



Policy: NPRC-3215: Admission and Enrollment Standards and Guidelines
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Approved: 9-21-2018
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Reviewed:
Last Updated:

Subject: Admission and Enrollment Standards and Guidelines

1. PURPOSE

This policy statement establishes basic guidelines and standards for admission and enrollment at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all individuals seeking admission to Northern Pennsylvania Regional College (NPRC or the College).

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3425 Transfer and Guest Students

3.3 NPRC-3430 Academic Leave for Students

3.4 NPRC-8000 Financial Aid Eligibility and Verification

3.5 Pennsylvania Code, Title 22, §4.72 *Credentials Other Than The High School Diploma*, <http://www.education.pa.gov/Postsecondary-Adult/GED%20and%20Commonwealth%20Secondary%20School%20Diploma/Pages/HSEquivalencyOptionsSummary.aspx>

3.6 Pennsylvania Code, Title 24, §§17-1732-A(a)(1) *Provisions Applicable To Charter Schools*, <https://codes.findlaw.com/pa/title-24-ps-education/pa-st-sect-24-17-1732-a.html>

3.7 Pennsylvania Department of Education, Dual Credit Program Toolkit for PA School Entities <http://www.education.pa.gov/Documents/K->

[12/Migrant%20Education/PA%20Migrant%20Education%20Program%20-%20Diploma%20Project%20Toolkit%20for%20Parents%20and%20Students.pdf](http://www.legis.state.pa.us/CFDOCS/Legis/PN/Public/btCheck.cfm?txtType=PDF&sessYr=2013&sessInd=0&billBody=S&billTyp=B&billNbr=1000&pn=1851)

- 3.8 PA Senate Bill No. 1000, Regular Session 2013-2014, <http://www.legis.state.pa.us/CFDOCS/Legis/PN/Public/btCheck.cfm?txtType=PDF&sessYr=2013&sessInd=0&billBody=S&billTyp=B&billNbr=1000&pn=1851>
- 3.9 U.S. Immigration and Customs Enforcement, Student and Exchange Visitor Program, <https://www.ice.gov/sevis/schools/reg#2141>

4. DEFINITIONS

- 4.1 Degree-Seeking Students are individuals with a high school diploma recognized by the Commonwealth of Pennsylvania or its equivalent, the Commonwealth Secondary School Diploma (CSSD), who are seeking a certificate and/or an Associate degree. The CSSD includes criteria for three equivalency options—the HiSET Exam, GED Test, or 30 College Credits.
- 4.2 Non-degree-Seeking Students are individuals who may or may not have a high school diploma or its equivalent, the CSSD as defined above; who wish to enroll in credit-bearing courses for personal enrichment, job-skill improvement, or other reasons; and who are not seeking a degree or certificate.
- 4.3 Continuing Enrollment Students are students who maintain enrollment in credit-bearing course(s) at least one academic term during consecutive academic calendar years or are serving a term of approved academic leave.
- 4.4 Re-entry Students are students who interrupt their studies by failing to earn a grade in any coursework for any academic terms within an academic calendar year or fail to return from approved academic leave at the appointed time and wish to enroll in credit-bearing courses.
- 4.5 Transfer students are individuals who have earned credits for study at an institution of higher education other than NPRC and who seek to enroll in credit-bearing course(s) or program(s) offered by NPRC.
- 4.6 Guest (transient) students are individuals who are currently enrolled at an institution of higher education other than NPRC and who seek to enroll in one or more credit-bearing courses offered by NPRC as a non-degree seeking student on a term-by-term basis.
- 4.7 Early Entry Students are students enrolled in a public or private high school, homeschool, or other secondary education entity recognized by the Commonwealth

of Pennsylvania who do not have a high school diploma or its equivalent, the CSSD, and who may enroll in courses at NPRC provided they meet the eligibility requirements of policy statement NPRC-3420 Early Entry Students. Early Entry Students include the following:

4.7.1.1 Dual Enrollment Students are students concurrently enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania and at NPRC.

4.7.1.2 Home Education Program Students (Homeschool Students) are students who are taught the secondary school curriculum at home under the supervision of their parent(s) or guardian(s).

4.7.1.3 Online High School Students are students enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania.

4.8 Conditionally Admitted Students are individuals who are eighteen years of age or older, are not enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania, and do not have a high school diploma or its equivalent, the CSSD, recognized by the Commonwealth of Pennsylvania who may enroll in classes as Non-Degree-Seeking Students with regular monitoring of their schedules and academic progress.

4.9 An International Student is an individual who is a non-immigrant on a temporary visa of type F-1 or M-1 who enrolls in credit-bearing courses at a post-secondary institution.

4.10 A transcript is an inventory of the courses taken and grades earned by a student throughout a course of study.

4.11 An official transcript is a transcript which is received directly from an issuing institution in paper form still in a sealed envelope or through a certified electronic copy that is properly signed and authenticated.

5. POLICY

5.1 NPRC is an open admissions institution and supports the philosophy that individuals should have access to higher education opportunities commensurate with their abilities and interests.

5.2 Preference with regards to admission, establishment of tuition and fees, and priority processing of admissions documents shall be granted to applicants residing within the designated region.

- 5.3 In compliance with federal and state requirements, priority registration shall be granted to students identified as Veterans, students currently served by the Office of Disability Services or designee of the Vice President of Academic and Student Affairs, and students who reside within the legislatively-identified service region.
- 5.4 Admission to NPRC is open to individuals able to benefit from study at the two-year college level. Student classification determines specific requirements related to admission and enrollment.
 - 5.4.1 Individuals classified as Degree-Seeking Students may enroll as certificate or associate degree-seeking students and apply for and be awarded any certificate or degree diploma for which they have completed all requirements.
 - 5.4.2 Individuals classified as Non-Degree-Seeking Students may enroll in credit-bearing course(s) which may or may not be required for a specific certificate or degree. Upon meeting the definition of Degree-Seeking Students, those individuals classified as Non-Degree-Seeking Students may be reclassified as Degree-Seeking Students and become eligible to apply for and be awarded any certificate or degree diploma for which they have completed all requirements.
- 5.5 Admission to NPRC does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements may be established in compliance with institutional expectations, accrediting-body standards, Commonwealth rules and regulations, or federal guidelines and statutes.
- 5.6 Transfer, Re-entry, and Guest (Transient) Students are subject to the same guidelines for enrollment in any course or program as all other students. Additionally, admission requires submission of complete transcript(s) from all other institutions of post-secondary education the student has attended. Initial enrollment may be permitted using unofficial transcripts. Official transcripts must be received by the office of the Registrar prior to the last date of withdrawal for the academic term for which the student has enrolled or the student may be administratively withdrawn from any course(s) in which the student is enrolled.
- 5.7 Re-entry Students are required to resubmit an application for admission and are subject to the guidelines outlined in NPRC-3220 Standards of Academic Progress for Students as applicable to admission and enrollment.
- 5.8 Early Entry Students are subject to all admission standards and requirements for early entrance into institutions of higher education established by the Pennsylvania Department of Education and Pennsylvania Statute, Title 24, Public School Education. Early Entry Students must submit copies of all applicable high school

transcripts, health records, and other documentation as requested. Additional requirements for admission and course enrollment are as follows:

- 5.8.1 Students must have a minimum cumulative grade point average (GPA) of 2.5 at their secondary education entity to be eligible for admission and enrollment.
 - 5.8.2 Enrollment is limited to a maximum of six credit hours during the first academic term or academic part of term of enrollment and to a maximum of twelve credit hours during each subsequent academic term or part of term of enrollment for Early Entry Students.
 - 5.8.3 Students must have successfully completed their sophomore year of enrollment and be granted junior standing at their secondary education entity to be eligible for admission and enrollment.
 - 5.8.4 Exceptions to the admission and enrollment requirements for Early Enrollment Students may be granted by the Vice President for Academic and Student Affairs or designee. Documentation must be provided by memorandum or notation in the student's educational record in the Office of the Registrar and must include justification for granting the exception.
- 5.9 Early Entry Students may or may not be awarded credit at their secondary education entity for successful completion of the college credit course. The secondary education entity maintains responsibility for compliance with all rules and regulations of the Pennsylvania Department of Education and statutes of Commonwealth of Pennsylvania regarding acceptance and transcription of college-credit courses in meeting high school graduation requirements.
- 5.10 Degree-Seeking Students must submit a copy of their high school diploma or its equivalent, the CSSD, recognized by the Commonwealth of Pennsylvania and copies of all applicable high school transcripts or other academic records, health records, and other documentation as requested.
- 5.11 Participation in certain federal, state, and/or institutional financial aid programs may require additional documentation and/or requirements for eligibility. Refer to the policy statement NPRC-8000 Financial Aid Eligibility and Verification.
- 5.12 Conditionally Admitted Students may be enrolled in a maximum of 30 credit hours before being reclassified. Upon successful completion of 30 credit hours, Conditionally Admitted Students shall be reclassified as Degree-Seeking Students or Non-Degree-Seeking Students and no longer undergo regular monitoring of their schedules and academic progress.

- 5.13 Any student who fails to acknowledge attendance at any other college or university at which they were previously enrolled or fails to provide accurate information regarding place of residence may face disciplinary consequences. Financial consequences may result for any student who is a recipient of federal and/or Commonwealth financial aid assistance.
- 5.14 NPRC is not certified to admit or enroll International Students.
- 5.15 Any Non-Degree-Seeking Student who meets the requirements for classification as a Degree-Seeking Student may be reclassified as such upon request.
- 5.16 Transcripts for Transfer Students shall be evaluated in accordance with NPRC-3425 Transfer and Guest Students.
- 5.17 Guest (Transient) Students and Transfer Students must meet additional guidelines provided in policy statement NPRC-3425 Transfer and Guest Students.
- 5.18 Early Entry Students must meet additional guidelines provided in policy statement NPRC-3420 Early Entry.
- 5.19 All students must meet course prerequisites as published in the Catalog.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 All students are responsible for submitting all required documentation for admittance and enrollment in a timely manner. This documentation includes, but is not limited to, an application for admission appropriate to their student classification. Failure to comply may limit, prevent, or delay admission and enrollment and impact the timeline to completion of any program of study or other educational goal.
- 6.2 Transfer, Re-entry and Guest (Transient) Students are responsible for arranging for submission of complete transcript(s) from all other institutions of post-secondary education the student has attended. Official transcripts must be received by the office of the Registrar prior to the last date of withdrawal for the academic term for which the student has enrolled or the student may be administratively withdrawn from any course(s) in which the student is enrolled.
- 6.3 The Office of the Registrar is responsible for conducting the admission and enrollment process.
- 6.4 Student Success Specialists and other designated advisors are responsible for providing students with accurate information and for acting as conduits for the flow of required documentation involving admission and enrollment.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination