SECTION: Students
TOPIC: Admissions
Approved:

Policy: B9001
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POLICY

The College shall adopt admissions procedures and criteria designed to recruit and enroll highly qualified candidates for its degree programs. The selections process shall consider the outcome performance of its graduates thereby enabling the College to meet its mission and objectives. All admissions policies, procedures and technical standards shall be published in the College catalog. The College shall observe its published non-discrimination policy in all admission processes.

RESPONSIBLE OFFICIAL(S):

Department Head of Student Services

PROCEDURE:

1. The College shall maintain a formally organized Office of Admissions within the Office of Student Services responsible for advising the College Leadership on matters related to the application and admissions process and assuring implementation of the admissions policies of the College.
2. The College shall require that all candidates accepted for admission will, by the time of enrollment, have attained a baccalaureate degree from a College or university accredited by an agency recognized by the United States Department of Education.
3. Candidates presenting credentials from colleges or universities outside of the United States must show proof of equivalency to US-based education that is verifiable by the office of admissions before their application will be considered.
4. The College shall adopt additional uniform selections criteria that are relevant to the scope and rigor of its degree programs' curricula and in compliance with all regulatory authority and accreditation.
5. Outcomes data that includes the College student performance and placement shall inform the selections process and ensure alignment with the mission of the College.
6. The Office of Student Services shall provide regular reports to the School Deans and executive committees regarding the selection process and academic profile for each class.
7. Any changes to admission policies must be approved by the Board of Trustees, in accordance with established policies and procedures. Policy changes shall be published in advance of the recruitment cycle for which they will be applied.

CROSS REFERENCE:

Policy B1040