



Admission and Enrollment Standards for Academic Students

1. PURPOSE

This policy statement establishes basic guidelines and standards for admission and enrollment at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all individuals seeking admission as academic students at NPRC.

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 INDX-1110-01: Master Policy Index

3.3 INDX-1110-02: Document Naming Key

3.4 NPRC-8415: Assessment, Payment, and Refund of Academic Tuition and Fees

3.5 NPRC-9320: Standards of Academic Progress for Students

3.6 NPRC-9425: Transfer Credits

3.7 FORM-9315-01: Application for Admissions

3.8 FORM-9315-03: Early Entry Transcript Request and Enrollment Authorization

4. DEFINITIONS

4.2 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.

4.3 A Non-Degree Seeking Student is a student type assigned to an individual admitted to the College who wishes to enroll in credit bearing courses and is not pursuing a specified degree.

4.3.1 Early Entry Student is an entry type assigned to a non-degree-seeking student who is enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who has not yet earned a high school diploma or Commonwealth Secondary School Diploma (CSSD). Early entry students include the following:

- 4.3.1.1 Dual Enrollment Students are individuals who are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and at NPRC.
- 4.3.1.2 Home Education Program Students (Homeschool Students) are individuals who are taught at home under the supervision of their parent(s) or guardian(s) and use the secondary school curriculum or a self-designed curriculum evaluated by their district.
- 4.3.1.3 Online High School Students are individuals who are enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.
- 4.3.2 Guest Student is an entry type assigned to a non-degree-seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.
- 4.3.3 Personal Enrichment Student is an entry type assigned to a non-degree-seeking student who wishes to enroll in credit-bearing courses for personal reasons.
- 4.4 Degree-Seeking Student is a student type assigned to an individual admitted to the College who has a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wishes to enroll in credit-bearing courses with the intent to meet the requirements for a degree or certificate.
 - 4.4.1 General Student is an entry type assigned to a regular degree-seeking student for whom no other entry type is applicable.
 - 4.4.2 Transfer Student is an entry type assigned to a student who has attended a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.
 - 4.4.3 Re-entry Student is an entry type assigned to a degree-seeking student who interrupts their enrollment by not having a grade assigned to at least one academic course per academic year.
- 4.5 International Student is an entry type assigned to a non-degree-seeking student who is in the US on a non-immigrant or temporary visa of type F-1 or M-1 and who enrolls in credit-bearing course(s).

5. POLICY

- 5.1 NPRC is an open admissions institution and supports the philosophy that individuals should have access to higher education opportunities corresponding to their abilities and interests. Admission to NPRC is open to individuals who are prepared to study at the two-year college level.
- 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 board-approved 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 the Office of Disability Support Services, and students who reside within the service region subject to the following registration guidelines as published on the academic calendar for an academic year:
- 5.3.1 On the first day of any registration period, registration is open only to students who are veterans or served by the Office of Disability Support Services;
 - 5.3.2 On the second day of any registration period, registration is open to all students who reside within the service region as well as to students who are veterans or served by the Office of Disability Support Services;
 - 5.3.3 On the third day of any registration period, registration is open all students, including those who reside outside of the board-approved service region.
- 5.4 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 of Pennsylvania rules and regulations, or federal guidelines and statutes.
- 5.5 All students who maintain enrollment in credit-bearing course(s) during consecutive academic calendar years are considered continuing. By default, the catalog in effect during the first term for which grade(s) is/are assigned governs program completion requirements.
- 5.6 Students who wish to be governed by program completion requirements provided in a subsequent catalog may do so by requesting a change of catalog through the Office of the Registrar
- 5.7 Student type and entry type determine specific requirements and restrictions related to admission and enrollment.
- 5.8 Non-degree seeking students are not required to submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States as a requirement for admission or enrollment.

- 5.9 All degree-seeking students must submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States. This may be done through submission of a validated copy of their high school diploma, applicable official high school transcripts submitted by the educational entity directly to the Office of the Registrar, or other academic records and documentation as requested. All materials will be evaluated for authenticity and validity.
- 5.10 Transfer students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:
 - 5.10.1 These students are required to submit evidence that they meet the prerequisite(s) established for any course for which they seek enrollment through submission of unofficial transcript(s) or grade reports from other colleges or universities.
 - 5.10.2 Official transcripts submitted by transfer students shall be evaluated in accordance with NPRC-9425: Transfer Credits.
- 5.11 Guest students are subject to the same guidelines for enrollment in any course or program as all other non-degree-seeking students with the following additional requirements:
 - 5.11.1 These students are required to submit evidence that they meet the prerequisite(s) established for any course for which they seek enrollment through submission of unofficial transcript(s) or grade reports from other colleges or universities.
- 5.12 Early entry students are subject to the same guidelines for enrollment in any course or program as all other non-degree-seeking students with the following additional requirements:
 - 5.12.1 For each term of enrollment as an early entry student, the student must submit all official high school transcripts, along with their fully completed Early Entry Authorization Form, and other documentation as requested.
 - 5.12.2 These 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.
 - 5.12.3 Students are limited to a maximum of six credit hours during the first term and to a maximum of twelve credit hours during each subsequent term. The maximum credit-hour enrollment permitted includes the total of all credit hours of enrollment at all colleges or universities and may not exceed 30 credit-hours during an academic year.

- 5.12.4 Students must have successfully completed their sophomore year of secondary education, or its equivalent, and be granted junior standing to be eligible for admission and enrollment.
- 5.12.5 Exceptions to the admission and enrollment requirements for early entry students may be granted by the Vice President of Academic Affairs and Accreditation Liaison Officer (VPAA/ALO) Documentation must be provided by memorandum or notation in the student's educational record through the Office of the Registrar and must include justification for granting the exception.
- 5.12.6 Eligibility for enrollment as an early entry student concludes with the spring academic term of a student's graduating year.
- 5.12.7 Depending on 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.
- 5.13 Personal enrichment students are subject to the same guidelines for enrollment in any course or program as all other non-degree seeking students.
- 5.14 Re-entry students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:
 - 5.14.1 These students are subject to the guidelines outlined in NPRC-9320: Standards of Academic Progress for Students as applicable to admission and enrollment.
 - 5.14.2 These students must reapply for admission.
 - 5.14.3 These students are subject to the program completion requirements of the catalog in effect during the term in which they re-enroll.
 - 5.14.4 These students are subject to the guidelines outlined in NPRC-8415: Assessment, Payment, and Refund of Academic Tuition and Fees.
- 5.15 A non-degree seeking student who wishes to become a degree-seeking student must apply and meet all eligibility requirements for admission as a degree-seeking student.
- 5.16 A personal enrichment student who wishes to become a degree-seeking student must submit an application and meet all eligibility requirements for admission as a degree-seeking student.
- 5.17 NPRC is not certified to admit or enroll international students.

6. RESPONSIBILITIES AND TIMELINES

- 6.2 Applicants are responsible for submitting all required documentation for admission and enrollment in a timely manner. 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.
- 6.3 The VPAA/ALO is responsible for considering exceptions for early admission and enrollment of early entry students.
- 6.4 The Division of Enrollment and Student Services is responsible for conducting the admission and enrollment process.
- 6.5 The Vice President of Enrollment and Student Services is responsible for administrative oversight of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees Date

Signature on file

President Date

Revision Notes: Policy Approved