Subject: Admissions

1.   Purpose

The purpose of this policy is to establish standards and guidelines for admission to the credit programs of Tidewater Community College.

2.   Policy

Consistent with its mission to serve the community, Tidewater Community College shall adopt and adhere to admission standards and guidelines consistent with Virginia Community College System Policy Manual Sub-section 6.0 (Admissions).

3. Responsibilities

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

4. Procedures

The following admission procedures will be followed.

4.1. Determining Eligibility for Admission

Admission staff will determine eligibility for admission using the following guidelines, and will make the admission guidelines available on the college's admissions website:

4.1.1. General Admission

- Individuals are eligible for general admission to the college if they are high school graduates or the equivalent, or if they are eighteen (18) years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment in reading, writing, and mathematics.

- Applicants 18 years of age or older who have not earned a high school diploma or GED, or who received a "Special Diploma" or "Certificate of Program Completion" from a Virginia public high school, may be admitted if they meet minimum assessment scores in reading, writing, and mathematics.

- High school transcripts are not required for admission to TCC, however, students may be required to prove high school completion (e.g., for financial aid eligibility, international students, home-schooled students and dual enrollment students). Individuals may self-certify that they are high school graduates.

- Individuals may be admitted to the college as curricular or non-curricular students.

4.1.2. Admission for High School and Home School Students

- Dual enrollment is restricted to high school juniors and seniors and home-school students studying at the high school junior or senior levels who meet requirements for participation in the college's dual enrollment programs. Individuals may be admitted according to the Governing Principles for Dual Enrollment between Virginia's Public Schools and the Virginia Community College System and Virginia Community College System policy 6.0.1.1
  - o Dual enrollment students shall submit a completed Virginina Community College (VCCS) Common Application for Admission and Dual Enrollment Application to a campus Admissions Office. All dual-enrolled students must demonstrate readiness for college by meeting

the minimum admission criteria for transfer or career & technical courses and all course prerequisites provided on the college's website.

- o High school students who do not meet the junior or senior status may petition for admission. All petitions for admitting high school freshmen or sophomores must first receive formal approval from the college president or his/her designee. Because admitting freshmen and sophomores is considered exceptional, the college ready status of each prospective freshmen and sophomore student will be treated on a case-by-case basis.

- o Home-schooled students must also provide a copy of a home school agreement approved by the school district, or a letter from the local school board, or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption, a copy of standardized achievement, and a written recommendation from a teacher or tutor.

4.1.3. Special Admission Requirements for International Students

- In addition to general admission requirements, international applicants pursuant to F-1 visa status must meet the admission requirements established by the International Student Services office.

- The college is authorized by the Department of Homeland Security to admit students pursuant to F-1 visa status in accordance with Federal regulations at 8 C.F.R. § 214.3(k). All necessary documents must be submitted to the Office of International Student Services in accordance with established deadlines. The Primary Designated School Official (PDSO) is responsible for establishing and monitoring international admission requirements.

- Applicants in non-immigrant classes other than F-1 are required to meet with the international student advisor to determine admission eligibility and/or limitations.

4.1.4. Applicants with Documented Disabilities

- In accordance with 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, no qualified individual shall by reason of disability be denied access to, participation in or the benefits of college. Students must contact the Educational Accessibility Office 30 days prior to the start of a term to provide all necessary documentation required in order to receive appropriate, reasonable accommodations.

4.1.5. Transfer Applicants

- Transfer students who are eligible for re-entrance at the last college of attendance are also eligible for admission to the community college. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in TCC until one semester elapses or until an approved preparatory program at the college is completed. The college shall decide

on each case and can impose special conditions for the admittance of such students.

4.1.6. Admission to Specific Curricula

- In addition to the general admission requirements, some curricula may specify additional admission requirements. It is the responsibility of the student to provide the additional information required in order to meet the admission standards for the program.
- Decisions regarding admission into programs with additional admission requirements are made by the program head and/or academic dean/director. However, all documents for college admission will be submitted to campus Admissions Offices, which will coordinate admission processes with the various academic units.
- In the instance that admission to a particular program or curriculum is limited, priority shall be given to all qualified applicants who reside[1] in the geographical area served by the college and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities in which the college has a clinical-site or other such agreements may receive equal consideration for admission.

4.1.7. Application for Readmission

- Applicants who applied to the college and did not attend will have to submit a new VCCS Common Application for Admission after three terms from the admit term selected on the application. Students who have interrupted their enrollment at the college for more than three years must reapply by submitting an updated VCCS Common Application for Admission.

4.1.8. Admission Refusal or Revocation

- The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college. For details, refer to TCC Policy 2203 (Refusal or Revocation of Admission).

- Per TCC Policy 1200 (Equal Opportunity and Nondiscrimination), the college prohibits educational and employment discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or against otherwise qualified persons with disabilities. In the event that there is a concern regarding discrimination, the individual should contact the college's equal opportunity officer.

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[1] Note that "reside" does not require Virginia domicile status.

4.2. Admission Application

The Interim Vice President for Student Affairs, along with, the Information Center staff will make the Virginia Community College System (VCCS) Common Application for Admission available electronically on the college's website and as a hard copy version.

- The electronic VCCS Common Application for Admission will be available on TCC's website.

- A hard copy version of the VCCS Common Application for Admission will be available on TCC's website in PDF format to download.

