



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 1 of 7

Title: Admission to the College

Related Policy:

Division of Responsibility: Student Success and Enrollment Management

6/2021

Date of Last Review

Date of Last Revision

College of The Albemarle shall adhere to the “open door” admissions policies and procedures of the North Carolina Community College System as set forth in the State Board of Community Colleges Codes. The applicable State Codes are:

1D SBCCC 400.2 Admission to College

1D SBCCC 400.11 Education Services through Career and College Promise (Curriculum)

College of The Albemarle shall develop and publish admission procedures consistent with its mission that accurately represent the practices, policies, and accreditation status of the institution.

Administrative Responsibilities

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

Procedures

A. Admission of Curriculum Students

College of The Albemarle (COA) follows the “open door” admissions policy of the State Board of Community Colleges (1D SBCCC 400.2). This policy provides for the admission of any person who has attained a high school diploma or earned its equivalent, the High School Equivalency (HSE), formerly known as the General Education Development, (GED).

All prospective students must submit a completed application. If the applicant does not enroll within two semesters, a new application must be submitted for future enrollment.

All students are required to submit their official high school and all previous college transcripts prior registering for classes. Students planning to attend COA immediately following their high school graduation are required to submit their final official high



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 2 of 7

school transcript by July 1st for Fall admission and January 1st for Spring. Official high school transcripts are not required if a student has submitted an official college transcript(s) earning a completed Associate Degree or higher from a regionally accredited institution. Official high school transcripts may also be required for specific programs, veteran's certification, career and college promise program and scholarship or financial aid application process(es). Official high school transcripts are accepted from a high school that is approved or registered by the Department of Education in the state which the school resides. Additionally, COA accepts high school transcripts that are regionally accredited by one of the six regional accrediting agencies.

The college may accept, under certain conditions, applicants who are 18 years or older and are not high school graduates. All applicants admitted under these special conditions will be admitted as special credit, non-degree student and must attain the HSE prior to beginning a second semester.

Students who are high school juniors and seniors may enroll in the Career and College Promise program as a dual enrolled student. Additionally, academically or intellectually gifted 9th and 10th grade students are potentially eligible. Students who are enrolled in a designated Early College may enroll as a dual enrolled student beginning in the 9th grade.

Admission to the college does not imply acceptance to the applicant's desired program. Admission to a limited enrollment program of study is based on guidelines developed by the program.

When evaluations of applicants' test scores and high school records indicate a lack of readiness to enter a specific course, applicants are required to enroll in developmental education courses.

1. Academic and Non-Academic Disciplinary Considerations

Prior disciplinary behavior records may be considered when students seek admission or readmission to the college. An applicant must inform the Vice President of Student Success and Enrollment Management of any disciplinary issues prior to registration. COA may honor the period of time that a student is suspended or expelled from any other educational entity.

The safety of our students, staff, and faculty is paramount. 1D SBCCC 400.2 (e) and (f) gives North Carolina Community Colleges the ability to implement a safety exception to open door enrollment. COA may evaluate whether an applicant has exhibited behavior or made statements that would constitute an articulable, imminent, and significant threat to the applicant or others. If it is determined that the applicant has demonstrated the above behavior, the applicant may be denied admission. The applicant may appeal the decision to the Vice



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 3 of 7

President of Student Success and Enrollment Management in writing within three days of notification of being denied admission. Appeals will be considered by the Vice President of Student Success and Enrollment Management, the Vice President of Business and Administrative Services, and the Director of Campus Safety and Security. The decision of this ad-hoc committee is final.

If admission is refused on the basis of a safety threat the following must be documented:

- 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.
- c. The conditions upon which the applicant that is refused would be eligible to be admitted.

2. Limited Enrollment Admissions

Most programs follow an open-door admissions policy. However, some limited enrollment programs require additional criteria and use numerical objective ranking systems. Because of the limited number of spaces in these programs, students must meet additional admissions criteria and may be ranked for admission to the program. Programs that require additional enrollment criteria follow program handbooks that are updated annually.

The College restricts the admission of students in Basic Law Enforcement Training. Admission is limited to law enforcement officers or persons sponsored by law enforcement agencies. Loss of sponsorship may result in dismissal from the program.

3. Transfer Students

Applicants who have completed course work at institutions accredited by regional agencies can request credit for their prior coursework. For credit to be considered, the student must have received a grade of "C" or better in the course. Upon receipt of official transcripts from all colleges previously attended, the Registrar's Office will evaluate courses completed and apply credit toward courses being pursued at COA. Credit is given for a "C" or better on courses completed at institutions accredited by regional agencies.

International students are required to have foreign university transcripts evaluated by an approved evaluator. Approved agencies are agencies that are members of the National Association of Credential Evaluation Service (NACES).

There is no limit to the number of transfer credits accepted by the college. In order for a student to receive a degree from COA, a minimum of 25 percent of coursework must be



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 4 of 7

completed at COA. Grades earned at, and transferred from other colleges, will not be used to determine cumulative grade point averages or honors for graduation from COA. Academically suspended students who are not eligible to return to the institution they last attended may be admitted to COA.

4. Non-Resident Distance Education Students

Pursuant to the State Board of Community College Code 1D SBCCC 400.2 (g), College of The Albemarle reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education in that state.

5. Non-Degree Seeking Students

Applicants whose educational goal is to take courses but not pursue a degree may be admitted as a Non-Degree Seeking Student. Students who apply to COA in this category must meet course pre-requisites by submitting an unofficial or official transcript.

