

# ADMISSIONS

## Admissions Policy

South Piedmont Community College serves all students regardless of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law.

The College subscribes to the “open door” policy established by the North Carolina Community College System. Except otherwise noted below, the college will admit all applicants who:

- are a legal resident of the United States and who either:
- are high school graduates or are at least 18 years of age.

The open-door policy does not mean there are no restrictions on admission into specific College programs.

The College will not use information regarding the accreditation of a secondary school located in North Carolina as a factor affecting admission to the College or to any program of study, loans, scholarships or other educational activity at the College unless the accreditation was not conducted by a State agency. The term “accreditation” shall include certification or any other similar approval process.

Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

Pursuant to North Carolina State Board of Community Colleges Code (1D SBCCC 400.2), SPCC reserves the right to deny admission to any applicant or student:

- during any period of time that the student is suspended or expelled from another educational entity;
- to programs offered where high school students reside (physically or virtually) that require compliance with the Jessica Lunsford Act;
- when there is articulable, imminent, and significant threat to the applicant or other individuals;
- who is not a North Carolina resident who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State.
- when a student fails to obtain or loses a law enforcement agency sponsorship for courses mandated under N.C.G.S. § 17C and 17E. These courses require sponsorship upon acceptance until the completion of the program by the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs’ Education and Training Standards Commission.
- a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.
- any undocumented immigrant (immigrant not lawfully present in the United States) who does not meet the following conditions:
  - ◇ The undocumented immigrant attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law.
  - ◇ The undocumented immigrant must comply with all federal and state laws concerning financial aid.
  - ◇ The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides

in North Carolina.

- ◇ When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
- ◇ Students lawfully present in the United States 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 for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

### **Appeal for Admission Denials**

If an applicant is denied admissions to the College for any of the reasons, within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Associate Vice President of Student Affairs for a reconsideration. The written appeal shall contain the applicant's reasons why they should be admitted and shall include any supporting documentation. The Associate Vice President of Student Affairs shall also meet with the applicant and provide the applicant an opportunity to respond. Within 10 calendar days from receipt of the applicant's written appeal, the Associate Vice President of Student Affairs shall make a determination and provide the applicant with a written response.

If the applicant does not agree with the determination, within five (5) calendar days following the receipt of the Associate Vice President of Student Affairs' determination, the applicant may file a written appeal with the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs shall conduct an "on the record review" and shall make a determination within 10 calendar days after receipt of the applicant's written appeal. The Vice President of Academic and Student Affairs' decision is final.

### **Admission Procedures**

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Applicants interested in pursuing a program of study/major MUST complete the General Admission Process prior to first-time enrollment. Once the General Admission Process is complete, applicants are placed into their program of study and may receive financial aid if eligible. Anyone wishing to register for classes prior to completing their admissions file may do so as a Non-Degree Seeking student. Certain programs may have additional entrance requirements such as Health Programs, the Associate of Arts in a Year, and Basic Law Enforcement Training.

### **Non-Degree Seeking Applicants**

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from an existing program. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or higher prior to registering. Students may not register for courses in a program that has a waiting list or restricted admission (such as health programs).

**Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.**

### **General Admission Process**

**Complete the SPCC Application for Admission**

Complete an application for admission online at [www.spcc.edu](http://www.spcc.edu). Click on the Apply button in the top right corner of the page. Applicants may use our library to complete any part of the process. Graduating Career and College Promise (CCP) Seniors that took classes at SPCC during their Senior year and wish to enroll as an SPCC adult student in the term following graduation will complete the CCP to Adult Enrollment form on [www.spcc.edu](http://www.spcc.edu) by clicking the Student Panel and Forms (Etrieve).

### **Submit Official Transcript(s)**

Request official transcripts from all previous schools attended (high school, high school equivalency, and college transcripts). Official transcripts must be submitted via an electronic transcript service to [admissions@spcc.edu](mailto:admissions@spcc.edu) or mailed directly from the institution to South Piedmont at SPCC Admissions Office, P.O. Box 126, Polkton, NC 28135.

Applicants that submit official college transcripts showing degree completion of an associate's degree or higher are not required to submit high school transcripts. SPCC high school equivalency graduates may request a copy of their scores from SPCC's College and Career Readiness department in lieu of official transcripts. Applicants submitting a transcript from a non-public or online high school must contact the Admissions Office to determine if the transcript is acceptable for admission into the chosen program of study.

All foreign transcripts (secondary and post-secondary) must be evaluated and translated by a National Association of Credential Evaluation Services (NACES) recognized evaluation company at the student's expense.

IMPORTANT: unofficial (student issued or faxed) transcripts will not be accepted. SPCC evaluates all college transcripts for transferable credit.

### **College Placement Test (CPT), if needed**

Once all official transcripts are received, applicants will be notified by email if Placement Testing is needed. Most applicants will be placed into courses based upon:

- Unweighted high school GPA
- Completion of an Associate's degree or higher
- Transferable college credits for English or math
- Qualifying SAT or ACT scores within 10 years of enrollment
- GED graduate from 2014 or after scoring 145 or higher in all test sections

Applicants not meeting the above criteria may need Placement Testing.

### **Returning Students (Readmission)**

Returning students who are eligible for readmission and who have not been enrolled at the College for two (2) academic semesters must submit a new admission's application and update residency classification prior to registration. Copies of academic transcripts and placement tests may be required. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog. Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must consult with the Associate Vice President of Student Affairs to request readmission. The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

Students previously enrolled in Career and College Promise, non-credit courses, or College and Career Readiness will complete the General Admission Process detailed above to enroll in curriculum programs.

### **Admission of High School Students: Career and College Promise**

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for

eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

Except as provided above, the College cannot offer enrollment options for students who are under the age of sixteen (16) unless they have earned a high school diploma

For any questions about CCP eligibility, please email [sep@spcc.edu](mailto:sep@spcc.edu) or call 704-290-5090.

### **Enrollment of Early High School Graduates**

Graduating high school students that finish high school graduation requirements early and can obtain an official high school transcript showing a graduation date prior to the start of SPCC's term may enroll as an adult student for that semester. If the graduation date is after the start of SPCC's term, that student must meet the Career and College Promise (CCP) eligibility requirements. If the student meets CCP eligibility requirements, they will register as a CCP student for that term. Early graduates must not be placed in a program of study or registered until the final high school transcript is received.

### **Health Programs**

SPCC's Health Programs are designated as selective admission programs. Factors for admission include, but are not limited to: clinical space availability, instructor-to-student ratios specified by the applicable accrediting/approving agencies and/or other limited instructional resources. In addition, Health Programs have additional enrollment criteria in addition to the General Admission process. Refer to each program page at [www.spcc.edu](http://www.spcc.edu) for specific program information.

### **Associate in a Year Program**

SPCC's Associate in a Year Program is designated as selective admission programs. This is a fast-paced program that selected applicants complete as a cohort. The Associate in a Year program has additional enrollment criteria in addition to the General Admission process. Refer to the program page at [www.spcc.edu](http://www.spcc.edu) for specific program information.

### **Continuing Education Programs**

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and pay the applicable tuition and institutional fees.

### **Basic Law Enforcement Training**

The North Carolina Basic Law Enforcement Training ("BLET") is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs.

To be accepted into the College's BLET program, students must meet the following criteria:

1. Must complete a BLET application.
2. Must be at least 20 years of age or older.

3. Must be a citizen of the United States of America.
4. Must be a high school graduate or have earned a high school equivalency (high school diplomas earned through correspondence enrollment are not recognized toward educational requirements).
5. Must provide a medical examination report, properly completed by a physician licensed to practice medicine in North Carolina, a physician's assistant, or a nurse practitioner, to determine the applicant's fitness to perform the essential job functions of a criminal justice officer.
6. Must take a standardized reading comprehension test and score at the tenth-grade level or higher within one year prior to entrance into the BLET program.
7. Must provide a certified criminal record check for local and state records for the time period since the applicant had become an adult and from all locations where the applicant has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check will satisfy this requirement.
8. Must have not been convicted of a felony or:
  - a crime for which the punishment could have been imprisonment for more than two (2) years; or
  - a crime or unlawful act defined as a "Class B misdemeanor" within the five (5) year period prior to the date of application for employment unless the applicant intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission; or
  - four (4) or more crimes or unlawful acts defined as "Class B Misdemeanors" regardless of the date of conviction; or
  - four (4) or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two (2) years prior to the date of enrollment; or
  - a combination of four (4) or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission.
9. Every individual who is admitted as a trainee in the BLET program shall notify the BLET of all criminal offenses which the trainee is arrested for or charged with, pleads no contest to, pleads guilty to or is found guilty of, and all Domestic Violence Orders (N.C.G.S. §50B) which are issued by a judicial official and which provide an opportunity for both parties to be present. The notifications must be received by the College within 30 days of the date the case was disposed of in court.
10. Must meet all other qualifications required by the North Carolina Department of Justice.

### **Appeal Procedure for Denial of Admission into Selective Programs**

Admission to the College does not guarantee admission to selective academic programs. Applicants must meet additional requirements for admission to selective academic programs and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrong-doing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Applicants needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.
2. The appropriate Dean will complete a review of the student's credentials, including any additional

documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.

3. Should the matter remain unresolved after consulting with the appropriate Dean, the student may file a Formal Appeal for Denial of Admission into Selective Programs if the appeal meets one of the following criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) evidence of a conflict of interest or bias that affected the outcome, or (3) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal for the admission denial must be received within three (3) business days after the notification of the Dean's decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located here and also on the [www.spcc.edu](http://www.spcc.edu) website under Student Panel/Appeal Forms. This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Applicants needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
4. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.
5. For appeals moving forward, within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
6. The Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email), the program director (by SPCC email), and the Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

## **Guaranteed Admissions Agreements**

SPCC has several formal agreements with four-year baccalaureate institutions, which guarantee admission to that institution, if certain criteria are met. Some agreements require that the student declare their intent to transfer early, so it is important to visit the Academic Advising center to learn more about each college's requirements.