Engineering, Engineering Technology, Chemistry and Mathematics must also obtain an ACT math score of at least 19 or an SAT math score of 460 taken prior to March 2016 or an SAT Math score of 510 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 Morgantown or Potomac State College - WVU Keyser who wish to transfer to WVU Tech must: (1) submit the Change of Campus form that can be accessed at the WVU Tech Admissions (https://admissions.wvutech.edu/) page or the WVU Tech Registrar's Forms (http://techregistrar.wvutech.edu/forms/) page; 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 an 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.

Students with coursework from institutions without regional accreditation must request approval from the appropriate college to have the coursework articulated

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 <u>and</u> an official copy of the high school transcript.

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 Bachelor of Arts degree program with the approval of the program coordinator. Evaluation of transfer credits will be approved by the Registrar.

International Students

International students are encouraged to visit the WVU Tech international admissions website (https://admissions.wvutech.edu/apply/type/international/). 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
- 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 (http://www.wes.org)). The required evaluation to have completed on your transcript s is the WES Basic with GPA. WVU Tech does not accept evaluations from any organization or program that is not a member of NACES.
- 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 960 SAT composite (combined evidence-based Reading/Writing and Math scores taken March 2016 or after) not including the writing portion
- ACT or SAT scores are only needed for those applying to selected academic majors in the College of Engineering and Sciences and the School of Nursing
- Copy of Current Passport and/or Visa

- Financial Documentation
    - Financial Documentation is not required for admission purposes. However, before documentation can be issued to the student that is need for VISA application, financial documentation must be submitted to the WVU Tech Office of Admissions. Applicants 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.). Criteria for acceptable financial documentation is:
        - 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 complete and sign the 'Declaration of Support by Financial Sponsor' form 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
- 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). WVU Tech does not accept evaluations from any organization or program that is not a member of NACES.
        - 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 960 SAT composite (combined evidence-based Reading/Writing and Math scores taken March 2016 or after) not including the writing portion
- Copy of Current Passport and/or Visa

Non-Degree Seeking Students

Students with one or more bachelor's degrees from accredited colleges or universities (including the WVU System) who want to enroll for undergraduate credit may be admitted as non-degree seeking students. Post-baccalaureate students who are not working toward a graduate degree may earn undergraduate credit and will be assessed undergraduate fees. Candidates for admission to this classification who are not graduates of the WVU System must submit an undergraduate application. The application can be found under Non-Degree on the Apply tab on the WVU Tech Admissions webpage (https://admissions.wvutech.edu/apply/type/non-degree/).

WVU Tech may admit students who are not seeking and/or not eligible to pursue a certificate or degree. Non-degree students must meet the minimum University admissions standards and must follow transfer admissions requirements. If students have completed fewer than twenty-four college-level credits, they should also submit an official high school transcript.

Unless otherwise stated, Students seeking non-degree admission to WVU Tech must be academically and otherwise eligible to return to their current or previous institution.

Non-degree students must supply the University with transcripts reflecting all previous college work prior to admission. Visiting students may provide a Statement of Good Standing in lieu of transcripts.

Financial Documentation

- Financial Documentation is not required for admission purposes. However, before documentation can be issued to the student that is needed for VISA application, financial documentation must be submitted to WVU Tech Office of Admissions.

- 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 complete and sign the 'Declaration of Support by Financial Sponsor' form 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 (General Equivalency Diploma) and HiSET (High School Equivalency Test) Students

In lieu of a high school diploma, students are eligible for admission consideration having attained any one of the following equivalent credentials. Students must still meet all academic course requirements.

As of January 1, 2022, the HiSET$^®$ exam became the state approved HSE assessment for West Virginia. Examinees who successfully pass the HiSET$^®$ exam receive the *State of West Virginia High School Equivalency Diploma.*

Students passing the High School Equivalency Test (HiSET) will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to the WVU Tech Office of Admissions. More information about the HiSET exam can be found on the HiSET webpage (https://hiset.org/).

The GED will be accepted for students who took the GED prior to January 2014, or from a state that does not administer the HiSET or TASC exam. Students who have completed a General Equivalency Diploma (GED) with an average standard score of 2250 (450) or above must request that the State Department of Education mail copies of scores to the WVU Tech Office of Admissions. In addition, a high school transcript must also be mailed to the WVU Tech Office of Admissions.

Students who completed the Test Assessing Secondary Completion (TASC) prior to January 1, 2022 will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to WVU Tech Office of Admissions. More information about the TASC exam can be found on the Test Accessing Secondary Completion webpage.

Home-schooled Applicants

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

Home-schooled 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.

Home-schooled 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:

- Four units of English (including grammar, composition and literature)
- Three units of college preparatory mathematics (units must be Algebra I or higher, Math I or higher and include Algebra II; Transitional Math for High School Seniors will also be accepted)
- Four units of social studies/fine arts (any combination of social studies, fine arts or humanities will fulfill the requirement; combination must include U.S. studies/history)

- Three units of science (recommended units include biology, chemistry, physics, anatomy and environmental science)
- Two units of the same world language (American Sign Language is acceptable)

Upon completion of an application file with the required documentation, WVU Tech will review the entire application file of an individual who has been home-schooled or attended a non - accredited high school.

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

WVU Tech offers Early Enrollment courses to high school juniors and seniors. The Early Enrollment courses allow students to earn college credit while still in high school. A limited number of courses such as English, Math, and Psychology are available online each school year at a discounted tuition rate. Additionally, some high schools offer Dual Credit for the Early Enrollment courses. For the latest information on courses, schedules and participating high schools, please visit the WVU Tech Early Enrollment (https://www.wvutech.edu/techee/) website.

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 Registrar's office certifying official in order to be certified for educational benefits. Those receiving funding through the U.S. Department of Veterans Affairs must submit a Certificate of Eligibility, DD214, WVU Tech Veterans & Military Service Educational Benefits Data & Agreement form, and the Veterans Enrollment Certification form 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 submit a Change of Program or Place of Training Form to receive benefits. All transfer credits must be reported to the Registrar's 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 Registrar's Office to continue their educational benefits. For additional information and forms please see the Registrar Office (https://techregistrar.wvutech.edu/home/) website.

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 Registrar's 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 Registrar's 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 Registrar's certifying official and 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 Registrar's 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 Registrar's Office (https://techregistrar.wvutech.edu/): Phone 304.929.1450 (Beckley) – E-mail: Tech-Registrar-Records@mail.wvu.edu. (Tech-Veterans-Affairs@mail.wvu.edu)

In this section:

Regents Bachelor of Arts (RBA)

RBA Students need to complete the general WVU Tech admissions application. For details and additional information, please see WVU Tech Regents Bachelor of Arts (https://techregistrar.wvutech.edu/home/) website.

WVU Tech's Regents Bachelor of Arts (RBA) degree program is designed for adults who want to complete their college studies and obtain a Regents Bachelor of Arts 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

VISITING STUDENTS COMING TO WVU TECH

Students enrolled at another institution of higher education, who want to take a course at one of WVU's campuses and have the credit transferred to another college or university must complete the undergraduate application and select "visiting" for student type. The application can be found at: WVU Undergraduate Admissions How to Apply (https://admissions.wvu.edu/how-to-apply/) page under Visiting Students. A new application must be submitted for each term a student wishes to attend.

Students attending either WVU Keyser or WVU Morgantown must complete a Dual/Visiting campus form with their academic advisor. First-Time-Freshmen or First-Time-Transfer students who were rejected or referred from WVU Morgantown cannot enroll as a visiting student for the term (or prior terms) to their denial.

WVU TECH STUDENTS SEEKING TRANSIENT CREDIT

In order to take a course or courses at another college or university, students must have approval from their academic college or school. To receive such approval, a student must have an overall 2.0 grade-point average. All approved college-level work is accepted for transfer from accredited institutions, provided the above requirements have been met. To view a list of schools and courses already reviewed, visit WVU Undergraduate Admissions (https://admissions.wvu.edu/). In addition, an official transcript must be received by the Office of Admissions before any coursework can be counted toward degree requirements. Students cannot choose to transfer courses based on the grades earned. All courses from the institution(s) will be transferred. The academic department will determine what courses satisfy degree requirements.

International students going to their home country for transient study must complete the same Transient Credit Form found at on the Transient Credit Application (https://admissions.wvu.edu/forms-and-procedures/transient-credit-application/) page. All students traveling abroad through the Education Abroad Program should complete the Education Abroad Transient Form which can be found on the Education Abroad website (https://educationabroad.wvu.edu/home/).

The following procedures are available for students wishing to appeal transient credit received from their participation in coursework through an approved Education Abroad program:

Student appealing grade received for coursework taken abroad must be appealed through the host institution issuing the grade.

Student appealing the conversion of grade received abroad into the WVU letter grade system can email educationabroad@mail.wvu.edu with supporting documentation to be reviewed by the Provost's Office. Recommended documentation includes course syllabi and grading scale conversion recommendations from host institution.

Student appealing the number of WVU credit hours received from courses taken abroad can email educationabroad@mail.wvu.edu with supporting documentation to be reviewed by the Office of the University Registrar. Supporting documentation should include the number of course contact hours from host institution.

Student appealing to receive Pass/Fail credit, removal of letter grades. This will be considered for extenuating circumstances only. Students can email educationabroad@mail.wvu.edu with supporting documentation to be reviewed by the Provost's Office. Supporting documentation should include written statement from student regarding rational for request. Students should talk to their academic advisors regarding the implications of P/F on degree progression.

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.

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

See the Probation, Suspension and Dismissal (http://catalog.wvu.edu/westvirginiauniversityinstituteoftechnology/academicstandards/ #probationandsuspensiontext) tab for more information.

In this section:

Pre-Collegiate Examinations - Advanced Placement Program (AP)/College Level Examination Program (CLEP)/International Baccalaureate (IB)

POLICY

Equivalencies for pre-collegiate examinations such as Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP), are established by the academic unit which teaches the subject, based on the following university rules.

