



College of The Albemarle Procedure

Procedure Number: 5.1.1.1

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Title: General Admissions

Related Policy: 5.1.1 Admissions

Division of Responsibility: Student Success and Enrollment Management

Admission to College of The Albemarle (College) does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete College and Career Readiness or developmental level courses before being accepted into their desired academic curriculum program.

The vice president of student success and enrollment management, or designee, administers all admissions requirements and enforces all College admission policies and procedures.

I. CURRICULUM PROGRAMS

A. Certificate, Diploma and Degree Seeking Applicants

For curriculum certificate, diploma and degree seeking applicants, all applicants must:

1. Submit a completed application for admission, including the residency classification through the Residency Determination Service (RDS).
2. Provide an official high school transcript or an official High School Equivalency (HSE) score from a regionally accredited institution. Hard copy transcripts must be sealed, stamped and submitted in an official institutional envelope. Electronic transcripts must be received from a secure transcript delivery service via a secure link. Transcripts must include the date the diploma was awarded and the type of diploma. Homeschool transcripts must also include the name of the homeschool chief administrator or a copy of the official non-public school registration record. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation by July 1 for Fall admission and January 1 for Spring admission. Applicants who have completed an associate's degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.
3. The College uses Multiple Measures as prescribed by the North Carolina Community College System (NCCCS) to determine an applicant's placement into college level math and English. The primary placement measure is a student's unweighted High School GPA from a United States High School. Other placement measures include ACT scores, SAT scores, High School Equivalency



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Test scores, HiSET scores, and Developmental Placement test scores. The College follows NCCCS placement criteria (Numbered memoCC25-035) to allow qualified students to be placed directly into MAT 172, MAT 263, or MAT 271. Some students may be required to complete the College's placement test to determine if developmental courses are required before enrollment into college level math or English. Any student can self-elect to complete the placement test. All students are encouraged to complete their college level math and English courses during the first two semesters of enrollment.

Placement test minimum scores ("cut scores") are determined by the North Carolina Community Colleges Developmental English/Reading and Math Redesign committees and approved by the North Carolina Community College Board of Trustees. Cut scores are evaluated as needed.

Placement test scores do not expire. A student wishing to retake the NCCCS approved placement test is allowed one lifetime retest attempt for each tier of the test.

4. Returning students who are eligible for readmission and who have not been enrolled at the College for two (2) academic semesters must submit a new admissions application and update residency classification prior to registration. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the vice president of student success and enrollment management, or designee, requesting to appeal the suspension.

The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full or the student must be in a repayment agreement before registering for courses.

B. Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an unofficial or official transcript from a regionally accredited



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institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses will be placed using the College's Multiple Measures placement procedure.

Students may not register for courses in a program that has restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.

C. Foreign/International Students

The College is authorized under federal law to enroll nonimmigrant alien students. An immigrant is subject to the same considerations as a citizen. Non-immigrant International students who wish to attend the College must have a valid student visa (F-1 visa). Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. Proof of English Proficiency is required and can be shown through the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Developmental placement test at College of the Albemarle. The Test of English as a Foreign Language (TOEFL) requires a score of: Internet Based: 40, Paper: 425 or Computer Based: 120. The International English Language Testing System (IELTS) requires a score of 5.5 on the Academic Test. The Developmental Placement test requires a score of 34 or higher on English Placement Test. This is required for all international applicants except those who have graduated from a high school in the United States or those applicants with college-level English transfer credit from an accredited United States institution. Additionally, the college pre-enrollment placement test and documentation of financial support for one year's tuition and living expenses are required of all international applicants seeking a completed I-20 Form for student visa status. International applicants should contact an admissions counselor or an international student advisor for additional information. Alien Registration Card holders are admitted under the same guidelines used for U.S. citizens.

D. Deferred Action for Childhood Arrivals (DACA)

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:



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- 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 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 means individuals who are "lawfully present" in the United States, solely for the purpose of 1D SBCCC 400.2. 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 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.



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II. WORKFORCE DEVELOPMENT CONTINUING EDUCATION PROGRAMS

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and pay the applicable tuition and institutional fees.

III. PROVISIONAL ADMISSIONS

In certain situations, an applicant may be provisionally accepted by the College and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

IV. LIMITED ENROLLMENT ADMISSIONS

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 and admission fact sheets 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.

V. BASIS FOR ADMISSION DENIALS

1. Suspension/Expulsion from Another Educational Entity

If another education entity suspends or expels a student for non-academic disciplinary purposes, the College may require the student to provide a signed written authorization, subject to all applicable privacy laws, granting the College permission to request records of any non-academic disciplinary suspension or expulsion.

2. Safety Concerns

When refusing admission based on safety concerns, the vice president of student success and enrollment management shall document:

- a. Detailed facts supporting the rationale for denying admission;



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- 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.

VI. APPEAL FOR ADMISSIONS DENIALS

If an applicant is denied admissions to the College for any of the reasons specified in Policy 5.1.1 - Admissions Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the vice president of student success and enrollment management (vice president) for a reconsideration. The written appeal shall contain the applicant's reasons why he/she should be admitted and shall include any supporting documentation. The vice president, or designee, shall refer the appeal to an ad hoc committee and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant's written appeal, the vice president, or designee, shall make a determination based on the ad hoc committee's recommendation and provide the applicant with a written response. The ad hoc committee's decision is final.

June 13, 2023

June 02, 2025

June 02, 2025

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision