

## **TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS**

### *SECTION 1. GENERAL*

- 1.1 Scope - This Policy establishes standards and procedures for undergraduate institutional admissions. This Policy shall at all times be interpreted so as to be consistent with any prevailing rule of the Policy Commission which affects admissions policies.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-2A-4
- 1.3 Effective Date - \_\_\_\_\_

### *SECTION 2. STATEMENT OF PRINCIPLES*

#### 2.1 The HEPC

It is the intent of the Higher Education Policy Commission that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the Commission continues to encourage the development of academic programs and flexible time-space options which allow citizens throughout West Virginia to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the Commission that admissions policies at the state-supported institutions of higher education should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources.

*[HEPC TITLE 133, SERIES 23]*

#### The Board of Governors

It is the intent of the Board of Governors that West Virginia residents in the Eastern Panhandle shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the Board encourages the development of academic programs and flexible time-space options which allow the people of Shepherd's service area to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the Board that admissions policies at Shepherd College should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources. These broad goals are met

through the synergy of the combined efforts of the baccalaureate program and the Community and Technical College.

Admission to Shepherd College shall be determined without regard to national origin, race, color, age, ethnicity, religion, gender, physical handicap, sexual orientation, or financial status. Shepherd College shall bring into its community a wide variety of backgrounds, attitudes, and interests. A conscious effort is made to include in each new student class individuals with special talents, abilities, and interests as well as students from diverse geographic, racial, ethnic, religious, and economic backgrounds. The College will continue its outreach programs by visiting a wide variety of high schools and community colleges to meet and talk with diverse groups of students, and participating in high school and community college day/night fair programs. The College also will utilize such other strategies as professional networking, advertisements in minority student oriented publications and direct mail to further this commitment to diversity.

Admission to Shepherd College does not guarantee on-campus housing or admission to specific limited-enrollment programs.

***SECTION 3. FIRST-TIME IN COLLEGE ADMISSIONS STANDARDS –  
BACCALAUREATE PROGRAM - - WEST VIRGINIA RESIDENTS***

All residents of West Virginia who are high school graduates are eligible for admission to the baccalaureate program at Shepherd College if they meet the following minimum requirements: meet the minimum high school core academic unit requirements, have a high school grade point average of 2.0, and have minimum Enhanced ACT scores of 17 or appropriate Re-centered SAT scores. Shepherd College does not use weighted grades.

Conditional admission may be granted in instances where GPA or ACT/SAT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work. The burden of persuasion is on the applicant in such cases and such conditional admission is at the discretion of the institution.

First-time in college applicants for admission who have been graduated from high school one or more semesters prior to applying for admission must include a detailed resume' of their activities (employment, military service, etc.) from the time of high school graduation until planned enrollment at Shepherd College. This information should be submitted with the admissions application form and should be written on a separate sheet of paper.

### 3.1 Minimum High School Core

The Shepherd College curriculum requires students to pursue a broad secondary program of college preparation which includes the following minimum units:

#### 3.1.1 Required Core for Admissions prior to Fall 2008.

4 units English (including courses in grammar, composition, literature)

3 units Social Studies (including U.S. History)

3 units Mathematics (Algebra I and at least two higher units)

3 units Science (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation).

1 unit Physical Education.

#### 3.1.2 Recommended Additional High School Credits.

For enrollment in the baccalaureate program, high school students are strongly encouraged to complete, in addition to the above-core, 1 unit each of algebra II and geometry and two units of foreign language.

It is recommended that remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and typing/keyboarding.

#### 3.1.3 Revised Minimum High School Core effective Fall 2008.

4 units English (including courses in grammar, composition, and literature)

3 units Social Studies (including U.S. History)

4 units Mathematics (three units must be Algebra I and higher)

3 units Science (all courses to be laboratory science; Coordinated and Thematic Science I & II combined count as one lab science unit)

1 unit Arts

2 units Foreign Language (Two units of the same foreign language)

### 3.2 High School GPA

Students who have a high school diploma and overall grade-point average (GPA) of at least 2.0 on a 4.0 scale for all high school courses meet the GPA minimum requirement.

### 3.2.1 Admission of Students from Non-accredited/ Non-Approved High Schools

Applicants for admission to Shepherd College who are graduates of high schools which are not accredited by a regional accrediting agency or not approved by the State Board of Education of the state in which they are located or administrated by the local public school district must submit scores from the General Educational Development (GED) Test to be considered for admission. Applicants will be considered for admission if they attain a standard score of 410 (which is the state requirement for a high school diploma) on each of the five parts of the GED Test, and have an average standard score of 450 or above on the entire test. Copies of the applicant's high school transcript, Enhanced American College Test (ACT) or Re-centered Scholastic Assessment Test (SAT) scores and GED Test scores must be sent directly to the Office of Admissions at Shepherd College by the high school counselor and testing centers.

