

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>ADMISSIONS</b>	Policy 6.01.01
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## I. **Open Door Admission Policy**

Pursuant to state law and except as provided below, Southwestern Community College (“College”) maintains an open-door admission’s policy for all of its educational programs. Admission is open to all legal residents of the United States who are high school or high school equivalency program graduates or who are at least eighteen (18) years of age. Undocumented immigrants may be granted admission as stated herein as well as in accordance with 6.01.01.01 – Admissions – Undocumented Immigrants. Applicants are admitted to the College without regard to race, religion, sex, color, creed, national origin or disability. Prior to admission to a curriculum program, an applicant must attain the designated scores or approved waivers on one of the approved multiple measure placement indicators: SAT, ACT, high school GPA, approved transferrable coursework or the College’s placement test. Students failing to attain the designated scores will be required to successfully complete appropriate transitions course work prior to entering the specific curriculum. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or documentation of high school equivalency program scores. A copy of the high school transcript may, in some cases, be waived for a student who can provide an official transcript from another college which indicates that the basis of admission to that college was graduation from a specifically named high school and the high school graduation date

### A. **Admission Refusals**

Students may be denied admission to the College based on the following reasons:

1. Suspension or expulsion from another educational entity.

The College reserves the right to refuse admission to any applicant during any period of time that the applicant student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons.

2. Admission refusal based on safety concerns.

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals.

When refusing admission based on safety concerns, the Dean of Students shall document:

- a. Detailed facts supporting the rationale for denying admission;
- b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- c. The conditions upon which the application that is refused would be eligible to be admitted.

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3. Admission refusal based on residency for distance learning.

The College reserves the right to refuse admission to distance learning courses and programs for any applicant residing in a state where the College is not authorized to provide post-secondary education.

4. Appeal of admission refusal

The applicant may appeal an admission refusal decision to an Admissions Review Committee appointed and chaired by the Executive Vice President for Instruction and Student Services within five (5) business days after receiving written notice denying admission. The appeal must be in written form. The Admissions Committee will review the appeal and issue a decision within five (5) business days. The Admission's Committee's decision is final.

**B. Admission Criteria**

The following admission criteria shall apply to all College applicants:

1. High School Diploma - Admission to degree or diploma programs requires a high school diploma or the equivalent. An applicant without a high school diploma or the equivalent can enroll in selected SCC certificate programs. See 6.01.01.05 – Admissions Individual Approval.
2. Testing and Transcript - Applicants to all degree, diploma and selected certificate programs of study are required to demonstrate competence in math and English. Competence is determined based on the RISE (Reinforced Instruction for Student Excellence) policy established by the North Carolina Community College System.

Students who graduated from a United States high school within ten years prior to enrollment will be placed into courses based on their unweighted high school Grade Point Average (GPA).

Students who completed a high school equivalency diploma (GED or HiSET) may be waived from testing if they meet eligibility criteria. Those not waived will be required to take the RISE placement test unless they are eligible for other waivers.

Students who graduated from high school more than ten years prior to enrollment, who graduated from a high school outside of the United States or who received an Adult High School Diploma will be required to take the RISE placement test unless they are eligible for other waivers.

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Students must submit an official high school transcript showing GPA and date of graduation to the Office of the Director of Student Records/Registrar for review prior to determining waiver eligibility. Current high school students can submit a transcript after grades are posted for the first semester of the senior year.

Detailed placement criteria and testing requirements will be published on the Testing Center website and in the SCC catalog.

3. Transfer - Applicants transferring from other postsecondary institutions must submit official transcripts for placement documentation and transfer credit evaluation. Financial aid standing will be determined by the College's probation policies and federal regulations. The College reserves the right to deny admission to applicants on disciplinary suspension from another educational entity.
4. Individual Approval – An individual eighteen (18) years of age or older applying for admission without a high school diploma or high school equivalency diploma may be admitted to selected SCC certificate programs but without the ability to receive federal student aid. See 6.01.01.05 – Admissions Individual Approval.
5. Academic Deficiencies - Students registering for a course or pursuing a program of study with academic deficiencies or low scores on the College placement test must be required to enroll in the College's transitions programs.
6. International Students - The College is authorized under federal law to enroll non-immigrant alien students. The Registrar shall advise such applicants concerning international student admission and all documents and test scores required. See 6.01.01.02 – Admissions - International Students.
7. Audit - A person who meets the College's admission requirements may enroll as an audit student. The fee in a curriculum course is the same for an audit student as for a credit student. Audits are reported on grade reports and transcripts as "AU" and do not affect earned credit or influence the grade point average.

