

**APPLIES TO:** All students

## **POLICY**

**Effective:** 7/1/16

**Supersedes:** 3/22/10

### **A. Purpose and Policy**

1. The purpose of this policy is to set forth the policies, procedures, and standards governing admissions to Gaston College.
2. Gaston College adheres to the admission standards set by the NCCCS state board code for Admissions to Colleges. As such, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or at least 18 years of age. Gaston College follows additional admissions standards as set by state board code for additional categories of students including but not limited to undocumented immigrants, high school students, international students, non-degree seeking students, and students seeking admissions to selective programs.

### **B. Responsibilities**

1. The Vice President for Student Affairs and Enrollment Management, or designee, is primarily responsible for ensuring the compliance of this policy and its provisions for admissions to the College.
2. The Director of Admissions and Counseling is primarily responsible for the routine administration of this policy, including making available approved admissions forms and instructions; maintaining records of applicants for admission; and recommending revisions to policies, procedures, and forms as needed.
3. College employees, students, and prospective applicants are responsible for the timely and accurate completion of all required admissions-related materials and/or reports.

### **C. General Admissions Standards and Procedures**

1. Applicants are encouraged to complete application materials well in advance of the start of the term. Application materials may be submitted at any time prior to enrollment, but it is preferred that application materials be submitted at least two weeks before the

start of the term. Applicants who are unable to complete and submit the required application materials may request that a temporary exception be made by contacting the Director of Admissions and Counseling. The Director of Admissions and Counseling will review each request on a case-by-case basis to determine if a temporary exception should be granted.

2. To be eligible for admission, an individual must be 18 years of age, a high school graduate, or a high school student who is eligible to also enroll in college courses (i.e., dual enrollment).
3. Admission to Gaston College does not mean that an individual will automatically be admitted to the program of his or her choice. Some programs may have limited enrollment, additional admission requirements, or require that certain prerequisite and/or co-requisite courses be completed.
4. The College may admit undocumented immigrants in accordance with State Board Code 400.2 (b), which defines an “undocumented immigrant” as any immigrant who is not lawfully present in the United States. The College follows federal immigration classifications to determine who is considered an undocumented immigrant.
5. Qualified (or eligible) public, private, charter, and home-schooled students who are juniors and seniors may concurrently enroll in high school and in the College provided they meet the minimum admissions requirements as outlined by the NCCCS Board Code.
6. Per federal law, the College may admit non-immigrant alien students.
7. The College may refuse admission to a non-resident of North Carolina who enrolls in any distance education course where the College is not “authorized” to provide distance education in that State.
8. The College reserves the right to deny admission to any applicant who was suspended or expelled from any other educational entity. The College also reserves the right to revoke admission to any current student who is suspended or expelled from any other educational entity.
9. The College reserves the right to deny admission to applicants when it is determined that admission may pose an articulable, imminent, and significant threat to the safety of the applicant or others. If an applicant is denied admission, the reason(s) for the denial

will be documented and include any designated time period and rationale for the denial and any conditions that the applicant must meet in order to be reconsidered for admission. An applicant who is denied admission may appeal, in writing, this decision within three (3) business days of being notified of the denial. Appeals are to be sent to the Vice President for Student Affairs and Enrollment Management.

10. Admission for all degree, diploma, and certificate programs requires that a prospective student complete and submit an Application for Admission along with one or more of the following: an official high school transcript, an official copy of an adult high school transcript, official GED or HSE scores, an official transcript from an approved International Correspondence School, or an official transcript from Home School along with Home School record(s).
11. In lieu of an official high school transcript, a person who has earned an associate, bachelor's, master's, or doctorate degree from a regionally accredited institution of higher education, may request that the institution from which his or her degree was earned submit directly to Gaston College an official transcript that reflects the degree awarded.
12. Prospective students must meet placement testing requirements. The minimal level of skill in reading, English, and mathematics needed for proficiency in each program has been determined. Students scoring below this level on placement tests will be required to take developmental courses as a part of their pre-curriculum. Developmental courses may also be required before entering certain curriculum programs. The minimum test scores for each program are available upon request.
13. Placement testing may not be required for individuals who have:
  - a. Completed college-level algebra and English courses with a grade of C or better at a regionally accredited institution of higher education.
  - b. Scored at or above established minimum scores on the SAT or ACT (minimum scores are published in the College's Academic Catalog, which is available online at [www.gaston.edu](http://www.gaston.edu).)
  - c. Graduated from high school in the last five (5) years with an unweighted GPA of 2.6 or higher and passed four eligible math courses.
  - d. Official Advanced Placement, College Level Exam Program (CLEP) exams, or the following placement test scores from another institution: ACCUPLACER, NCDAP, COMPASS, or ASSET may be accepted if completed within the last five (5) years.