### 3.2.2 Admission of Students Who Have Been Home Schooled

Consistent with West Virginia Higher Education Policy Commission admissions policies applicants for admission to Shepherd College who have been home schooled must submit scores for the General Educational Development (GED) Test to be considered for admission. Applicants will be considered for admission if they attain a standard score of 410 (which is the state requirement for a high school diploma) on each of the five parts of the GED Test, and have an average standard score of 450 or above on the entire test. Copies of the applicants' home school transcript, Enhanced American College Test (ACT) or Re-centered Scholastic Assessment Test (SAT) scores and the GED Test scores must be sent directly to the Office of Admissions at Shepherd College by the school and testing centers.

## 3.3 ACT Score

Students will normally be expected to sit for either the ACT or SAT.

A minimum Enhanced ACT score of 17 or appropriate Re-centered SAT score meets the ACT minimum requirement.

- 3.3.1. Effective Fall 2008, the minimum Enhanced ACT score shall be 19.
  - 3.3.2 Applicants who have been graduated from high school for more than five years at the time of application for admission do not need ACT or SAT scores except for admission to the engineering or nursing programs.
- 3.4 Conditional admission may be granted in instances where GPA or ACT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work. The burden of persuasion is on the applicant in such cases and such conditional admission is at the discretion of the institution. Students admitted without ACT or SAT scores must take the ACCUPLACER (a standardized computer-based test administered by the Office of Student Academic Support Services placement examination prior to registration in math or English courses.
- 3.5 The College may employ any of the following exemptions to the above unit requirements for the baccalaureate program:
  - 3.5.1. To waive the college preparatory curricular requirements for regular admission for not more than five percent (5%) of entering students who graduated from high school within five (5) years of the date of enrollment (five percent (5%) based upon enrollment of first-time students entering the institution in the fall term of the previous year).
  - 3.5.2 Non-high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previously) may be admitted if they attain a standard score of 410 (which is the state requirement for a diploma) on each of the five parts of the General Educational Development Test or an average standard score of 450 or above on the entire test. GED scores must be sent directly to the Office of Admissions from the testing center or county superintendent of schools. Applicants for admission who have held the GED more than five years at the time of application for admission do not need ACT or SAT scores except for admission to the engineering or nursing programs. Applicants holding the GED less than five years must submit scores from either the ACT or SAT. Students admitted without ACT or SAT scores must take the ACCUPLACER

placement examination prior to admission. Applicants for admission should submit a detailed resume of their activities (employment, military service, etc.) from the time they left high school until their planned enrollment at Shepherd College.

- 3.5.3 Entering students who have graduated from high school five or more years prior to applying for admission to Shepherd College may waive the high school unit requirements of the West Virginia Higher Education Policy Commission.

*SECTION 4. FIRST-TIME IN COLLEGE ADMISSIONS STANDARDS –  
BACCALAUREATE PROGRAM - - OUT-OF-STATE RESIDENTS*

All residents of states other than West Virginia who are graduates of accredited or state-approved high schools may be considered for admission to degree programs at Shepherd College if they meet the following minimum requirements: meet the minimum high school academic unit requirements, have a high school grade point average of 2.5 or better, and have a minimum test score of 20 on the Enhanced American College Test (ACT) or a minimum score of 970 (860 on the old SAT) on the Re-centered Scholastic Assessment Test (SAT). (Shepherd College does not use weighted grades.)

First-time in college applicants for admission who have been graduated from high school one or more semesters prior to applying for admission must include a detailed resume of their activities (employment, military service, etc.) from the time of high school graduation until planned enrollment at Shepherd College. This information should be submitted with the admissions application form and should be written on a separate sheet of paper.

4.1 Minimum High School Core

The Shepherd College curriculum requires students to pursue a broad secondary program of college preparation which includes the following minimum units:

- 4.1.1 Required Core for Admissions prior to Fall 2008 .
- 4 units English (including courses in grammar, composition, literature)
  - 3 units Social Studies (including U.S. History)
  - 3 units Mathematics (Algebra I and at least two higher units)
  - 3 units Science (Two of the three units must be laboratory science. At least two units from Coordinated and

Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation).

1 unit Physical Education.

4.1.2 Recommended Additional High School Credits.

For enrollment in the baccalaureate program, high school students are strongly encouraged to complete, in addition to the above-core, 1 unit each of algebra II and geometry and two units of foreign language.

It is recommended that remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and typing/keyboarding.

4.1.3 Revised Minimum High School Core effective Fall 2008.

4 units English (including courses in grammar, composition, and literature)

3 units Social Studies (including U.S. History)

4 units Mathematics (three units must be Algebra I and higher)

3 units Science (all courses to be laboratory science; Coordinated and Thematic Science I & II combined count as one lab science unit)

1 unit Arts

2 units Foreign Language (Two units of the same foreign language)

4.2 High School GPA

Out of state students who have a high school diploma and overall grade-point average (GPA) of at least 2.5 on a 4.0 scale for all high school courses meet the GPA minimum requirement. (Shepherd College does not use weighted grades.)

4.3 ACT Score

Students will normally be expected to sit for the Enhanced American College Test and achieve a minimum test score of 20 on it. However, in instances where students have taken the Re-centered Scholastic Aptitude Test, they must achieve a minimum score of 970 (860 on the old SAT) on it.

Entering students who have graduated from high school five or more years prior to applying for admission to Shepherd College may waive the high school unit requirements of the West Virginia Higher Education Policy Commission.

Applicants who have been graduated from high school for more than five years at the time of application for admission do not need ACT or SAT scores except for admission to the engineering or nursing programs.

- 4.4 No ACT/SAT Scores. Students admitted without ACT or SAT scores must take the ACCUPLACER placement examination prior to course registration.

#### *SECTION 5. FIRST-TIME IN COLLEGE ADMISSIONS STANDARDS - COMMUNITY AND TECHNICAL COLLEGE PROGRAM*

Any one who has a high school diploma or a GED is eligible for admission to the Community and Technical College. A student may apply for admission to an associate's degree program or to individual courses not directed toward completion of a degree. Admission to the Community and Technical College does not assure a student of acceptance into a specific degree program. Students admitted without ACT or SAT scores must take the ACCUPLACER (a standardized computer-based test administered by Student Academic Support Services) placement examination prior to registration in math or English courses.

- 5.1 Applicants for admission who have been out of high school for more than five (5) years or who meet institutionally-established GED requirements may be exempted from the specified high school curricular requirements with the exception of any associate's degree program based on the Shepherdstown campus (nursing, engineering, visual arts, fashion merchandising, occupational development-dependent care and occupational development-early childhood specialist).
- 5.2 First-time in College Admissions requirements for Community and Technical College degree programs are found in the Community and Technical College Catalog as well as in this rule.

Students who desire to enroll on a degree-seeking basis who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT or SAT scores or Accuplacer (a standardized computer-based test

administered by Student Academic Support Services) scores prior to admission.

## *SECTION 6. TRANSFER STUDENTS*

### 6.1 General Provisions for transfer into baccalaureate or CTC programs.

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student, whether or not credit was earned. The College does not, under any condition, disregard college or university courses taken or credits earned elsewhere. Failure to report enrollment at another college or university and failure to have transcripts sent to Shepherd is considered as a falsification of the admissions application form; applicants found to be in violation of College policy are subject to disciplinary action. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. College transfer students are required to have a 2.0 or better overall grade point average on all courses attempted (a grade point average of 2.5 is recommended) and eligibility to return to their former colleges. A student who is on academic suspension at another institution is not eligible for admission to Shepherd College. Students with disciplinary records will be reviewed by the Dean of Students prior to admissions decisions. Individuals who have been out of college for a period of at least two full academic years (24 months) may be considered for admission on academic probation if their grade point average is less than 2.0; during the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance. Applicants who have completed less than 15 semester or 24 quarter hours of course work must submit copies of their high school transcript and Enhanced ACT or Re-centered SAT scores in addition to the required college transcripts. Both high school and college credentials will be used in the admissions evaluation. Transcripts received by Shepherd become the property of the College and cannot be returned to the student. All grades and credits transferred to Shepherd College are posted on the student's permanent record exactly as received from all other colleges with the following proviso: 1) plus and minus signs will be ignored, and 2) D and F grades can be replaced only if earned within the first 60 hours attempted. For admission purposes all grades on the student's transcript(s) will be used in computing the grade point average. Official transcripts must be mailed directly

to Shepherd from all colleges which the prospective student has previously attended.

