



## **POLICY 4100**

### **ADMISSIONS TO THE COLLEGE**

**Policy Category:** Academic Affairs

**Area of Administrative Responsibility:** Academic Affairs/Academic Student Services

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## **PURPOSE**

The purpose of this Policy is to ensure that Nassau Community College adheres to the admissions policies and practices set forth by the Board of Trustees.

## **SCOPE**

This policy applies and is binding on all applicants to the College. It shall be used to admit prospective students into Nassau Community College in order for such students to embark on or continue their higher education experience.

## **POLICY**

### **A. DEGREE-SEEKING STUDENTS:**

#### **1. New Students:**

- a. Students who wish to earn a degree or certificate at Nassau Community College should apply for matriculated status by completing the [College's application for admission](#) and providing all required documentation by the admissions completion deadline. New students will be required to take an English, math and reading placement test unless a placement testing exemption applies. [The College Catalog](#) lists placement testing exemptions.

- b. All new degree or certificate candidates must possess a state-endorsed high school diploma or a high school equivalency certificate.
  - c. All students who have graduated from an approved high school or received a high school equivalency (HSE) certificate will be offered acceptance to an appropriate program of study. However, some programs have additional academic requirements, which can be reviewed on the [College's website](#).
  - d. **International Students:** Applicants with international credentials and international applicants who require a Student (F-1) Visa must submit additional application materials and are encouraged to review the College's most up to date requirements on the [College's website](#).
2. **Transfer Students:**
- a. For admission with advanced standing from an accredited college(s), applicants must submit official high school credentials and official college records to the Office of Admissions. It is the applicant's responsibility to make sure the College receives all official transcripts by appropriate admission completion deadlines.
  - b. **Transfer Credit:** Nassau Community College will provide an evaluation of transfer credits for degree-seeking applicants after an official college transcript is submitted. The transfer credit procedure is described in detail in the Admissions Information section of the [College Catalog](#).
3. **Re-Admission for Returning Students:** All returning students must submit a new admissions application. Any student who attended another college/university upon leaving Nassau Community College and wishes to re-enroll must submit all other college/university transcripts. Any student who is re-admitted to the College under new academic requirements than those which were in place when student last attended must satisfy all current academic requirements in order to graduate. Returning students should refer to the Admissions Information section of the College Catalog for more information.
- B. **COLLEGE CATALOG:** [The College Catalog](#) describes the academic programs, general regulations, policies and procedures of Nassau Community College. The Catalog is reviewed and updated each academic year to reflect any changes in College academic policy as well as any additions, changes to or discontinuance of academic programs. Students must comply with the program requirements stated in the College Catalog based on their date of matriculation in order to meet requirements for graduation. The College reserves the right to update the College Catalog as required during the academic year. Students returning to study at the College after an extended period of absence may be required to meet different program requirements than those which were in effect during their initial period of attendance.
- C. **NON-DEGREE SEEKING STUDENTS:**
1. Applicants who do not intend to pursue a degree or certificate at the College, but plan to take courses for personal enrichment or professional growth, should apply as non-degree

students. In order to be admitted as a non-degree student, the applicant must provide either proof of a high school graduation, or proof of having graduated from a college or university.

As certain College courses have pre-requisites, non-degree students may not be eligible to register for all courses and therefore may be limited in their course selection. In certain circumstances, a non-degree student may be able to take the College's placement exam(s) in order to satisfy the pre-requisite requirements. Students who wish to change their admissions status from non-degree-seeking to degree-seeking must provide the documentation required for degree-seeking applicants (i.e., official high school/college transcripts, test scores, etc.) to the College.

2. **Visiting Students:** Students who are matriculated at another institution may, with the permission of their home institution, study at Nassau Community College while still maintaining matriculated status at their home institution.
3. Non-degree students are encouraged to review the [Admissions Information](#) section of the College Catalog for more information.

#### **D. ENROLLMENT OPTIONS FOR APPLICANTS WHO HAVE NOT GRADUATED FROM HIGH SCHOOL:**

1. **Early Admission:**

Students who have completed their junior year of high school may, upon approval of their high school and the College, enroll as full-time freshmen at Nassau Community College. When a student accepted under the "Early Admission" status successfully completes his or her freshman year of College, the student will also be eligible to earn a high school diploma.

- a. Applicants for the Early Admission option must complete the [College's admission application](#) and meet the minimum admissions criteria set forth in the College Catalog.
2. **High School Enrichment:** The College allows some high school seniors to enroll in College courses during the regular academic year, while continuing to attend high school. Applicants for the High School Enrichment program must complete the College's admission application and meet the minimum admissions criteria set forth in the College Catalog.
3. **The High School Equivalency (HSE):**
  - a. Nassau Community College's Office of Admissions will consider admissions applications from students who do not have high school diplomas and who want to earn a high school equivalency diploma (HSE) through the completion of college credits. Applicants for the High School Equivalency diploma must complete the College's admission application and meet the minimum admissions criteria set forth in the College Catalog.

- b. Upon completion of courses required for the HSE, students submit an application for the equivalency diploma to the New York State Education Department. The College's Registrar's Office assists with this process.
  - c. Students admitted under the HSE program cannot be granted a degree or certificate until their high school equivalency diploma is granted by New York State. While taking courses prior to receiving their high school equivalency diploma, students are not eligible for financial aid.
4. **Students Schooled at Home:** Home-schooled students must submit a certification from the superintendent of their school district verifying that they have completed the "substantial equivalent of a four-year high school program." While Nassau Community College recognizes home schooling as a legitimate educational option, students schooled at home who are unable to present a superintendent's letter are considered to be without a high school diploma. As such, they are expected to meet the same admission requirements as are listed above for the high school equivalency program.
5. **Fresh Start Program:**

The Fresh Start Program allows a student who has not attended Nassau Community College for a certain number of years, as specified in the College Catalog, to be re-admitted and receive grade leniency by having all grades lower than C earned during the previous period of attendance removed from the student's grade point average. Application requirements and further information concerning the Fresh Start Program is available for review in the "Special Programs" section of the College Catalog.

E. **NASSAU COMMUNITY COLLEGE APPLICATION:** All first-time applicants to the College, whether degree-seeking or non-degree seeking students, visiting students and students looking to enroll in the 24 credit High School Equivalency Program must pay an admissions application fee. Returning applicants are not required to pay a second application fee. Only the College president or his/her designee has authority to waive the admissions fee. Applications may be filled out [online](#). A paper application may also be filled out and is available in the Admissions Office or by printing out the online application.

F. **JOINT ADMISSIONS WITH FOUR-YEAR COLLEGES:**

1. Applicants who plan to continue their education at a four-year college after graduation from NCC may be better prepared for acceptance by taking advantage of the College's joint admissions options. [Joint admissions agreements](#) exist with several four-year institutions, as listed on the College's Admissions website.
2. Applicants can apply for joint admissions at the time that they apply for admission to the College and will be contacted by the four-year institution. Acceptance to the four-year institution is conditional upon receipt by such institution of the applicant's NCC transcript, may require a particular grade point average and/or additional course work, as well as satisfaction of other requirements as set by the four-year institution. Students are

encouraged to contact the four-year college of their choice for further information on the joint admissions opportunities.

#### **G. ADMISSION OF PERSONS WITH DISCIPLINARY DISMISSALS:**

1. Nassau Community College is committed to providing an opportunity for all qualified applicants to receive a quality education. Applicants who have been dismissed from another academic institution for disciplinary reasons may be accepted to study at Nassau Community College, providing the applicant is able to successfully satisfy the evaluation process. Applications will be reviewed by the College Admissions Review Committee. The Committee will request that the applicant provide the specifics of the disciplinary dismissal, such as background, charges filed, and date(s) of occurrence. Appropriate releases may have to be executed by the applicant for receipt of educational disciplinary records. The Committee may also require a personal interview to clarify or verify the information received.
2. Upon reviewing the information, the Committee will determine whether the student may be admitted to the College, whether certain conditions of admissibility will be imposed (i.e., major selection, course scheduling, involvement in activities), or whether admission will be denied. The Committee includes representatives from the following College Departments: Dean of Students Office, Admissions, and Public Safety. The College reserves the right to deny an applicant's request for admission to the College or to a selected program at the College if the applicant's disciplinary record would prevent the applicant from successfully completing or obtaining a required license and/or certification associated with the program, or would involve an unreasonable risk to persons or property, or to the welfare of the Campus community.
3. Failure to disclose any disciplinary dismissals, falsification of data, or intentional misrepresentation within any area of the application process, may result in denial of admission, disciplinary action, or the immediate dismissal of any student found to be culpable.
4. Additional Procedures for Admissions of Persons with Disciplinary Dismissals are detailed in the College Catalog.

#### **H. ADMISSION OF STUDENTS WITH PRIOR FELONY CONVICTIONS:**

1. In accordance with State University of New York (SUNY) [Policy 3200](#), Nassau Community College does not inquire into an applicant's prior criminal history during the College application process. After acceptance, the College shall inquire whether the student has previously been convicted of a felony if such a student: 1) seeks admission into academic programs which contain a mandatory clinical component, 2) will be involved in field experiences or internships, or 3) will be participating in study abroad programs. The information required to be disclosed regarding such felony convictions shall be reviewed by standing campus committee(s) consistent with legal standards articulated in New York State Corrections Law and SUNY Policy 3200. The Committee(s) will determine whether

the applicant who has made a post-admission disclosure of a prior felony conviction will be permitted access to the clinical or field experiences, internships or study abroad programs, and any conditions on such access.

2. Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet the licensure requirements for certain professions. Students who have concerns about such matters are advised to contact the office of their intended academic program.