

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ADMISSION TO THE COLLEGE
Procedure No. 7-01 (A)
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Effective August 29, 2012

- (1) An admissions application is required for enrollment in academic credit courses.
- (2) Information provided by the student on the Columbus State Community College admissions application will be used to determine initial admission status.
 - (a) Incomplete applications lacking federal, state, or college mandated information will not be processed.
- (3) Applicants who are beyond the age of compulsory high school attendance, and who do not possess either a high school diploma or the recognized equivalent (e.g., G.E.D. Certificate), will be admitted to the college. They will be ineligible for participation in financial assistance programs unless they demonstrate the ability to benefit from college programs by achieving the required scores on the college's Ability to Benefit Placement Test.
- (4) Applicants who are high school graduates or possess the recognized equivalent (e.g., G.E.D. Certificate) will be admitted to the college.
- (5) Applicants who are currently in high school will be admitted upon high school graduation.
- (6) Applicants within the age of compulsory school attendance currently enrolled in high school may be required to submit additional documentation to determine admission status.
- (7) Applicants within the age of compulsory school attendance who are home-schooled may be required to submit additional documentation to determine admission status.
- (8) Applicants with a prior felony conviction and/or any other conviction involving violence, harm to others, or weapons in any state or country are required to submit additional documentation to determine admission status and conditions of enrollment.
- (9) Transfer applicants are required to complete the section on the admissions application referring to dismissal from another educational institution(s) due to academic dismissal (GPA), academic misconduct, or other student misconduct resulting in disciplinary suspension or expulsion.
 - (a) Applicants dismissed from another educational institution(s) due to academic misconduct or other student misconduct, are required to submit additional documentation. This information will be used to determine admission status and conditions of enrollment.

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- (b) The Admissions Review Committee will review all applications of students who have been dismissed from a previous college due to academic misconduct or other student misconduct. The Admissions Review Committee will consist of one faculty representative appointed by the Provost, one representative from Admissions appointed by the Dean of Enrollment Services, and one representative appointed by the Dean of Student Life.
 - (c) The Admissions Review Committee will make recommendations to the Dean of Enrollment Services on admission to the college and conditions of enrollment. These recommendations will be based on standards housed in the Admissions office consistent with Policy 7-01 and *Procedure 7-01 (A)* and other governing college policies and procedures.
- (10) Applicants who are not United States citizens are required to submit additional documentation to determine admission status.
- (a) Acceptance on non-United States citizens is determined by federal and state law and admissions standards housed in the Admissions office.
- (11) Any applicant denied admission will be informed by written notice.

Last Effective Date: August 15, 2005