

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 Enrollment Management and Student Success 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. All applicants who desire to transfer credits to MCCC must provide an official transcript for all colleges attended or official certification of other educational experiences (refer to Procedure 3.00(c)).

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.

## Application Time Constraints

- Dual Enrolled Students, who wish to continue at MCCC after high school graduation, must reapply for admission to the college.
- Prospective students, who are students who applied to MCCC but never took classes here, must reapply if their application is older than one year.
- Returning students, who are students who attended MCCC and left the college, must reapply if they have not taken a course in the last two years.

## 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. 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 Enrollment Management and Student Success, or their designees, is required to exceed either limit.

2. Special Admission

3. 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 coursework 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-Enrollment Management and Student Success, 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 Guest Student Admission

Guest students must present a completed MCCC Application. Updated transcripts are required each semester that the student enrolls at MCCC.

#### 4. Transfer

Students matriculating from other institutions of higher education will be admitted as Transfer students and will be awarded college credit for prior coursework according to the procedures noted in Procedure 3.00(c).

#### 5. 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 and high school transcripts.
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. Approval by the Vice President of Enrollment Management and Student Success or his/her designee is required for enrollment.

#### 6. International Student Admission

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

International Students must apply for admission using MCCC admissions application online and submit the following.

1. Proof of English Proficiency with the TOEFL showing a 79 or above or the IELTS of 5.0 or higher. Prospective international students who are citizens or permanent residents of a country listed below, qualify for an exemption from English Language Proficiency requirements for admission.
2. A notarized bank statement in English and USD and an affidavit showing that the student and or sponsor can afford one year of tuition, fees, books, and living expenses.
3. Copy of passport & visa.
4. High School and/or College (evaluated by WES) Transcripts in English.

#### 7. Programs with Selective Admission

The following programs have selective admission:

- a. Nursing
- b. Respiratory Therapy

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

### Countries Exempt from Toefl Requirement

United States	Gibraltar	Palau
American Samoa	Grenada	Philippines
Anguilla	Guam	Pitcairn
Antigua, Barbuda	Guyana	Puerto Rico
Australia	Ireland	Saint Helena
Bahamas	Jamaica	Saint Lucia
Barbados	Kenya	Saint Vincent, Grenadines
Belize	Kiribati	Seychelles
Bermuda	Lesotho	Sierra Leone
Botswana	Liberia	Singapore
British Indian Ocean Territories	Malawi	Solomon Islands
Cameroon	Marshall Islands	South Africa
Canada	Mauritius	Swaziland
Cayman Islands	Micronesia, Federated States	Trinidad, Tobago
Christmas Island	Montserrat	Turks, Caicos Islands
Cook Islands	Namibia	Uganda
Dominica	Nevis, Saint Kitts	United Kingdom
Falkland Islands/ Malvinas	New Zealand	Us Minor Outlying Island
Fiji	Nigeria	Virgin Islands, British
Gambia	Northfolk Island	Virgin Islands.US
Ghana	Northern Mariana Islands	Zambia
Zimbabwe		

#### 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 Admissions](#)

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; revised 2-26-18. Revised International Student Admission, Guest Admission, Transfer Admission .22.24; revised 4-22-24)