

CP – 3.11.2

ADMISSIONS

Related Board of Trustees Policy: BP 3.11

OPR: Vice President for Students

Approved: December 10, 2021

Previous Editions: none

ADMISSIONS

Craven Community College is an *open-door* admissions higher education institution, normally admitting all students who meet program or course eligibility requirements as delineated in the College *Catalog*. The College admits students without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Admission to the College does not guarantee admission into those programs that are designated as *limited admissions* programs. The College *Catalog* identifies several academic programs that have special admissions criteria and requirements. Additional information for these programs is also published on the program-specific College webpages.

General Admissions Procedures

Students complete the following steps during the admissions process. Details for each step are updated and published in the College's *Catalog* each academic year.

- College Application
- Residency Determination
- Submission of Transcripts
- Placement Testing
- New Student Orientation
- Student Advising

Admission of Minors

Minors Not Enrolled in High School

A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency. The minor may be admitted to a Career & College Readiness or Workforce Development program at the College, if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Career & College Readiness or Workforce Development program is the best educational option for the student.

If the minor has officially withdrawn from a public or private educational agency within the last six months, the minor must obtain:

- A signed official withdrawal form from the local public or private educational agency; or
- A notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.

If the minor has been officially withdrawn from a public or private educational agency for at least six months, the minor must obtain:

- A notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.

Emancipated Minor

If the minor is an emancipated minor, there is no requirement for the release form from the public or private educational agency or the notarized petition. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

Early College

Craven Early College (CEC) and Early College EAST (Eastern Applied Sciences and Technology) are located on the Craven Community College New Bern and Havelock campuses. Students who attend one of these five-year programs will have the opportunity to graduate with a high school diploma and up to two years of college credit toward a bachelor's degree or an associate's degree in either the pathways: Associate in Arts, Associate in Engineering, Associate in Applied Science, or Associate in Science pathway. Additional information for the Early Colleges is described in the College *Catalog*.

Career and College Promise (CCP)

The CCP initiative gives motivated high school students a head start on their college and careers, tuition free. This program provides structured opportunities for qualified public, private, and home-schooled students to pursue a Career Technical Education or College Transfer pathway that leads to college certificates, diplomas, or degrees and provides entry-level job skills.

Academic credits earned through CCP pathways enable students who continue into post-secondary education after high school to complete college degrees in less time than high school students without college credit. Enrollment requirements and approved pathways are described in the College *Catalog*.

Refusal of Admission

The College may refuse admission to an applicant:

1. Who poses an articulable, imminent safety threat of any kind to the College, the student body, faculty or staff, or to any individual.
 - Any individual may report a safety concern regarding the admission of an applicant. The concern must be reported to the Dean of Student Services or the Director of Security.

- The following College individuals are authorized to make an initial determination to refuse admission to an applicant who poses an articulable, imminent safety threat:
 - President
 - Vice President for Instruction
 - Vice President for Students
 - Vice President for Administration
 - Dean of Student Services
 - Director of Security
 - This decision may be appealed to the President. The President's decision is final.
2. Who, having applied for a College program that requires a student to possess a firearm, cannot show eligibility to possess a firearm. This decision is not subject to appeal.
 3. Who is currently under suspension or expulsion from another institution of higher education for certain circumstances. Upon receiving information of a suspension or expulsion (including student self-disclosures), Dean of Student Services will investigate and make an admission determination. The investigation will include contacting the previous institution. This decision may be appealed to the Vice President for Students. The Vice President's decision is final.
 4. Who is not a resident of North Carolina, seeks enrollment in any distance education course, and the applicant is a resident of a state where the College is not authorized to provide distance education in that state. This decision is not subject to appeal.
 5. Who refuses to provide a social security number during admission and enrollment processing, with the exceptions listed below. This decision is not subject to appeal.
 - Students taking courses for which no academic credit is offered;
 - Nonresident alien students;
 - Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; or
 - Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student's employer or a governmental entity.

Appeal of Admission Refusal

The College will notify the applicant in writing of an admission refusal. Appeals will be reviewed within ten (10) working days, and the applicant will be given written notification of the final decision.

Associated Handbooks and Forms

- 3.11.2a. *Student Transfer Eligibility Certification*



An official from the student's current or last school of attendance must complete this form and return to Craven Community College

Must be completed by the STUDENT:

Name of applicant: _____ Date of Birth: __/__/__

By signing this document, I agree that information concerning my academic and non-academic record be released to Craven Community College.

Student's Signature _____

In accordance with the Family Education Rights and Privacy Act (FERPA), we are giving the student the choice to waive their right to see any confidential information and letters of recommendation. Those that are requested to provide evaluations may wish to have their shared information remain confidential. Because of this, we are allowing the student the opportunity to sign one of the following statements:

I waive my right to examine this document before sending. _____

I do not waive my right to examine this document before sending. _____

Must be completed by a SCHOOL OFFICIAL from the last school attended:

The student shown above has requested admittance into Craven Community College. Our Admissions Department must make an informed decision concerning the student's application. Your answers will enable us to make the best decision possible.

- 1. Has there been any academic disciplinary action taken against the student by your institution or elsewhere? _____

If you answered yes, please explain this action on a separate sheet of paper.

- 2. Has there been any other disciplinary action taken against the student for conduct other than academic reasons? _____

If you answered yes, please explain this action on a separate sheet of paper.

- 3. Would this student be eligible to return to your institution? _____

School Official's Name (Please print) _____

Title _____

Official Signature _____

Date _____

This form may be mailed, emailed or faxed. If you have any questions, please contact the Admissions Office at (252) 638-7430

Email: admissions@cravencc.edu
FAX: 252-637-6112

Mail: Craven Community College
800 College Court, New Bern, NC 28562