North Carolina law allows senior citizens to audit courses without payment of any required registration fee or tuition. An individual is a senior citizen if they are at least 65 years of age on the first day of the applicable course section. Evidence of age must be provided through a driver's license, State identification card, or other government-issued document. Enrollment is on a space available basis. Grades are reported as AU. Courses can not be used towards earning a credential. See 6.02.012 – Course Audit.

8. Concurrent Enrollment - Concurrent enrollment of a student at more than one postsecondary educational institution is permitted.

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9. Career and College Promise – The College follows the eligibility requirements and procedures outlined in the NC Community College System Career and College Promise Operating Procedures. See 6.01.01.03 – Admissions – Career and College Promise.
10. Distance Learning – Students enrolling in distance learning courses or programs must reside in North Carolina or a state where the College has authorization (if required) to provide post-secondary education.
11. Readmission - A student who withdrew from the College for two or more semesters must update her/his enrollment information in the Admissions Office.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.

A student applying for readmission with the College must be required to meet the curriculum requirements in effect at the time of readmission unless waived by the Executive Vice President for Instruction and Student Services.

12. Health Science Admission Requirements: All students applying to health science programs must complete the appropriate application and documentation process. See 6.01.01.04 – Admissions – Health Science Programs.
13. Admission of Undocumented Immigrants. Undocumented immigrants are eligible for admission when permitted by the State of NC. See 6.0.01.01 – Admissions – Undocumented Immigrants.

### **C. Curriculum Program Enrollment**

1. Admission to Programs of Study. Students will be coded in all credentials within the applied program of study upon satisfaction of admission requirements.
2. Admission to Health Science Pre-majors. Students may be enrolled in pre-major programs of study upon completion of admission requirements and pending selection for health science programs. Students will be removed from all pre-majors upon selection for admission to health science programs.
3. Removal of Program of Study Enrollment. A Student may be removed from a program of study if program eligibility requirements are no longer met or if it is determined the student is not actively pursuing a credential in that program. Students will be provided written notification of program removal and advised of appeal procedures.

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4. Addition of Programs of Study Enrollment. The Admissions Office and/or office of The Director of Student Records/Registrar may directly enroll students meeting admissions requirements in programs of study to facilitate the awarding of earned student credentials. This includes the addition of related credential programs (degrees, diplomas, and certificates) upon application to a program of study or the addition of credential programs if it is determined that students have completed requirements to earn those credentials.

#### **D. Continuing Education Course/Program Enrollment**

The College maintains an open-door admissions policy. The College will serve any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further education.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age may be considered for admission with the approval of the local high school principal and the College president. High school students shall not displace adults but may be admitted any term on a space-available basis, except adult basic skills and certain courses with increased personal risk involved (see course descriptions for details). Once admitted, they shall be treated the same as all other students.

Students who are 16 years old or older and who have withdrawn from a public or private school may be admitted in the College's Basic Skills or Continuing Education program pursuant to the requirements contained in 1D SBCCC 300.99.

Legal Citation: 1D SBCCC – Education Programs

Cross Reference: 6.01.01.01 – Admissions - Undocumented Immigrants;  
6.01.01.02 – Admissions - International Students;  
6.01.01.03 – Admissions - Career and College Promise;  
6.01.01.04 – Admissions - Health Science Programs;  
6.01.01.05 – Admissions - Individual Approval;  
6.01.01.06 – Admissions - Veterans;  
6.01.01.07 – Admissions - Basic Law Enforcement Training

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