



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3215: Admission and Enrollment
Standards and Guidelines
Origination: 5-14-2018
Approved: 9-21-2018
Effective: 9-21-2018
Reviewed: 12.11.2020
Last Updated: 12.11.2020

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 – None

4. DEFINITIONS

- 4.1 Non-Degree-Seeking Students may or may not have a high school diploma or its equivalent and wish to enroll in credit-bearing courses for personal enrichment, job-skill improvement, or other reasons but are not seeking a degree or certificate.
- 4.2 Continuing Enrollment Students maintain enrollment in credit-bearing course(s) at least one semester during consecutive academic calendar years or are serving a semester of approved academic leave.
- 4.3 Re-Entry Students interrupt their studies by failing to earn a grade in any coursework for any semester within an academic calendar year or fail to return from approved academic leave at the appointed time and wish to re-enroll in credit-bearing courses.
- 4.4 Transfer students have earned credits for study at an institution of higher education other than NPRC and seek to enroll in credit-bearing course(s) or program(s) offered by NPRC.

- 4.5 Guest (transient) students are currently enrolled at an institution of higher education other than NPRC and seek to enroll in one or more credit-bearing courses offered by NPRC as a non-degree seeking student on a semester-by-semester basis.
- 4.6 Early Entry Students are enrolled in a public or private high school, homeschool, or other secondary education entity recognized by the Commonwealth of Pennsylvania, do not have a high school diploma or its equivalent, the Commonwealth Secondary School Diploma, and may enroll in courses. They are not matriculated into the college and are considered non-degree seeking. Early Entry Students include the following:
 - 4.6.1 Dual Enrollment Students are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania and at NPRC.
 - 4.6.2 Home Education Program Students (Homeschool Students) are taught the secondary school curriculum at home under the supervision of their parent(s) or guardian(s).
 - 4.6.3 Online High School Students are enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania.
- 4.7 Conditionally Admitted Students 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. They may enroll in classes as Non-Degree-Seeking Students with regular monitoring of their schedules and academic progress.
- 4.8 International Students are in the US on a non-immigrant or temporary visa of type F-1 or M-1 who enroll in credit-bearing courses.

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 service region.
- 5.3 In compliance with federal and state requirements, priority registration shall be granted to students identified as veterans, students currently served by Disability Support Services, and students who reside within the service region.

- 5.4 Admission to NPRC is open to individuals who are prepared to study at the two-year college level. Student classification determines specific requirements related to admission and enrollment.
 - 5.4.1 Degree-Seeking Students enroll in credit-bearing certificate or associate degree programs.
 - 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.
- 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 Degree-Seeking Students must submit evidence that they have been awarded a high school diploma or its equivalent, the CSSD, recognized by the Commonwealth of Pennsylvania. This may be done through submission of a copy of their high school diploma able to be authenticated and copies of applicable official high school transcripts or other academic records and other documentation as requested. Diplomas from a foreign school are accepted if they are equivalent to a U.S. high school diploma. All materials will be evaluated for authenticity and validity. Applicants who have successfully completed at least 30 college credits do not have to submit this information.
- 5.7 Transfer, Re-entry, and Guest (Transient) Students are subject to the same guidelines for enrollment in any course or program as all other students with the following additional requirements
 - 5.7.1 Students are encouraged to submit transcript(s) or grade reports from other institutions of post-secondary education attended.
 - 5.7.2 Have no known unresolved behavior-related issues pending at any institution of higher learning.
 - 5.7.3 Not be on any known notice of expulsion for a behavior-related infraction from any institution of higher learning within the current or past three calendar years.
- 5.8 Re-entry students are subject to the guidelines outlined in NPRC-3220 Standards of Academic Progress for Students as applicable to admission and enrollment.

- 5.9 For each term of enrollment as an Early Entry Student, students must submit all official high school transcripts, Early Entry Transcript Request and Enrollment Authorization Form, official transcripts from any other post-secondary institutions attended, and other documentation as requested. Additional requirements for admission and course enrollment are as follows:
- 5.9.1 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.
 - 5.9.2 Enrollment is limited to a maximum of six credit hours during the first semester and to a maximum of twelve credit hours during each subsequent semester for Early Entry Students. The maximum credit-hour enrollment permitted includes the total of all credit hours of enrollment at all post-secondary institutions of higher learning.
 - 5.9.3 Students must have successfully completed their sophomore year of secondary education and be granted junior standing to be eligible for admission and enrollment.
 - 5.9.4 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.
- 5.10 According to the policies of their secondary education entity, 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.
- 5.11 Upon successful completion of no more than 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.
- 5.12 NPRC is not certified to admit or enroll International Students.

5.13 Transcripts for Transfer Students shall be evaluated in accordance with NPRC-3425 Transfer Credits.

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 The Office of the Registrar is responsible for conducting the admission and enrollment process.

6.3 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 in accordance with College's policy regarding policy review and amendment.

8. SIGNATURES

<i>Signature on file</i>	<i>12.11.2020</i>
_____	_____
Chair, Board of Trustees	Date
<i>Signature on file</i>	<i>12.11.2020</i>
_____	_____
President	Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination