

**SHEPHERD UNIVERSITY
BOARD OF GOVERNORS
POLICY 27**

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

SECTION 1. GENERAL

- 1.1 Scope - This Policy establishes standards and procedures for undergraduate institutional admission at Shepherd University and the Community and Technical College of Shepherd (CTC). Upon the CTC receiving independent accreditation from the Higher Education Commission, the CTC will become an independent institution, and references to the CTC will be removed from this Policy. This Policy shall at all times be interpreted so as to be consistent with prevailing rules of the West Virginia Higher Education Policy Commission that affect admissions policies.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-2A-4
- 1.3 Effective Date – August 12, 2004

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

- 2.2 It is the intent of the Shepherd University 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 citizens of Shepherd University'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

University 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 of Shepherd.

- 2.3 Admission to Shepherd University shall be determined without regard to national origin, race, color, age, ethnicity, religion, gender, physical handicap, sexual orientation, or financial status. Shepherd University shall bring into its community a wide variety of backgrounds, attitudes, and interests. A conscious effort shall be 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 socio-economic backgrounds. The University 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 by participating in college fair programs. The University also will utilize such other strategies as professional networking, advertisements in minority student oriented publications and direct mail to further this commitment to diversity.
- 2.4 Admission to Shepherd University does not guarantee on-campus housing or admission to specific programs.

SECTION 3. FIRST-TIME IN COLLEGE ADMISSION STANDARDS – BACCALAUREATE PROGRAM

All high school graduates are eligible for admission to the baccalaureate program at Shepherd University if they meet the following minimum requirements: High school core academic units, high school Grade Point Average (GPA) of at least 2.0, and minimum ACT score of 19 or SAT score of 910.

Conditional admission may be granted in instances where GPA and/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.

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.

3.1 High School Core Academic Units

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

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 2 higher units)
- 3 units Science (2 of the 3 units must be laboratory science. At least 2 units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation.)
- 1 unit Physical Education

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 2 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 keyboarding.

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 (3 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 (2 units of the same foreign language)

3.2 Shepherd University may employ any of the following exemptions to the above unit requirements for the baccalaureate program:

- 3.2.1. The high school unit requirements for regular admission may be waived for not more than 5% of entering students who graduated from high school within five years of the date of enrollment. The 5% is based upon enrollment of first time students entering the institution in the fall term of the previous year.
- 3.2.2 The high school unit requirements for regular admission may be waived for entering students who have graduated from high school or held the GED five years or more prior to applying for admission to Shepherd University.

3.3 High School GPA

Students who have a high school overall GPA of at least 2.0 on a 4.0 scale meet the GPA minimum requirement.

- 3.3.1 Non-high school graduates 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 GED Test scores sufficient to qualify for the State's high school equivalency diploma. GED scores must be sent directly to the Office of Admissions from the testing center or county superintendent of schools.

3.4 ACT/SAT Score

Students will normally be expected to take either the ACT or SAT. A minimum ACT score of 19 or SAT score of 910 meets this requirement.

3.4.1. Applicants who have been graduated from high school or held the GED 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.

3.4.2 Students admitted without ACT or SAT scores must take the ACCUPLACER or ASSET prior to registration in math or English courses.

3.4.3 Beginning in Fall 2006, first time students will be required to complete the writing assessment in the ACT or SAT.

SECTION 4. COMMUNITY AND TECHNICAL COLLEGE ADMISSION STANDARDS

4.1 The Community and Technical College of Shepherd practices an open admissions policy, and serves all of those who can benefit from the Community and Technical College's services. An individual may apply for admission to an associate's degree or certificate program or to individual courses not directed toward completion of a degree or certificate program. Admissions requirements for Community and Technical College degree programs are found in the Community and Technical College of Shepherd Catalog.

4.2 Admission to the Community and Technical College does not assure a student of acceptance into a specific program.

4.3 Students admitted without ACT or SAT scores must take the ACCUPLACER or ASSET prior to registration in math or English courses.

4.4 Applicants may be exempted from specified high school academic unit requirements.

SECTION 5. TRANSFER STUDENTS

5.1 General Provisions for Transfer into Baccalaureate or CTC Programs.

Any applicant for admission to Shepherd University who has attended another institution of collegiate rank will be classified as a transfer student, whether or not credit was earned. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd University if applicable. Shepherd University does not, under any condition, disregard college or university courses taken or credits earned elsewhere. Failure to report such enrollment and failure to have transcripts sent to Shepherd is considered a falsification of the admissions application form, and applicants found to be in violation of this policy are subject to disciplinary action.

