

Title: Admission Standards and Participation in Institutional Offerings	Number: 4.07.0709.1
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POLICY CONCERNING
STANDARDS FOR ADMISSION & OPTIONS FOR
PARTICIPATING IN INSTRUCTIONAL
OFFERINGS

The administration and faculty of the H. Lavity Stoutt Community College wish to ensure that all residents of the BVI can be assured some measure of success as they pursue offerings that are available at the College. The College has therefore established standards of admission to address a variety of educational backgrounds. The standards ensure that students are able to earn an Associate degree and transfer to a four year school (general studies or transfer programs), earn an Associate degree, certificate, or diploma in a field that prepares them for immediate employment upon completion of course requirements, benefit from college courses while enrolled in high school, or enroll in individual classes for personal enrichment.

ALL APPLICANTS MUST:

- Submit a completed application form;
- Pay an application fee of \$15.00;
- Submit official documentation that verifies their residency status (In the absence of appropriate documentation, applicants will be classified as non-residents).

ELIGIBILITY FOR ADMISSION

All applicants are strongly urged and encouraged to complete their high school education before seeking admission to the College. In order to increase access and opportunity to college offerings the following options are available:

- **Associate Degree Transfer Programs: Applicants wishing to earn an Associate degree or take courses designed to transfer to a four-year institution are required to have earned a high school or equivalent (GED) diploma.**

- **Associate Degree Workforce Programs:** Applicants wishing to earn an Associate degree in a program that prepares them for immediate employment and who have not earned a high school diploma will be tested and required to complete pre-college level basic skills courses in mathematics, reading, and/or writing as indicated by the test results. A student's certification of matriculation (letter of acceptance to the College) will be provided only after such pre-college pre-requisites have been successfully completed.

- **Certificate / Diploma Workforce Programs:** Students who have not earned a high school diploma, and who wish to earn a certificate or diploma by completing a group of courses that lead to, or enhance their immediate employment, will also be tested in reading, writing and mathematics. They will be required to complete appropriate pre-college level courses in order to enroll in any course that is also part of a degree program. (In the case of short-term customized certificate programs, the test results will be used to inform the level of reading, writing and/or mathematics that is included as part of the curriculum required for success in the occupation).

- **Students Transferring from Other Colleges:** Students transferring from a postsecondary institution must have a minimum cumulative grade point average of 2.00 along with an official letter indicating that they are otherwise in "good standing" to continue at that institution. Courses recorded on an official transcript will be evaluated for acceptance as part of the student's desired educational goal at the College. A student must successfully complete a minimum of 25% of required courses in order to receive a degree from the College.

- **High School Dual Enrolment:** Students enrolled in high school may also qualify for concurrent enrolment at the College. Such students must be seniors, and must be recommended by the designated high school official on the basis of their academic performance and potential to benefit from advanced instruction.

- **Class Audit Provisions:** Residents of the community may register to "audit" any class that is offered for college credit without meeting the requirements stated above for admission to the college. Preference for credit classes is given to students registering for credit, and the cost of the class is the same for students wishing to audit. Registration to audit a class is made on an 'audit space-available basis'. College credit will not be available to the student who audits a course; and under no circumstances can a class completed for audit purposes subsequently be awarded college credit.

- **Enrichment classes.** From time to time, the College offers classes that provide for personal enrichment. These non-credit classes do not require that participants meet any of the formal admission standards described above.

- **A student who changes educational objective after being granted permission to enroll based on the intent recorded on their application** will be required to respond to the admission standards and procedure appropriate to their revised intent.

PLACEMENT TESTING

Placements tests are scheduled during the week preceding new student orientation. Testing schedule information is provided to all students who are required to take them following receipt of their application. The test is administered through the office of College Preparation and Academic Support Services. Test performance results are shared with students as part of the course placement and advising process; and is subsequently maintained along with performance results in pre-college courses as part of each student's record.

MATRICULATION CERTIFICATE

In order to be "officially" admitted to the College to pursue a degree or certificate, an applicant must meet the standards described above. The "Certificate of Matriculation" or letter of acceptance indicates that the standards have been met. Certain short term, 'customized' certificate programmes that offer adults the opportunity to meet specific industry certification requirements do not provide a certificate of matriculation. In such instances, this information is noted in descriptions of the training materials along with other conditions of participation.

Under special circumstances, particularly where reasonable cause for suspicion that the security of members of the College community might be knowingly compromised, the College reserves the right to deny student admission to its programs and services.