- The VCCS Common Application for Admission will be made available upon request by contacting the TCC Information Center at (757) 822-1122 or info@tcc.edu or any campus Admissions Office.

- Admission staff will process completed applications received at the campuses.

- All admissions communications to applicants will be overseen by the Interim Vice President for Student Affairs. Admission letters will be mailed within two business days of receipt of the VCCS Common Application for Admission.

- Incomplete paper applications received by the campuses will be sent to the TCC Information Center on a daily basis with missing information highlighted. TCC Information Center staff will enter the applicant information into the college's prospect system. A "missing information" letter and the incomplete application are mailed to the applicant from the TCC Information Center. TCC Information Center staff will keep track of when these applications are completed.

4.3. Placement Testing

Placement Tests are given to help plan a student's course of study and assess students' for proper course placement.

- Students who do not meet the General Admission requirements are required to take the placement test or prove exemption from taking the assessment by providing documented evidence of one of the following:
  - A transcript showing completion of a college-level English and/or math with a grade of "C" or better from an accredited institution where English is the official language.
  - Demonstrate satisfactory scores, on either the ACT or SAT taken within two years prior to enrollment.
  - Satisfactory Advanced Placement (AP), IB, CLEP, DANTES, or Excelsior College scores for English and/or math, as determined by the college.

- Most non-native English speaking students are required to take the English as a Second Language (ESL) placement tests which include assessments in reading, listening, and writing.

- The College-wide Coordinator of Testing Services will ensure the following:

  o Practice tests for English and math are provided to help prepare students for the placement tests.

  o Placement tests are provided at the campus Testing Centers, and at approved off-campus locations.

  o A web page on the college's website is maintained to ensure current content contains all relevant placement tests information to include but not limited to: contact information for each campus Testing Center, hours of operations, testing schedules, and waiver information.

  o All printed materials by the college are regularly reviewed to ensure current content contains all relevant placement tests information to include but not limited to: contact information for each campus Testing Center, hours of operations, testing schedules, and exemption information.

4.4. Admission Correspondence

The Interim Vice President for Student Affairs, along with the Information Center staff will be responsible for ensuring applicants receive acknowledgement, acceptance, or denial letters. Letters are automatically generated based on an individual's application. Letters requiring manual distribution will be mailed to applicants whose names were submitted to the Information Center by campus admission staff or campus advising and counseling staff.

- Campus Admission staff shall send the names of high school dual enrollment applicants each semester to Admissions_Letters@tcc.edu. The Information Center staff shall Dual Enrollment Acceptance or Dual Enrollment Denial letters as designated on the list submitted by campus admission staff.
- Campus Admission staff shall send the names each term of ESL applicants who were denied admission to Admissions_Letters@tcc.edu. The Information Center staff shall send ESL denial letters to each applicant listed and submitted by the campus Admission staff.
- Advising and Counseling staff shall send the names of ATB applicants each term who did not meet minimum test score requirements for acceptance to Admissions_Letters@tcc.edu. The Information Center staff will manually generate and send an ATB Denial Letter to applicants listed and submitted by the Advising and Counseling staff.

5. Definitions

College readiness: Demonstrated ability to perform in college level courses as prescribed by placement test scores, other standardized tests, or success in previous college level coursework.

Curricular Students: Any individual who has been accepted to the college and has been accepted to an associate degree or certificate program

Dual enrollment student: Any high school or home-school student who is enrolled in courses offered by the college while taking high school courses.

Enrollment: Process which concludes with individual registration in credit or non-credit courses offered by the college.

High school graduate: Any individual who has completed a course of study at the secondary level for whom the school certifies that the individual meets the criteria for a high school graduate.

Home-schooled student: Any high school-age student who is not enrolled in a public or private high school and who is under the home school provisions of the Commonwealth of Virginia.

International student applicant: Any individual in the United States in a non-immigrant status who wishes to enroll at the college pursuant to F1 visa status.

Non-native English speaking students: Person whose first language learned in childhood is a language other than English.

Non Curricular students: Any individual who has been accepted to the college and did not request formal admission to a curricula program or did not meet the requirements for curricular status.

6. <u>References</u>

VCCS Policy Manual Sub-section 6.0

Code of Federal Regulations, Title 8, § 214.3

Governing Principles for Dual Enrollment between Virginia's Public Schools

504 of the Rehabilitation Act of 1973

Americans with Disability Act of 1990

TCC Policy 1200 (Equal Opportunity and Non-Discrimination)

TCC Policy 2203 (Refusal or Revocation of Admission)

7. <u>Review Periodicity and Responsibility</u>

The Vice President for Student Affairs shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. <u>Effective Date and Approval</u>

This revision to the policy is effective upon its approval by the College President on September 1, 2016.

Policy Approved: Procedure Developed:

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Edna V. Baehre-Kolovani, Ph.D.   Michael D. Summers, Ed.D.
President   Interim Vice President for Student Affairs

9. Review and Revision History

The initial version of this policy was approved on May 6, 2014.

- Revision 1 modified the organization of the procedures to make them easier to follow, removed the sections on Orientation, Financial Aid, Enrollment, Tuition, Textbooks, and Use of Data as they are not part of the Admissions process. Also titles were changed to reflect current staffing structure at the college.

Approved September 1, 2016 by President Edna V. Baehre-Kolovani, Ph.D.