- 5.1.2 To qualify for admission to Shepherd, transfer students are required to have at least a 2.0 GPA on all courses attempted and eligibility to return to their former institutions. A student who is on academic suspension at another institution is not eligible for admission to Shepherd University. Students with disciplinary records will be reviewed by the Dean of Students prior to admissions decisions.
- 5.1.3 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 GPA is less than 2.0. During the period of probation, the student must meet the regulations of the probation policy in effect at the time of attendance.
- 5.1.4 Applicants who have completed less than 15 semester hours or 24 quarter hours of course work at another institution must submit copies of their high school transcripts and ACT or SAT scores in addition to the required college transcripts. Both high school and college credentials will be used in the admissions evaluation.
- 5.1.5 Official transcripts must be mailed directly to Shepherd University from all colleges and universities that the prospective student has previously attended. Transcripts received by Shepherd become Shepherd's property and cannot be returned. All grades and credits transferred to Shepherd University are posted on the student's permanent record exactly as received 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 GPA.

5.2 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 required for graduation from Shepherd University. 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 into the student's overall GPA. Credits from colleges and universities 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.

- 5.2.1 After enrollment at Shepherd University, a student may not transfer to Shepherd any courses in major, minor, or teaching fields. Advanced permission will be required for a student to take any course at another institution and transfer it to Shepherd University following the student's enrollment at Shepherd. Forms for this process are available in the Registrar's Office.

5.2.2 Shepherd University maintains transfer articulation agreements with regional and other appropriate two year and community colleges. These articulation agreements apply only to courses taken prior to the student's first enrollment at Shepherd. Thereafter, advanced permission is required. Class standing at Shepherd University is based on the semester hours or quarter hours transferable to Shepherd.

5.3 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 current copies of all articulation agreements and shall make the information readily available to applicants and the general public.

5.4 State Core Articulation

There is 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 University or the West Virginia Higher Education Policy Commission.

5.5 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 admissions application.

SECTION 6. COURSE PLACEMENT STANDARDS

Course Placement Standards were developed by the West Virginia Higher Education Policy Commission 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. Course Placement Standards apply to all first-time in college students and to all transfer students.

6.1 Academic Foundations Courses

Academic Foundations courses at Shepherd University are designed to bridge the gap between high school and college for West Virginia students who do not meet the GPA or test score admissions standards outlined previously. The credit hours for these courses apply toward hours needed to qualify as full-time students but they do not count toward fulfilling graduation requirements, and the grades earned do not count in a student's GPA. In some cases, alternatives may be substituted to satisfy math or English prerequisites.

6.2 Mathematics Placement

Unless academic programs require a particular mathematics course, students usually take MATH 101 (Introduction to Mathematics) to satisfy their general studies math requirement. Some students are placed in developmental courses, depending on ACT and SAT scores. Students may not enroll in math courses designed to be applied toward a baccalaureate degree or associate's degree unless the minimum score is earned on at least one of the required tests.

The mathematics placement is as follows:

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

Students with scores in this range must:

- Successfully complete ACFN 065 (Pre-Algebra) and ACFN 085 (Basic Algebra)
- Pass the appropriate ACCUPLACER or ASSET tests.

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 University, students can select one of the following courses (The proper choice can be dictated by the academic 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.

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 do not have a GED, they must take the ACCUPLACER or ASSET before enrolling in any math course.

6.3 English Composition Placement

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:

- 18 or above on the English section of the ACT
- 450 on the verbal portion of the SAT
- 88 (scaled score) on the sentence skills test of the ACCUPLACER or ASSET

6.4 Students not meeting the prescribed 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 that count toward a baccalaureate or associate's degree. Students initially will be placed in developmental courses according to their ACT or SAT scores. Students wishing to challenge their course placement may take the ACCUPLACER or ASSET test.

6.5 Reading

Students scoring 19 or above on the reading section of the ACT, 460 or above on the verbal section of the SAT, or 30 percentile or above on the Nelson-Denny Reading Test will be considered to have met the minimal reading skill requirements. Those not meeting the minimal reading skill requirements have the option of seeking assistance from Student Academic Support Services.

SECTION 7. ADVANCED PLACEMENT

7.1 Advanced Placement Tests

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

American History - grades of 3, 4, or 5; HIST 201 and HIST 202
Art History - grades of 3, 4, or 5; ART 103 and 1 hr. free elective
Art History - grades 4 or 5; ART 104 (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 – grades of 3, 4, or 5; ENVS 201
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

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

7.2 CLEP Tests

Students are awarded credit for the successful completion of many of the CLEP Subject Examinations. To assign credit for CLEP tests, Shepherd University has established a minimum score for each examination. CLEP tests should not be taken for subjects in which students have previously enrolled. A CLEP exam cannot be used to change a grade of D or F received for course work either at Shepherd or another institution. Students currently enrolled at Shepherd University may take the CLEP tests on campus, and should see the Career Development Center for more information. Those interested in enrolling at Shepherd and having CLEP credit considered as part of their admissions credentials must take the exams at other testing centers and have the test results sent to Shepherd.

7.3 International Baccalaureate

Shepherd University 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 University 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.

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

SECTION 8. ADMISSION OF INTERNATIONAL STUDENTS

To be admitted to Shepherd University, international students 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 in Princeton, New Jersey. A score of at least 550 on the paper test or 213 on the computer test is required for admission to Shepherd University. 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.

- 8.1 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 by the institution the applicant last attended directly to the Office of Admissions at Shepherd University. 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 ACT with a score of 19 or better, or SAT scores of 910 or better.
- 8.2 Advising for international students is provided by the Office of Student Affairs. Since no financial assistance from Shepherd University is available to international students attending the University, arrangements for all expenses should be made in the student's native country. Applicants must provide documentation that indicates they can meet their financial responsibilities during the period of time they expect to be in residence.
- 8.3 With the implementation of the Student and Exchange Visitor Information System (SEVIS) by the U.S. Department of Homeland Security, an international student applying for admission to Shepherd University must submit all items needed for admission well in advance of the regular 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 University if the student may be admitted and will issue an I-20 Form for the student. International student applicants should allow at least six months for paperwork to be processed.

SECTION 9. READMISSION OF STUDENTS

- 9.1 An admissions application must be completed by any individual who was not enrolled for the two consecutive semesters (excluding summers) immediately preceding intended readmission to Shepherd University. 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 applicable.
- 9.2 Students who have been academically suspended from the University 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 GPA will be required to meet with the Director of Student Academic Support Services before the Office of Admissions can process the readmission application for placement testing. Based on the results of these assessments, successful completion of ACFN 096 (College Study Skills) during the first semester of re-enrollment may be required.
- 9.3 Applicants for readmission must submit a brief statement describing their activities (employment, military service, etc.) from the time of their last enrollment

at Shepherd until their planned return. They also should communicate with the Financial Aid Office regarding eligibility for financial aid.

SECTION 10. ADMISSION OF STUDENTS WITH DISABILITIES

- 10.1 In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Shepherd University 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 University. Some disabilities are considered to be a barrier to completion or admission into the nursing education program.
- 10.2 University officials want to provide every possible assistance to handicapped students. To do this, 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 in the Office of Student Affairs.

SECTION 11. ADMISSION OF TRANSIENT STUDENTS

Students seeking a degree at another institution may enroll for course work at Shepherd University as transient students, upon the submission of a letter of good standing mailed directly to Shepherd's Office of Admissions 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 enrolls at Shepherd.

SECTION 12. ADMISSION OF SPECIAL NON-DEGREE STUDENTS

- 12.1 Individuals may be considered for admission as special non-degree students upon completing a special non-degree application form. Special non-degree students may enroll in those courses for which they are qualified upon completing the application. Transcripts may be required to evaluate competencies before enrolling in certain courses. Course work taken at Shepherd University may not be used to raise a GPA deficiency earned at another institution.
- 12.2 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 admissions requirements at the time the change of degree status is initiated.

SECTION 13. EARLY ADMISSION PLAN

Secondary school students with superior ability and maturity are eligible for admission to Shepherd University after completion of three years of secondary school. They must be endorsed by their high school principal and counselor, have a high school GPA of at least 3.5, and a score of at least 29 on the ACT or a score of at least 1270 on the SAT. Additionally, personal interviews with Shepherd University Admissions and Student Affairs staff will be used to assess the applicant's ability to adjust to college life. Once admitted, early entrants have the same status as other students. They take regular University programs and are required to meet the usual standards of performance. They are eligible for University 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.

SECTION 14. GENERAL PROVISIONS.

Shepherd University 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 University, in care of the Registrar's Office, to request the appeal or policy exception.

14.1 Admission to Limited Enrollment Programs

Students seeking admission into programs that have limited enrollments must apply separately for admission to the individual programs as well as to the University for general admission. Departmental application forms must be submitted directly to the department chairpersons by specified dates.

14.2 Immunization Requirement

All new and 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 also is required. Individuals born prior to 1957 are exempt of the measles and rubella requirements. Students will not be permitted to register for courses until they have provided proof of immunity.

Shepherd University requires a complete health record for all full-time students, with the following information:

14.2.1 Immunizations

- a. Date and results of TB test within one year prior to entrance.
- b. Tetanus shot within 5-10 years.
- c. If born AFTER 1957, must have proof of immunity to measles and rubella with one of the following documents:
 - Dates of two doses of MMR vaccine, one at age 5 or older
 - Date and results of a rubella titre (blood test)
 - Dates and medical verification of having had the disease

14.2.2 Results of a physical examination given within one year prior to entrance.

14.2.3 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.

14.4 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.)

14.5 New Student Advising and Registration

Each fall and spring semester Shepherd University shall conduct a program regarding the academic advisement, orientation, and registration for students who have been admitted to the University. A faculty advisor will be appointed for all first-time enrollees. Students entering Shepherd University 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 15. ADMISSIONS PROCEDURES

The President or his or her 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.