



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3420: Early Entry Students
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Reviewed:
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Subject: Early Entry Students

1. PURPOSE

This policy statement establishes guidelines for students who seek admission and enrollment in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College while enrolled in a public or private high school, homeschool, or other secondary education entity recognized by the Commonwealth of Pennsylvania.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students who seek to enroll in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College (NPRC) while enrolled in a public or private high school, homeschool, or other secondary education entity recognized by the Commonwealth of Pennsylvania.

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3215 Admission and Enrollment Standards and Guidelines

3.3 NPRC-3220 Standards of Academic Progress for Students

3.4 Pennsylvania Department of Education, Dual Credit Program Toolkit for Pennsylvania School Entities, December 2017, <https://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/Toolkits/Dual%20Credit%20Program%20Toolkit%20for%20PA%20School%20Entities%20FINAL.pdf>

4. DEFINITIONS

4.1 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 this policy statement.

- 4.1.1 Dual Enrollment Students are students concurrently enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania and at NPRC.
- 4.1.2 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).
- 4.1.3 Online High School Students are students enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania.

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 In addition to the criteria of this policy statement, Early Entry Students are subject to the guidelines for enrollment in course(s) or programs of study provided in NPRC-3215 Admission and Enrollment Standards and Guidelines.
- 5.3 Early Entry 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.
- 5.4 Early Entry Students may enroll in a maximum of six credit hours during the first academic term or academic part of term and a maximum of twelve credit hours during each subsequent academic term or part of term provided they meet the criteria of NPRC-3220 Standards of Academic Progress for Students. The maximum credit-hour enrollment permitted includes the total of all credit hours of enrollment at all post-secondary institutions of higher learning.
- 5.5 Any Early Entry student who fails to acknowledge attendance at any other college or university at which they were previously or currently enrolled or fails to provide accurate information regarding place of residence may face disciplinary consequences.
- 5.6 Early Entry 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.

- 5.7 Exceptions to the admission and enrollment requirements for Early Entry Students may be granted by the Vice President for Academic and Student Services 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.
- 5.8 Early Entry Students are ineligible for federal or state financial aid programs. Refer to the policy statement NPRC-8000 Financial Aid Eligibility and Verification.
- 5.9 Prior to receipt of a high school diploma recognized by the Commonwealth of Pennsylvania or of one the three equivalency options of the Commonwealth Secondary School Diploma (CSSD)—the HiSET Exam, GED Test, or 30 College Credits--Early Entry Students shall be classified as Non-Degree-Seeking Students.
- 5.10 Upon receipt of a high school diploma recognized by the Commonwealth of Pennsylvania or of one the three equivalency options of the Commonwealth Secondary School Diploma (CSSD)—the HiSET Exam, GED Test, or 30 College Credits--Early Entry Students may be reclassified as Degree-Seeking Students upon student request.
- 5.11 For the first academic term of enrollment, Early Entry Students are required to submit an Application for Admission.
- 5.12 For each academic term of enrollment as an Early Entry Student, students must submit an official transcript from the secondary school entity in which the student is enrolled; an official transcript from any other post-secondary institutions attended; a Secondary School Entity Transcript Request and Enrollment Authorization Form; and a Course/Site Registration Form.
- 5.13 For continuing enrollment as Degree-Seeking-Students in the academic year following receipt of a high school diploma recognized by the Commonwealth of Pennsylvania or receipt of equivalency through the HiSET Exam or GED Test, Early Entry Students must provide proof of completion and, as applicable, an official transcript from the secondary school entity from which the diploma was earned.
- 5.14 Early Entry Students must meet course prerequisites as published in the Catalog.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Early Entry student is responsible for providing accurate and complete information, including official transcripts from the secondary school entity in which the student is enrolled and official transcripts from any other post-secondary

institutions attended, regarding admission to NPRC in compliance with published deadlines.

- 6.2 The Office of the Registrar is responsible for conducting the admission and enrollment process.
- 6.3 The Student Success Specialist or other designated advisor who provides the Early Entry student with academic advising, in consultation with other NPRC personnel as applicable, is responsible for assisting the student concerning appropriate course selection and placement.
- 6.4 The Student Success Specialist or other designated advisor who interacts with an Early Entry Student or an individual acting on behalf or in support of an Early Entry Student is responsible for relaying all document submitted to them to the Office of the Registrar in a timely manner.

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