14. An individual must complete the College's new student orientation.
15. Applicants who do not enroll within two semesters of applying are required to reapply.
16. Applicants should submit official transcripts from all colleges previously attended.

**D. Admission of Non-Degree Seeking Students**

1. Non-degree seeking students who wish to register for credit courses, but have no intention of completing a degree program, may be admitted to a course for *Special Credit* provided they complete and submit an Application for Admission, complete new student orientation, and are approved to do so by an academic advisor. Up to fifteen (15) credit hours may be earned before an individual is required to declare a major.
2. Tuition and fees are the same as for regular curriculum students.
3. Special Credits earned may be applied to a degree, diploma, or certificate program by completing a change-of-major request form in the Counseling and Career Development Center. This request must be made on or before completion of fifteen (15) credit hours and the student must meet the College's general admissions requirements. Applicants who are unable to complete and submit the required application materials may request that a temporary exception be made by contacting the Director of Admissions and Counseling. The Director of Admissions and Counseling will review each request on a case-by-case basis to determine if a temporary exception should be granted.

**E. Admission of Persons with Special Needs**

1. Gaston College admits all eligible applicants without regard to race, color, religion, national origin, or sex, and does not discriminate on the basis of disability in the recruitment and admission of students and the operation of any of its programs and activities as specified by federal laws and regulations. *The coordinators for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, are the Assistant Vice President for Student Affairs and the Manager of Human Resources, or designees, located at 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.*
2. Persons with disabilities must meet all admissions requirements. In order to receive services under the Americans with Disabilities Act (ADA), students are responsible for providing sufficient documentation to the College's Special Needs Counselor located on

its main campus in Dallas, NC. For timely consideration, documentation must be submitted well in advance of class registration and may need to include information such as a medical, psychological, or educational diagnosis. Persons with special needs are encouraged to contact the College's Special Needs Counselor in Student Affairs to schedule a meeting to discuss reasonable accommodations.

3. Additional information on students' rights, responsibilities, documentation guidelines, accommodations, and other resources is available on the College's website at [www.gaston.edu](http://www.gaston.edu).

#### **F. Admission of High School Students to State Approved Concurrent Enrollment Programs**

High school and home-schooled students may concurrently enroll in courses at the College upon meeting the minimum admissions requirements outlined by the NC Community College System Career and College Promise Operating Procedures (See 6.01.01.03 Admissions: Career and College Promise). General admissions information for Career and College Promise is available on the College's website.

#### **G. Admission of International Students**

Gaston College welcomes international students and is committed to helping all persons fulfill their educational goals. All applicants seeking admission to Gaston College must complete and submit the following at least six weeks prior to the semester for which they are seeking admission:

1. An official Gaston College Application.
2. An official or certified secondary school transcript of any high school and college work completed. If the original copies of these transcripts are in a language other than English, an official English translation is required. The translation should be by a certified translator approved by the U.S. Embassy.
3. Proof of English proficiency. This may be established by making a minimum score of 540 (207 on computer) on the Test of English as a Foreign Language (TOEFL) or successful completion of an English language school. The TOEFL is published and administered in most countries by the Education Testing Service, P.O. Box 899, Princeton, New Jersey, 08541, USA.

4. A properly executed Form 1-134 (Affidavit of Support). This form will be sent to each applicant for completion. A financial responsibility form designed by the College may be substituted for the 1-134.
5. In addition to meeting the College's Admissions requirements, an international student must pay (at a minimum) the first year's tuition and fees prior to being issued a Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) in order to study in the U.S.
6. For additional information and guidance, international students are encouraged to contact Gaston College's Office of Admissions and Counseling or visit the College's website at [www.gaston.edu](http://www.gaston.edu).
7. Once materials have been received, the Director of Admissions and Counseling, or a designee, will determine if the prospective student meets the requirements for admission.
8. Once an international student is admitted to the U.S. in F-1 status, certain obligations must be met in order to maintain that status. The international student must continue to carry a full course of study, which is defined as undergraduate study at a college or university which consists of at least 12 credit hours per semester. In addition to not accepting employment off campus, the international student must keep his or her passport valid for at least six months into the future. An extension of status must be applied for if the student wishes to remain in the U.S. beyond the period of time for which he or she was admitted. Finally, F-1 students are required to disclose full and truthfully all information requested by INS regardless of whether the information requested is material.

#### **H. Undocumented Immigrant Admission**

The College will admit an undocumented immigrant under the conditions established by the NCCS Board Code:

1. He or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state and local law.
2. He or she complies with all federal and state laws concerning financial aid.
3. He or she shall not be considered a resident of North Carolina for tuition purposes and will be charged out-of-state tuition whether or not they reside in North Carolina.

4. When considering admittance into a specific program of study, certain federal laws may prohibit states from granting professional licenses to undocumented immigrants.
  5. Students lawfully present in the U.S. shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist. An admitted undocumented student will not be permitted to register until the last published registration date on the academic calendar for the term.
- I. Prerequisites and Co-requisites**
1. Certain curriculum programs may have additional requirements for admission. These requirements will be specified at the time application is made for a particular program. If an applicant does not meet these prerequisites, Gaston College provides courses to prepare a student for full enrollment in any program.
  2. Gaston College adheres to state-mandated course prerequisites and co-requisites as specified in the North Carolina Community College Combined Course Library (CCL) and as required by the State Board Code (1D SBCCC 400.97).
  3. When state prerequisites and co-requisites have not been met through the completion of mandated coursework or through other policies defining means of awarding credit, the College may consider knowledge and/or skills as meeting the prerequisite or co-requisite requirement for admission to a course. Written approval by the divisional dean responsible for the course is required. Prerequisites and co-requisites that are specified as a local requirement may be waived with written permission of the department chair.
- J. Admission of Fire and Rescue Training Students**
- Gaston College supports local fire and rescue agencies in their commitment by offering an extensive array of fire and rescue training courses. In some cases, local agencies may allow volunteer membership of individuals who are 16 or 17 years old in order to build the future of their organization. In this case, Gaston College may allow admission of 16- or 17-year-old individuals into its fire and rescue training program(s); however, enrollment may be limited to courses that are non-hazardous in nature.
- K. Admission of Basic Law Enforcement Training (BLET) Students**
- For admission into the Basic Law Enforcement Training (BLET) program, applicants must meet the requirements set forth in State Board Code (1E SBCCC 800.2(b)) and in North Carolina Administrative Code (09B.0203). In addition to the requirements set forth in the State Board Code, applicants must also be at least twenty (20) years old at the time of course registration and demonstrate the legal authority to possess a firearm.

**L. Residency Classification**

For information regarding residency classification (in-state vs. out-of-state), applicants should refer to Policy 4-6 Admissions Residency and Classification.

**History**

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Issued: 4/15/97

Revised: 3/22/10

Revised: 7/1/16 - Combined 4-2 Admission Procedures with 4-1 Admissions; replaced 4-3 Admission Procedures and 4-4 Enrollment of Huskins Students with "High school and home-schooled students may concurrently enroll in courses at the College upon meeting the minimum admission requirements outlined by the NC Community College System Career and College Promise operating procedures; revised statements for undocumented immigrants pursuant to changes in State Board policy; added language which allows the College to refuse enrollment in any distance education course if a student is residing in a state where the College is not authorized to provide distance education; added safety exception language which allows the College to refuse admission to a student if it is necessary to protect the safety of the student and others; updated placement testing language in accordance with Multiple Measures; added language to Basic Law Enforcement Training (BLET) admission statements regarding the need for a student to demonstrate the legal authority to possess a firearm per the NC Community College System.