B. Admission of Workforce Development and Continuing Education Students

Persons 16 years of age or older who are not enrolled in school may be admitted to a continuing education course. With the approval of the appropriate school officials, a high school dropout between 16 and 18 years of age may enroll in certain courses. Also, students 16 to 18 years of age may take a continuing education course after regular high school hours with permission from the appropriate high school personnel.

C. Admission of Minors (1D SBCCC 200.95)

1. High School Dropouts

A minor, 16 or 17 years of age, may be considered a student with special needs and may be admitted to an appropriate Basic and Transitional Studies or Continuing Education program at the college subject to the following conditions: (1) the local public and private school system determines that such admission is the best educational option for the student, (2) the admission of the student is approved through the college's Basic and Transitional Studies or Continuing Education programs.

The college may, at its discretion, refuse to enroll a minor or may enroll a minor under conditional status, for any of the following reasons:



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 5 of 7

- a. Suspension or expulsion from school.
- b. History of violent behavior.
- c. History of possession or use of illegal drugs.
- d. Other behaviors deemed not appropriate for an adult learning setting.

The approval of the local school system referred to above may be waived if the student has been out of school at least six months and their application is supported by a notarized petition of a parent, legal guardian, or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and petitioner's legal relationship to the student.

2. High School Equivalency Programs (HSE)

Regulations of the State Board of Community Colleges will be followed in administering the High School Equivalency Program. The HSE program provides instruction and testing for individuals, 16 or older, who are no longer enrolled in high school and who want to complete their high school equivalency.

3. High School Students

Qualified high school students, who are enrolled in high school may be admitted to appropriate courses, concurrently under the following conditions: (1) the student meets all enrollment criteria; (2) the student's program of study is approved by the high school principal or designee and the President or designee, and (3) the high school principal or designee certifies that the student is making appropriate progress toward graduation.

High school students taking credit courses at the college shall earn regular college credit and will be treated as any other college student. Currently, tuition is not charged to high school students who are taking courses at the college through dual enrollment provisions. High school students who take continuing education courses at the college are required to pay tuition and fees.

D. Admissions of Non-US Citizens

1. International Students

A foreign student planning to attend college in the United States shall consider specific regulations regarding admissions. If the student is not a legal resident or alien resident of the United States and would like to attend COA, the student must apply for an F-1 student visa. To apply for a student visa, the student must first request a USCIS Form I-20 application from a Designated School Official



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 6 of 7

(DSO). He/she must complete a Placement Test in English and Reading and provide necessary academic and financial documentation.

International high school and college transcripts must be evaluated by an approved agency for admission and transfer purposes. This must be prior to initial enrollment. International students who are overseas must schedule and take a Test of English as a Foreign Language (TOEFL) exam and meet in order to verify that they have the necessary basic skills in English and reading to succeed in academic courses. The minimum TOEFL scores are as follows: Internet Based – 40, Paper Based – 425, Computer Based – 120. International students who take the TOEFL overseas must take the college placement test once they enter the United States.

International student applicants who are currently in the United States can use the college placement test in lieu of the TOEFL exam.

2. **DACA – Deferred Action for Childhood Arrivals**

The Department of Homeland Security designates that individuals satisfying all of the following criteria are eligible to have removal from the United States deferred for two years.

Admission of Students with Deferred Action for Childhood Arrivals (DACA) Classification August 1, 2013:

- a. Individuals who came to the United States under the age of sixteen, were present in the United States on June 15, 2012, and are presently under the age of thirty-one;
- b. Individuals who have continuously resided in the United States since June 15, 2017 to present;
- c. Individuals who are currently in school, have graduated from high school or is an honorable discharged veteran;
- d. Individuals who have not been convicted of any serious criminal offense;
- e. Individuals who do not pose a threat to national security or pose a threat to public safety.

During the period of deferment, individuals who have been granted deferral under the DACA program do not meet the definition of an undocumented immigrant as it is defined in 1D SBCCC 400.2 (b) because the deferral recipients are lawfully present in the United States during the period of deferment. Please note that it is not within the authority of community colleges to determine who is eligible to receive DACA classification. Student applicants are responsible for presenting documentation to establish that they have DACA classification. The phrase “legal residency” in 1D SBCCC 400.2 (a) means individuals



College of The Albemarle Procedure

Procedure Number: 4-1.1P

Pages: 7 of 7

who are “lawfully present” in the United States, solely for the purpose of 1D SBCCC 400.2 (a). Since individuals with DACA classification are lawfully present during their period of deferral and do not fit the definition of an undocumented immigrant per 1D SBCCC 400.2 (b), community colleges should treat an individual with DACA classification like any other student who is lawfully present in the United States with two exceptions:

- a. Neither federal law, nor North Carolina law permits individuals with DACA classifications to receive professional licenses. See 8 U.S.C & 1621 (a) and (c) (1) (A). Because individuals with DACA classification cannot receive professional licenses, while community colleges are open door institutions, local community colleges have the discretion to determine whether to admit an individual with DACA classification into a specific program of study leading to professional licensure. More specifically, a local community college would be authorized to deny access to an individual with DACA classification into a specific program of study that leads to professional licensure. Conversely, a local community college would be authorized to allow access to an individual with DACA classification into a specific program of study that leads to professional licensure.
- b. Moreover, it is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

3. **Undocumented Immigrants** – any immigrant who is not lawfully present in the United States

Community colleges shall admit undocumented immigrants under the following conditions.

- a. Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local laws;
- b. When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;
- c. Undocumented immigrants admitted under this rule must comply with all federal and state laws concerning financial aid;
- d. An undocumented immigrant admitted under this rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under this rule must be charged out of state tuition whether or not they reside in North Carolina.
- e. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants;
- f. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.