

Admission Policy

All students are required to complete the Carver Career and Technical Education Adult Application.

Other entrance requirements vary by program. All adult students must take the TABE test and if an 11th grade level is not mastered; a retest will occur per WVDE (Respiratory Therapy and Veterinary Technology require students to take the ACT.). All adults must present an original High

School Diploma, GED, or TASC (or sealed transcript if the High School Diploma, GED, or TASC

is not available). Males must also verify that they are in compliance with the Selective Service Act (see the policy/procedures outlined below). Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Students are responsible for finding out dates for pre-entrance tests. Any student that falsifies or omits required information on required documents

is subject to immediate termination. Carver reserves the right to refuse admission to any applicant.

Re-Admission Policy

Students who have dropped out of a Carver Career and Technical Education Center program or who have been terminated for any reason must have the permission of the School Administrator and the program Instructor before being re-admitted to the same or a different program. A zero balance is required to be re-admitted. There will be a \$100.00 re-admission fee.

Any student who enters as a high school senior and returns in June after graduation as an adult student will be subject to the program attendance policy. Secondary students who missed over 10 days per semester or a total of 20 days for the year as secondary students will receive a grade and credit for their work if they follow Kanawha County Schools policy, i.e., make up work missed, etc.

These students will not be automatically accepted as 14th-year students. Any secondary student who has missed more than the allowed days and who wishes to return as a 14th-year student must appeal to the Principal to be readmitted to the program.

Students who have been approved for re-admission to the same program may be allowed to rejoin the class in progress if, in the judgment of the instructor, they can be reasonably expected to do so successfully and without undue hardship on the instructor. The students will have to make up all work missed and attend beyond the original graduation date until they have completed the minimum hours required for a certificate. Students whom the instructor cannot

expect to re-join successfully or without undue hardship on the instructor can re-enter the program the next time it is offered.

If the curriculum for any program or course has changed since the student last attended, the student will have to re-take the entire program or course. If the admission standards for the program have changed, the student must meet the new standards.