

Blue Ridge Community and Technical College
Board of Governors Meeting
July 17, 2024, 1:00 p.m.

Blue Ridge Community and Technical College Technology Center
13650 Apple Harvest Drive, Martinsburg, WV 25403

Zoom Meeting ID: 837 8406 2485; Passcode: 085540

In attendance: Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Natasha Scolaro, Dr. Bill Stubblefield, and Keith Unger.

Absent: Dr. Bill Stubblefield and Sidney Linton

Guests: Laura Busey, Phil Fowler, Megan Michael, Dr. Ann Shipway, and Leslie See

Call to order: Heather McIntyre, Chair, called the July 2024 meeting to order at 1:02 p.m.

Rule Making: The Blue Ridge CTC Board of Governors met to review and discuss Rule 22.2: *General Admission Policy*, as presented by Leslie See. Rule 22.2 is in accordance with W. Va. Code §§18B-1-1A; 18B-2B-6; and 18B-3C-2.

This policy establishes basic guidelines and standards for admission to Blue Ridge Community and Technical College, with the intent that West Virginia residents have access to higher education opportunities.

Brad Close motioned to approve Rule 22.2: *General Admission Policy* for the mandatory 30-day comment period. If no comments are received, the rule is approved as written. Jim Rodgers seconded, and the motion passed.

Rule 22.2: *General Admission Policy* can be viewed on pages two, three, and four of the meeting minutes.

Stephanie Harvey made a motion to adjourn the meeting at 1:18 p.m.; Brad Close seconded, and the motion passed.

Megan Michael, Liaison to the Board of Governors and Recording Secretary

**BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

SERIES 2 **Students**
RULE 22.2 **General Admission Policy**

Scope: This policy establishes basic guidelines and standards for institutional admissions policies for Blue Ridge Community and Technical College

Authority: W. Va. Code §§18B-1-1A; 18B-2B-6; 18B-3C-2.

Approval Date: TBD

Effective Date. TBD

Revision History:

SECTION 1. Statement of General Admission Rules

1.1. It is the primary intent of Blue Ridge Community and Technical College that West Virginia residents have access to higher education opportunities commensurate with their interests and abilities. Working toward this end, the Blue Ridge Community and Technical College continues to encourage the development of academic programs which allow citizens throughout West Virginia's Eastern Panhandle and surrounding areas to develop to the fullest, their capabilities for work and fulfillment of life. It is further the intent of the Blue Ridge Community and Technical College that admissions foster the attainment of these broad goals of access to the highest extent possible within the limits of available education programs and resources.

1.2. In recognition of the diverse education programs offered by the different community and technical colleges, the Blue Ridge Community and Technical College considers it more appropriate to establish basic guidelines and standards related to admissions criteria and procedures. Accordingly, the Blue Ridge Community and Technical College has identified certain basic guidelines and standards around which specific admissions policies and practices are to be developed. §135-23-3.

SECTION 2. Basic Admissions Standards

2.1. As a means of ensuring a reasonable chance of success in the education programs for which students seek degree seeking admission and of making the most productive use of federal, state and community resources, Blue Ridge Community and Technical College shall incorporate the following basic standards.

2.1.a. Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.

2.1.b. Those of any age who possess a high school diploma or appropriate high school equivalency assessment may enroll as certificate degree or associate degree-seeking students.

2.1.c. Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies. 135CSR23 2

Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require that copies of high school transcripts, satisfactory scores earned on a nationally recognized high school equivalency test and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs. §135-23-4.

2.1.d. Students seeking transfer admission or readmission to Blue Ridge Community and Technical College must meet the institution's basic admission standards. Students with a disciplinary action at a previous institution will be reviewed and determination will be made on an individual case-by-case.

2.1.e. Early admissions standards for high school students enrolling in Blue Ridge Community and Technical College are subject to the requirements of Section 135-19-6 of 135CSR19, Guidelines for Offering Early Enrollment Courses for High School Students. Students must meet the following criteria for the reduced tuition rate for high school students: must be 19 years old or younger, resident of West Virginia, and/or participating in an approved adjacent county pathway program. High school students cannot exceed 16 credit hours per semester.

- 2.2. Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges. Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs or placement into certain courses do require that copies of high school transcripts, satisfactory scores earned on a nationally recognized high school equivalency test and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs. §135-23-4.

2.2.a. All admissions must submit an application and a proof of identity (such as a government ID) to be considered for admission.

2.2.b. Applicants may be asked to provide additional documentation on a case-by-case basis should officials deem necessary. Such documentation may include verification of high school status from a County of residence.

2.2.c. International students may register as nondegree. Blue Ridge CTC is not a SEVIS institution and thusly cannot submit for student level visas. Visa status shall be reviewed on a case-by-case basis if the applicant applies to be degree seeking.

- 2.3 Blue Ridge Community and Technical College may establish more rigorous admission standards for admission into specific programs
- 2.4 Any student who was expelled from Blue Ridge CTC is not eligible for readmission at any future interval.

SECTION 3. Admission Appeal

- 3.1 Should any individual contest their admission decision, the student may appeal to Admission and Credit Committee.

- 3.2 Should the appeal decision not be satisfactory; the student may follow the grievance procedure as outlined in the catalog.

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