

ADMISSIONS POLICY

## A. ADMISSIONS POLICY

Monroe County Community College believes that liberal admissions requirements are an essential part of its philosophy. The College Admissions Policy affords equal opportunity for all qualified individuals for higher education experiences. The policy is based on the student's ability to benefit and does not discriminate on the basis of race, color, religion, national origin or ancestry, age gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight, or veteran status. Any exception to this policy must be approved by the Vice President of Student and Information Services or his/her designee.

All applicants must be high school graduates or have successfully completed the General Education Development (G.E.D.) test for admission to Monroe County Community College (for exceptions see Special Admission). High school students may be admitted (dual enrollment) pursuant to State of Michigan law, or on a concurrent enrollment basis.

Individuals seeking admission to the College must submit a completed application along with official high school transcripts. All applicants who desire advanced standing consideration must provide an official transcript for all colleges attended or official certification of other educational experiences. Graduates of regionally accredited 2 and 4-year colleges need not provide a high school transcript.

Falsification of any admissions information may be grounds for admission denial or dismissal from the College.

All new students as defined in Procedure 3.00(b) must participate in an assessment program.

## B. ADMISSION STATUS

The admission status of an applicant to Monroe County Community College is determined by records of his/her previous educational performance. Students are admitted to the College on one of the following bases:

1. Regular Admission

In Fall and Winter semesters students may carry a maximum of 17 credit hours per semester. During the shorter Spring and Summer semesters students may carry a maximum of seven credit hours per semester. Approval of the Vice President of Instruction, Vice President of Student and Information Services, or their designees, is required to exceed either limit.

2. Special Admission

Applicants who have not graduated from high school may receive special admission status if five years or more have elapsed since the date their high school class would have graduated. For their first semester, these individuals may be admitted to no more than seven (7) credit hours of course work during either the Fall or Winter semester or four (4) credit hours for either the Spring or Summer semester. Admission will be based upon an evaluation of the applicant's background, experience, and assessment scores. The Vice President of Student and Information Services or his/her administrative designee will make the final decision for admission. Students entering the College as a special admission must maintain a minimum 1.8 grade point average. Specially admitted students must comply with all other admissions policies and procedures.

3. Restricted Admission

Any student who enrolls at this institution with an assessment score at or below the minimum level in writing, reading, or math will have a limited enrollment status. Restrictions are described in Procedure 3.00(b) – Procedures on Student Assessment.

4. Programs with Selective Admission

The following programs have selective admission:

- a. Nursing
- b. Respiratory Therapy
- c. Culinary Skills and Management
- d. Medical Assistant

Criteria used in selecting students for these programs are stated in Procedure 3.00(a).

5. Guest Student Admission

Guest students must present a completed MCCC Application and a Guest Application form. The form is available in the Admissions Office, and must be completed by the student, and the Registrar and/or Dean's office of the college or university that he/she is currently attending. This form is required each semester that the student enrolls at MCCC.

6. High School Student Admission

High school students may be admitted on the basis of dual, or concurrent enrollment upon completion of the following:

1. Submission of a MCCC Application for Admission.
2. All new students as defined in 3.00(b) must meet assessment requirements. The admission decision, in part, will be based upon assessment results.
3. The MCCC High School Approval form must be completed and signed by the high school superintendent or his/her designated representative prior to each semester of attendance.
4. Official high school transcripts are required prior to admission.
5. Approval by the Vice President of Student and Information Services or his/her designee is required for enrollment. A high school student is typically limited to one class.

7. International Student Admission

Monroe County Community College is authorized under Federal law to enroll nonimmigrant alien students.

International student applicants must be sponsored by a family residing in the College district. Sponsorship requires that the student will live with the family, and they will assume responsibility for his/her support. The sponsor must certify this by signing an International Student Sponsorship form, have the form notarized, and return it to the Admissions Office.

Prospective international students whose native language is not English are required to demonstrate proficiency in the English language. This can be accomplished in one of two ways: scoring 80 percent or higher on The University of Michigan Language Institute's English Proficiency Examination (MELAB) or scoring 550 or higher on the paper-based or 213 or higher on the computer-based Test of English as a Foreign Language (TOEFL). Certification of English as the native language must be approved by the Vice President of Student and Information Services or his/her designee.

Once these requirements are met, the international student applicant must complete the regular admissions process. A copy of his/her high school and college transcripts (in English) must be sent to the Admissions Office.

8. Advanced Standing

Students admitted to the College may be granted advanced standing according to the procedures noted in Procedure 3.00(c), Advanced Standing - Awarding of Credit.

Cross - References

Procedure 3.00(a)	Selection Procedures for Programs with Selective Admission
Procedure 3.00(b)	Procedures on Student Assessment
Procedure 3.00(c)	Advanced Standing - Awarding of Credit

2-14-66; revised 11-24-69; 2-26-73; 7-15-76; 9-26-77; 11-23-81; 2-13-84; 11-25-85; 3-23-87 (Effective Fall Semester 1987); 10-26-87; 1-22-90 (Effective Fall Semester 1990); revised 1-27-92 (Foreign Student Applicants); revised 5-24-93; revised 3-27-95 (Effective Fall Semester 1995); revised 4-28-97 (Effective Fall Semester 1997); revised 4-26-99 (Effective Fall Semester 1999); revised 6-28-99 (090 Reading Mandate Effective Winter 2000); 11-22-99; 1-27-04; revised International Student Admission 9-26-05; 5-20-13)