## 6.2 Credit Hours Transfer Policies

Matriculating students who transfer from a regionally-accredited junior or community college are assigned a maximum of 72 semester hours toward the 128 credit hour minimum for graduation from Shepherd College. In compliance with the West Virginia Higher Education Policy Commission, students who have completed more than 72 hours of course work may select the courses they wish to have evaluated as part of their semester hours of credit counted toward graduation. The total number of credit hours earned will be calculated in the student's overall grade point average. Credits from colleges that do not have regional accreditation are assigned on the basis used by the state university in the state where the non-accredited college is located. After enrollment at Shepherd College, a student may not transfer to this institution any courses in major, minor, or teaching fields. Advance permission will be required to take any course at another institution and transfer it to Shepherd College. Forms for this process are available in the Registrar's office. Shepherd College maintains transfer articulation agreements with regional and other appropriate two-year and community colleges. These articulation agreements only apply to courses taken prior to the first enrollment at Shepherd College. Thereafter advance permission is required. Class standing at Shepherd College is based on the semester or quarter-hours transferable to Shepherd.

## 6.3 Transfer Articulation Agreements

Articulation agreements are maintained with a large number of colleges and community colleges. The Office of Admissions and the Office of the Registrar shall keep a current copy of all articulation agreements and shall make the information readily available to applicants and the general public.

## 6.4 State Core Articulation

There is also a common core articulation for general studies among all West Virginia public institutions of higher education. Applicants interested in the details of these articulation agreements should contact the Office of Admissions at Shepherd College. Officials of other institutions desiring articulation agreements with Shepherd College should contact the officer of admissions at Shepherd.

- 6.5 Students attending other community colleges or the Community and Technical College of Shepherd who are seeking to transfer into one of Shepherd's four year programs must meet the regular baccalaureate criteria for transfer admission. Students wishing to transfer from an associate's degree program into a baccalaureate degree program must complete an application form available at the Registrar's Office or the Admission's Office.

## *SECTION 7. FIRST-TIME IN COLLEGE COURSE PLACEMENT STANDARDS*

The First-time in College Course Placement Standards for students in the West Virginia Higher Education Policy Commission were developed to assure the integrity of associate's and baccalaureate degrees, to increase the retention and graduation rates of students, and to encourage high school students to improve their academic preparation for college.

### 7.1 Applicability

Course Placement Standards apply to all first-time in college students and to all transfer students.

#### 7.1.1 ACT/ SAT Scores

Applicants with Enhanced ACT scores below 19 or Re-centered SAT scores below 920 (old SAT 800) will be required to take placement tests prior to admission or they may be granted conditional admission with the requirement that appropriate developmental courses be taken their first year. Applicants who have been graduated from high school for more than five years at the time of application for admission do not need the ACT or SAT except for admission to the engineering or nursing programs. Non-high school graduates whose senior class graduated one year previously may be admitted if they present a GED. Students admitted without ACT or SAT scores must take the ACCUPLACER placement examination prior to course registration. Entering students who graduated from high school one or more semesters prior to applying for admission must include a detailed resume of their activities (employment, military service, etc.) from the time of high school graduation until planned enrollment at Shepherd College. This information should be submitted with the admissions application form and should be written on a separate sheet of paper.

#### 7.1.2 No ACT/ SAT Scores

Students admitted without ACT or SAT scores must take the ACCUPLACER placement examination prior to course registration.

## 7.2 Academic Foundations Program

The Academic Foundations Program at Shepherd is designed to bridge the gap between high school and college for interested West Virginia students who do not meet the grade point average or test score admissions standards outlined previously. Through courses in reading, study skills, composition, and mathematics, the program assists recent high school graduates and nontraditional students who wish to attend college but whose skills need further development. The credit hours for these courses apply toward hours needed to qualify as a full-time student but do not count toward fulfilling graduation requirements. The grade earned does not count in the grade point average. Admission to Shepherd through the Academic Foundations Program is based on the results of a personal interview and various placement tests. Additionally, other applicants to Shepherd College degree programs may be referred by the Office of Admissions to the Office of Student Academic Support Services for assessment to determine placement in Academic Foundations course work. Based on the results of this evaluation, recommendation for regular admission or admission through the Academic Foundations Program will be made. Students who gain admission through the Foundations Program must satisfactorily complete the required Foundations courses within two semesters of enrollment in order to continue their studies. Satisfactory completion is defined as a minimum of 2.0 in each prescribed Academic Foundations course. The program provides a supportive environment in which to learn, featuring individualized instruction and learning assistance sessions outside of class. Completion of the Academic Foundations Program will assist students in becoming academically prepared to pursue a Shepherd College degree. Additional information about the program may be obtained from the Student Academic Support Services Office.

ACFN courses do not count toward graduation credit or figure into the GPA.

Administrative fees may be assessed for the taking of ACCUPLACER Exams.

### 7.2.1 Mathematics

Unless students' programs require a particular math

course, students usually take MATH 101 Introduction to Mathematics to satisfy their general studies math requirement. Students may also choose some other 3 or 4 credit mathematics courses to satisfy their general studies math requirement, as listed below. As mandated by state policy, some students must begin with developmental courses (which have the prefix ACFN) with placement in these courses depending on ACT and SAT scores. If students have been out of high school for a period of five years or more, or have never taken the ACT or SAT, or possess a GED, they must take the ACCUPLACER (a standardized computer-based test administered by Student Academic Support Services) before enrolling in any mathematics class. The mathematics placement is as follows:

ACT math score less than 19 or no ACT math score (or SAT math score less than 460):

\* Successful completion of ACFN 060 Basic Mathematics AND either ACFN 070 Pre-Algebra and ACFN 080\* Basic Algebra OR ACFN 090 Intermediate Algebra.

\* Passing the appropriate ACCUPLACER tests. Testing may be scheduled through Student Academic Support Services.

ACT math score 19 to 21 (or SAT math score 460 to 500)

\* It is recommended but NOT required that students with scores in this range successfully complete MATH 105 Algebra before attempting any general studies mathematics course numbered higher than MATH 105.

ACT math score 22 or higher (or SAT math score 520 or higher)

\* To complete the general studies requirements of the College, students can select one of the following courses (the proper choice can be dictated by their major requirements): MATH 101 Introduction to Mathematics OR MATH 108 Precalculus (can be waived by a competency test for students starting with MATH 207 Calculus) OR MATH 154 Finite

Mathematics OR MATH 205 Calculus with Applications OR MATH 314 Statistics.

\* Entering students who wish to enroll in MATH 207 Calculus I may do so if they meet all of the following requirements: ACT math score of 25 or higher (or SAT math score 580 or higher) and successful completion of a pre-calculus or analytical geometry course in high school.

### 7.2.2 English Composition

Students may not enroll in an English composition course which is designed to be applied toward a baccalaureate degree or associate's degree unless the minimum score prescribed below is earned on at least one of the following tests:

- a. A score of 18 or above on the English section of the ACT.
- b. A score of 450 on the verbal portion of the SAT-1.
- c. A scaled score of 88 on the sentence skills test of the College Board's ACCUPLACER testing system.

Students not meeting the above standards for English and mathematics placement must successfully complete a program or programs in developmental (pre-college level) mathematics or English composition in order to be placed in courses which count toward a baccalaureate or associate's degree. Students will initially be placed in developmental courses according to their ACT or SAT-1 scores. Students wishing to challenge their course placement may take the ACCUPLACER test.

### 7.2.3 Reading

Students scoring 19 or above on the reading section of the Enhanced ACT, 460 (400 on the old SAT) or above on the verbal section of the Re-centered SAT, or 30 percentile or above on the Nelson-Denny Reading Test will be considered to have met the minimal reading skill requirements.

## SECTION 8. ADVANCED PLACEMENT

### 8.1 Advanced Placement Tests

Consistent with West Virginia Higher Education Policy Commission guidelines Shepherd College will grant credit for the following Advanced Placement Tests with the test score indicated:

American History-grades of 3, 4, or 5; HIST 201 and HIST 202  
Studio Art (general)-grades of 4 or 5; ART 204 (for art majors)  
Art History-grades of 3, 4, or 5; ART 103 and 1 hr. free elective  
Art History-grades 4 or 5; ART 203 (for art majors)  
Biology-grades of 3, 4, or 5; BIOL 101 and BIOL 102  
Calculus AB-grades of 3, 4, or 5; MATH 207  
Calculus BC-grades of 3, 4, or 5; MATH 207 and 208  
Chemistry-grades of 3, 4, or 5; CHEM 207, CHEM 207L, CHEM 209, CHEM 209L  
Classics-no credit given  
Computer Science AB-grades of 3, 4, or 5; CIS 104  
Economics (macro and micro)-grades of 3, 4, or 5; ECON 205 and 206  
English (language and composition)-grades of 3, 4, or 5; ENGL 101  
English (literature and composition)-grades of 3, 4, or 5; ENGL 102  
Environmental Science-no credit given  
European History-grades of 3, 4, or 5; HIST 102, and HIST 103  
French Language-grades of 3 or 4; FREN 101 grade of 5; FREN 101 and 102  
German Language-grades of 3 or 4; GERM 101 grade of 5; GERM 101 and 102  
Government and Politics (American)-grades of 3, 4 or 5; PSCI 101  
Human Geography-grades 3, 4, or 5; GEOG 100  
Music (Theory)-grades of 3, 4, or 5 ; MUSC 111 and 1 hr free elective  
Music (Theory)-grades of 4 or 5; MUSC 103 (for music majors)  
Physics B-grades of 3, 4, or 5; PHYS 201, 201L, 202, and 202L  
Physics C-Mech-grades of 3, 4, or 5; PHYS 201, 201L  
Physics C-E&M-grades of 3, 4, or 5; PHYS 202, 202L  
Psychology-grades of 3, 4, or 5; PSYC 203  
Spanish Language-grades of 3 or 4; SPAN 101 grade of 5; SPAN 101 and 102  
Statistics-grades 4 or 5; MATH 314

## World History-grades 3, 4, or 5; HIST 101 and HIST 102

To receive credit for Advanced Placement Tests, students must have the AP test results sent to the Office of Admissions at Shepherd by the testing service. As new AP tests are developed, additional credit may be awarded.

