

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE****ADMISSION/SELECTION CRITERIA FOR LIMITED ENROLLMENT PROGRAMS**

**Date approved by cabinet: April 26, 2023**

**Effective date: June 5, 2023**

**Expiration date (5 years from effective date if not renewed): June 5, 2028**

**Section 1. Purpose**

- 1.1. BridgeValley Community and Technical College (College) will be consistent with all state regulations, as provided in the West Virginia Council for Community and Technical College Education, Series 23: Basic Guidelines and Standards for Admissions at Community and Technical Colleges. The College has a separate admission/selection process for admission to limited enrollment programs. Campus/regional program curriculum committees can augment decision making related to admission/selection guidelines. Admission/selection criteria for limited enrollment programs are defined by the Program Directors/Coordinators, faculty and/or academic deans. The criteria shall be reviewed and approved by the Academic Standards Committee of the Faculty Senate. The criteria will be documented in a central repository (College Catalog), in individual program packets and/or student handbooks.
- 1.2. A separate admission/selection process is necessary for some programs to ensure compliance with accreditation and professional certification standards and maintain program quality based on available resources. This policy balances the College's open enrollment mission with a commitment enabling students to complete programs in a reasonable time frame and ensure consistent integrity across campuses and regions.

**Section 2. Definitions**

- 2.1. Limited Enrollment Programs - Limited Enrollment Programs are competitive majors at BridgeValley Community and Technical College that control enrollment numbers based on accreditation and professional certification standards and available resources (e.g. credentialed faculty, clinical space availability) to maintain program quality.

**Section 3. Procedures**

- 3.1. The admission criteria defined by the limited enrollment program must be:
  - 3.1.1. Consistent with standards or criteria set by the program's accreditation, licensing, certification, and/or regulatory body,
  - 3.1.2. Inclusive of multiple criteria rather than a single criterion (single measures appropriate for tie-breaker),

- 3.1.3. Objective measures of student ability as opposed to criteria subject to human bias.
- 3.2. Examples of acceptable admission criteria that curriculum committees may use include:
  - 3.2.1. Nationally normed test scores
  - 3.2.2. Work experience and/or certifications (points based on length and/or certifications)
  - 3.2.3. Points based on GPA (institutional and/or overall)
  - 3.2.4. Points based on grades in clearly identified courses
  - 3.2.5. Accreditation/ Licensing/Certification Body requirements
- 3.3. All students must meet the specific admission/selection criteria for each limited enrollment program. Procedures for admission must be followed uniformly by every campus, for every student. Admission/selection criteria are enforced by program directors/coordinators, faculty and academic deans and apply college wide; an individual campus may not establish regional admission/selection criteria for limited enrollment programs.
- 3.4. Students are encouraged to meet with an Admissions/Program Advisor early in the application process. Programs shall publish deadline dates and may require attendance at an information session. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online or at the regional campus offices.