

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ADMISSION TO A PROGRAM OF STUDY

Effective June 26, 2000

Procedure No. 7-01 (B)

Page 1 of 1

- (1) Criteria for establishing admission requirements and procedures for individual programs of study:
 - (a) Admission requirements and procedures must consider elements including the nature of the program, such as physical requirements and academic skills; and the requirements of the career area, such as eligibility to be licensed, physical requirements, and the ability to meet basic employment criteria. The inclusion of specified preparatory courses, attainment of minimal levels of achievement on standardized tests, or possession of certain personal character or physical traits as admissions requirements must be clearly shown to be related to satisfactory progression and graduation from a program.
 - (b) Admission requirements and procedures must be clearly communicated to the various publics served: prospective students, school counselors, employers, and other agencies that are involved in assisting individuals in career choices.
 - (c) Admission requirements and procedures for selection must be equitably applied to all applicants.
 - (d) Educational achievement, as measured by traditional means such as high school record or standardized tests, might not be representative of the applicant's potential. Demonstrated competencies attained through developmental activities or non-academic life experiences may, in these instances, be used in lieu of the traditional measures. Admission requirements and procedures shall reflect this practice.
 - (e) Admission requirements and procedures will be established, applied, and evaluated by a committee composed of representatives of the program of study and others involved in the educational process and other facets of student life.
 - (f) Admission policies and procedures shall be in accord with the policies of the college.