### 8.2 CLEP Tests

Students are awarded credit for the successful completion of many of the CLEP Subject Examinations. To obtain credit for an examination, Shepherd College has established a minimum score for each CLEP Test. A CLEP Test should not be taken for a subject in which you have previously enrolled. A CLEP exam cannot be used to change a grade of D or F received for course work at Shepherd College or another institution. Students currently enrolled at Shepherd College may take the CLEP examinations on campus. See the Career Development Center for more information on testing. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center and have the test results sent to Shepherd. At present, the closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

### 8.3 International Baccalaureate

Shepherd College recognizes the International Baccalaureate (IB) curriculum as a strong pre-college academic program and encourages applicants to complete the requirements for the IB diploma. Advanced standing will be awarded for higher level exams with scores of 5, 6, or 7 to students who present either the IB diploma or individual IB exam scores. Credit is not awarded for standard level exams. Individual academic departments determine how credit will be awarded for IB exams in a manner similar to the awarding of credit for Advanced Placement exams. Shepherd College will award credit for higher level examinations as follows:

Art/Design	ART 104 Introduction to Visual Arts (majors) and elective: 6 hours.
Biology	BIOL 101 and 102 General Biological Science and Labs: 8 hours.
Chemistry	CHEM 207, 207L, 209, 209L General Chemistry and Labs I and II: 8 hours.

Computer Science	CIS 211 and 314 Computer Language Concepts and Advanced Computer Language Concepts: 8 hours.
Economics	ECON 205 and 206 Principles of Macroeconomics and Principles of Microeconomics: 6 hours.
English A	ENGL 101 Written English: 3 hours.
French B	FREN 101 and 102 Elementary French I and II: 6 hours.
Geography	GEOG 101 Principles of World Geography and elective: 6 hours.
German B	GERM 101 and 102 Elementary German I and II: 6 hours.
History/America	HIST 201 and 202 History of the United States I and II: 6 hours.
History/Africa	HIST 320 Sub-Saharan Africa and elective: 6 hours.
History/Europe	HIST 102 and 103 History of Civilization II and III: 6 hours.
Mathematics	MATH 108 and 205 Pre-calculus and Calculus with Applications: 7 hours.
Philosophy	PHIL 101 and 305 Introduction to Philosophy and History of Philosophy: 6 hours.
Physics	PHYS 201, 201L, 202, and 202L College Physics I and II and Labs: 8 hours.
Psychology	PSYC 203 Introduction to Psychology and elective: 6 hours.
Social Anthropology	ANTH 315 Cultural Anthropology and elective: 6 hours.
Spanish B	SPAN 101 and 102 Elementary Spanish I and II: 6 hours.

To receive credit for International Baccalaureate Higher Level examinations, students must have the IB examination results sent to the Office of Admissions at Shepherd College. Academic departments may add or delete credit for these examinations if course content or examinations change.

## *SECTION 9. ADMISSION OF INTERNATIONAL STUDENTS*

To be admitted, the international student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. A score of at least 550 on the paper test or 213 on the computer test is required for admission to Shepherd College. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036. The applicant must file an application for admission, a health form, and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of a high school graduate in the United States. First-time in college applicants must also submit scores from the Enhanced American College Test (ACT) with a score of 20 or better, or Re-centered Scholastic Assessment Test (SAT) scores of 970 (860 on the old SAT) or better. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C. Advising for international students is provided by the Office of Student Affairs. Since no financial assistance is available to international students attending Shepherd College, arrangements for all expenses should be made in the student's native country. With the implementation of the SEVIS (Student and Exchange Visitor Information System) by the US Department of Homeland Security, an international student applying for admission to Shepherd College must submit all items needed for admission well in advance of the stated application deadlines. Before an offer of admission can be extended to an applicant, the applicant's information must be submitted to SEVIS. SEVIS will then advise the college if the student may be admitted and will issue the I-20 form for the student. Applicants should allow at least six months for paperwork to be processed.

#### *SECTION 10. READMISSION OF STUDENTS*

An application for admission must be completed by any individual who was not enrolled the semester immediately preceding intended readmission to Shepherd. A health record is valid for five years after original submission. Residence hall applications and deposit checks should be submitted after readmission to the institution has been granted if on-campus housing is desired and/or required. Students who have been academically suspended from the College should be sure that they are eligible for readmission prior to the submission of the application form.

Applicants for readmission who have been academically suspended, who have been placed on academic probation, or who have below a 2.0 grade point average will be required to meet with the director of Student Academic Support Services before the Office of Admissions can process the readmission application. The meeting will introduce the student to the varied academic support services and determine through placement testing if the applicant can benefit from these services. Based on the results of these assessments, enrollment in and successful completion of ACFN 096 College Study Skills during the first semester of re-enrollment may be required. Since testing and evaluation of the test results require several days, students should submit readmission applications according to the dates at the beginning of this section of the Catalog and schedule the appropriate meeting with the academic support services director. Applicants for readmission must submit a detailed resume of their activities (employment, military service, etc.) from the time of last enrollment at Shepherd until their planned return to the College. They should also check with the Financial Aid Office if interested in aid to be sure they are making satisfactory academic progress for financial aid.

#### *SECTION 11. ADMISSION OF STUDENTS WITH DISABILITIES*

In accordance section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Shepherd College is committed to nondiscrimination on the basis of handicap in the areas of employment, program accessibility, admissions, accessibility of physical facilities, treatment of students, academic adjustments, housing, financial aid, employment assistance to students, and in nonacademic services. No otherwise qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program sponsored by the College. Some disabilities are considered to be a barrier to completion or admission into the Nursing Education Program. College officials desire to provide every possible assistance to handicapped students. To do this, however, they must have reasonable notice of the special accommodations they will be asked to provide. Inquiries or requests should be directed to the coordinator of services for students with disabilities, at the Office of Student Affairs (876-5214).

#### *SECTION 12. ADMISSION OF TRANSIENT STUDENTS*

Students who desire to enroll as transient students may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution which the student last attended. Also required is the submission of a transient admission form at

least one month prior to the opening of the semester in which the student decides to enroll.

### *SECTION 13. ADMISSION OF SPECIAL STUDENTS*

Persons may be considered for admission as special students upon completing an application. Special students may enroll in those courses for which they are qualified upon completing a non-degree application form. If at a later date, special students decide to work toward a degree at Shepherd College, they must submit all documents (transcripts, test scores) required and be admitted as degree candidates. Transcripts may be required to evaluate competencies before enrolling in certain courses. Course work taken at Shepherd College may not be used to raise a grade point average deficiency earned at another institution. If a student enrolled as a special, non-degree student wishes to change his or her enrollment status to that of a degree-seeking student, he or she needs to complete an admissions application form and a change of degree form (available in the Office of Admissions) and submit them along with the admissions application fee to the Office of Admissions with all required credentials (transcripts, test scores). Students changing degree status must meet all stated admissions requirements as listed in the Catalog at the time the change of degree status is initiated.

### *SECTION 14. EARLY ADMISSION PLAN*

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be endorsed by their high school principal and counselor, have a high school grade point average of 3.5, and scores of 29 or better on the Enhanced American College Test (ACT) or a score of 1270 (1200 on the old SAT) or better on the Re-centered Scholastic Assessment Test (SAT). Additionally, personal interviews with Shepherd College Admissions and Student Affairs staff will be used to assess applicant's ability to adjust to college life. Emphasis is placed, therefore, on the high school record, recommendations from high school personnel, and the student's personal interviews with Shepherd College admissions and student affairs staff members. Once admitted, early entrants have the same status as other students; they take regular college programs and are required to meet the usual standards of performance. They are eligible for College scholarships on equal terms with entering high school graduates, but they are not eligible for federal financial aid, which requires high school graduation or the GED. Individuals desiring information about the early admission program should contact the Office of Admissions.

## *SECTION 15. GENERAL PROVISIONS.*

15.1 The College reserves the right to deny admission or readmission to any individual whose needs it does not feel qualified to meet. Individuals wishing to appeal an admissions decision or who wish an exception to the admissions policy may write to the Admissions and Credits Committee at Shepherd College to request the appeal or policy exception.

### 15.2 Admission to Limited Enrollment Programs

Students seeking admission into programs which have limited enrollments must apply separately for admission to the individual programs as well as to the College for general admission. Departmental application forms must be submitted directly to the department chairpersons by specified dates; additional information on admission to limited enrollment programs is listed in this section.

#### 15.2.1 Admission to the Engineering Program

Students seeking admission into the Associate of Science Degree Program in Engineering at Shepherd College must meet the general requirements for admission to the College. They also must meet the following additional requirements for admission into the engineering program which has a limited enrollment:

1. Have completed two units in laboratory science, two units in algebra, one unit in plane geometry, and one unit in trigonometry (or advanced math).
2. Have a minimum ACT math score of 24, or if a West Virginia resident have a B high school average and a minimum ACT math score of 21.

Students not initially meeting these requirements may be admitted to the program on an individual basis upon satisfactory completion of appropriate college courses.

#### 15.2.2 Admission to the Associate of Science in Nursing Degree.

Students seeking admission into the Associate of Science in Nursing Degree Program at Shepherd College must meet the general requirements for admission to the College. They must submit to the Office of Admissions:

1. The application for admission to Shepherd College.
2. Transcripts of high school work showing a grade point average of 2.5 or better or transcripts showing previous college work with a grade point average of 2.0 or better. If

GED is taken, submit the results.

3. First-time in college applicants must have an Enhanced ACT of 20 or Re-centered SAT score of 970 (860 on the old SAT).
4. Prerequisite courses: Prior to beginning nursing courses, the student must have completed BIOL 225, BIOL 227, BIOL 226, BIOL 228, and ENGL 101 with a minimum grade of C and maintained a cumulative grade point average of 2.0.
5. Application for admission to the A.S. in Nursing Program: By February 1 of the year students desire to enroll in nursing courses, they must complete the following:
  - a. Submit to the Department of Nursing an application for admission in the A.S. in Nursing Program.
  - b. Submit a letter of reference from a person able to assess the applicant's potential for success in nursing.
  - c. Meet with the department chair or designee for advisement. Appointment must be scheduled by the student prior to February 1.

#### 15.2.3 Bachelor of Science in Nursing Degree.

The generic student seeking enrollment in the Bachelor of Science in Nursing Degree Program must meet the requirements for admission as stated in the College Catalog. Freshman and sophomore students will be designated as "pre-nursing" students and must be advised by nursing faculty. Students would be candidates for admission into the nursing program in the spring of their sophomore year upon meeting the following criteria:

1. Eligible to complete the 66 lower division course hours as identified in pre-nursing curriculum prior to matriculation.
2. Completion of NURS 231 Introduction to Nursing.
3. Cumulative grade point average of 2.5; must achieve grade C or above in the following courses: BIOL 225/227, BIOL 226/228, NURS 231.
4. Submit a Department of Nursing Education application for admission.
5. Submit a letter of reference.
6. Meet with the department chair or designee for an advising conference.

#### 15.3 Immunization Requirement

All new/transfer students under the jurisdiction of the West Virginia Higher Education Policy Commission are required to show proof of

immunity to measles and rubella (two doses of the MMR vaccine, one administered at school age, or a rubella titre), prior to enrollment. A TB test in the year prior to enrollment is also required. Individuals born prior to 1957 are exempt of the measles and rubella requirements. The college requires a completed health record for all full-time students. Students will not be permitted to register for courses until they have provided proof of immunity. All full-time students must submit a complete health record with the following information.

1. Immunizations

- a. Date and results of a TB test within one year prior to entrance.
- b. A tetanus shot within 5-10 years.
- c. Proof of immunity to measles and rubella with one of the following documents (students born before 1957 are exempt from this requirement):
  - i. Dates of two doses of MMR vaccine, one at age 5 or older.
  - ii. Date and results of a rubella titre (a blood test).
  - iii. Dates and medical verification of having had the disease.
2. Results of a physical examination given within one year prior to entrance.

Students with a medical exemption should attach a letter from their physician. Students claiming religious exemptions will need a statement from their religious faith leader.

#### 15.4 Selective Service Requirement

Students may not enroll in a state-supported institution of post-secondary higher education unless they are in compliance with or exempt from the Military Selective Service Act. 50 U.S.C. Appendix §451, et seq., and the amendments thereto. (WV Code §15-1F-10.)

#### 15.5 New Students

Each fall and spring semester the College shall conduct a program regarding the academic advisement, orientation, and registration for students who have been admitted to the College. A faculty advisor will be appointed for all first-time enrollees. New first-time in college students and transfer students entering Shepherd College for the first time must attend an early registration and testing session held in June or July. Exceptions may be granted for non-

resident students who are 25 or older and who carry less than 9 credit hours.

*SECTION 16. ADMISSIONS PROCEDURES*

The President or designee shall establish specific written procedures for the admission of students consistent with these admissions standards. The admissions procedures shall be published in all academic catalogs and otherwise made readily available to public schools and the general public. The procedures shall include the following:

- 16.1 High school transcripts are required to be on file for each incoming first-time in college student who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to admission.
- 16.2 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.