- Initially, a maximum of 4 credits is awarded for each single qualifying exam score. In consultation with their Academic Adviser, students may petition for additional credit based on their score and academic circumstances.
- Once an equivalency has been established and a student has requested that a course be recorded on the transcript, it cannot be removed from the student's record.
- Credit is normally awarded at the 100 level. In some circumstances, departments may request the college or school to award credit for a 200-level course. Credit at or above the 300 level is not granted.
- In certain subjects, direct equivalency to a WVU course is awarded. Many course equivalencies will satisfy General Education requirements.
- Individual programs may decide that non-direct equivalencies fulfill major or minor requirements; equivalencies are reflected in the student's Degree Works audit.
- Examination credit equivalencies posted to the student's transcript count as both attempted and earned credits. Although credit is awarded, no grades are recorded.
- Examination credits are awarded at the point of admission for both freshmen and transfer students. For transfer students, WVU articulates credit based on its established equivalencies. WVU does not honor the articulation made by previous institutions.
- Current students may not earn college credit via CLEP, unless a department does not offer credit-by-examination and the student has secured prior approval.

ADVANCED PLACEMENT PROGRAM (AP)

- Score of 3: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
- A score of 4 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students may request additional credit when applicable.
- The Advanced Placement chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

- Incoming freshmen may request credit equivalencies for CLEP exams they passed at the time of admission to WVU.
- A minimum score of 55 is required to earn credit equivalencies, although some programs may require a higher score.
- The CLEP chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

INTERNATIONAL BACCALAUREATE (IB)

- Standard Level (SL): no equivalencies
- Higher Level (HL)

- Score of 4 or 5: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
- Score of 6 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students to request additional credit when applicable.
- Diploma (DP): students who earn the diploma with a minimum score of 32/45 (71%) will have fulfilled all general education requirements. Coursework will be posted on the transcript according to the established equivalencies.
- The IB chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit (https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/) page on the WVU Office of Admissions website.

PROCESS

- AP and IB credits: upon registration for their first semester at WVU, freshman students will work with their advisers to have the appropriate credits posted to their transcripts. In consultation with their adviser, students may petition to have additional credits recorded by filling out a petition, based on the equivalencies established by the academic units found on the AP, CLEP, IB, Cambridge International and Military Service Credit (https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/) page.
- CLEP exams results must be submitted at the time of admission. If current students wish to earn credits through CLEP because no credit by examination is offered in that subject at WVU, they must secure permission from the chair or director of their academic unit, as well as that of the chair or director of the unit that offers the course, before filling out a petition. Permission is documented by recording a note in Degree Works.

Academic Forgiveness

The West Virginia University system may provide academic forgiveness to some undergraduate students who were not successful in an attempt at higher education within the WVU system or who need forgiveness to qualify for admittance.

POLICIES GOVERNING ACADEMIC FORGIVENESS:

- For the purposes of admission, the West Virginia University system may honor academic forgiveness granted at a previously attended regionally accredited institution. Students requesting admittance who wish to have a previous grant of academic forgiveness honored must have a GPA of 2.0 or higher in at least 24 earned credit hours after academic forgiveness was applied.
- A student may receive academic forgiveness only once.
- Students requesting academic forgiveness cannot have been enrolled at any higher education institution for at least four calendar years.
- Students who receive academic forgiveness from the West Virginia University system will receive credit for all courses completed with a grade of D- or higher during the forgiven period of enrollment. While all grades and credit hours remain on the student's transcript, grades earned during the forgiven enrollment period will not be counted in the student's GPA.
- After receiving forgiveness, the student must satisfactorily complete all coursework required by the academic unit for graduation and at least 15 credit hours in the WVU system for an associate degree or 30 credit hours for a bachelor's degree.
- Students who receive academic forgiveness are not eligible to graduate with Latin honors.
- Academic forgiveness does not supersede some calculations used to determine eligibility for Satisfactory Academic Progress (https://financialaid.wvu.edu/home/maintain/academic-progress/) regarding financial aid, scholarships, and the veterans' benefits.
- Some professional programs and other regionally accredited institutions may not honor academic forgiveness conferred by the West Virginia University system.   Students receiving academic forgiveness should consult with an academic advisor in the field they wish to pursue.

PROCEDURE:

- Students must complete the Academic Forgiveness form located on the Academic Forgiveness (https://admissions.wvu.edu/forms-and-procedures/academic-forgiveness/) page, and provide any requested documentation.
- Students applying for financial aid will need to submit a Free Application for Federal Student Aid (FAFSA) at the Federal Student Aid (https://studentaid.gov/h/apply-for-aid/fafsa/) webpage and file a Satisfactory Academic Process Appeal (SAP) if necessary.
- The form must be approved by the dean of the intended academic major and the Provost or designee. The Provost or designee makes the final decision regarding admission to WVU under the Academic Forgiveness policy.
- Students applying for Academic Forgiveness must meet with an academic advisor within the academic department they plan to enter.

Developmental Courses

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