

Related Board of Trustees Policy: BP 3.11
OPR: Vice President for Development
Approved: March 3, 2026
Previous Edition: December 10, 2021

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If the minor has officially withdrawn from a public or private educational agency within the last six months, the minor must obtain: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If the minor has been officially withdrawn from a public or private educational agency for at least six months, the minor must obtain: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

Education Records of Minor Students - Leon's Law. Leon's Law (SL 2025-46, enacted as NCGS 115D-10.80) and the Family Educational Rights and Privacy Act (FERPA) provides for the release of education records of minor students to the parent(s) or legal guardian(s) and requires minors to complete a *Student Education Records Acknowledgement Form* prior to registering for classes. The parents(s) or legal guardian(s) may choose to "opt out" of the disclosures. Records will also be shared with school administrators and counselors at the student's high school, if the student is dually enrolled. Disclosure is also allowed without the student's consent if the student is considered a dependent under IRS rules.

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 Associate Dean of Students 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 Development
 - Vice President for Administration
 - Associate Vice President for Students
 - Associate Dean of Students
 - 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), Associate Dean of Students will investigate and make an admission determination. The investigation will include contacting the previous institution. This decision may be appealed to the Associate Vice President for Students. The Associate 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 who 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*
- 3.11.2b. *Student Education Records Acknowledgement*