

ADMISSIONS

Admissions Policy

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The College will admit all applicants who:

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

The College will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides, only if the applicant has attended and graduated from a United States public school, private high school, or home school that operates in compliance with state and local law.

Please note that admission to the College does not guarantee admission to specific academic programs. Students must meet additional requirements for admission to individual programs. These requirements can be found in the college catalog under Admissions Procedures.

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Pursuant to the State Board of Community College 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.

Admissions Procedures and Information

New students are urged to **complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration**. Students must allow a minimum of three business days for application processing. All students applying to SPCC must have a Residency Certification Number (RCN). A RCN is provided to the student upon completion of the Residency Determination form on CFNC.org. Applicants to an SPCC health program should refer to www.spcc.edu for the admissions requirements for that specific health program.

Once all admissions requirements listed below are complete, students will be placed into their program of study and may receive financial aid if eligible. Applicants wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. **Special Credit students are not eligible for financial aid**. To ensure financial aid is in place, applicants should make sure the admissions file is complete at least two (2) weeks prior to registration.

Complete the SPCC Application for Admission

- Complete an application for admission online at www.spcc.edu. Students who already have an account with CFNC must use existing login information to fill out SPCC's application. Those who do not have an account with CFNC may create one prior to filling out the application. Students without access to the Internet may use SPCC's computers to complete this part of the process.
- Residency Determination will be completed as part of the application and the non-expired Residency Certification Number must be provided on the application prior to submission.

Submit official high school, high school equivalency, or Adult High School transcript

- It is the student's responsibility to request this transcript from the appropriate educational institution. It is also the student's responsibility to pay any applicable fees to the appropriate institution.
- Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted.
- Students who graduated from the high school equivalency program at South Piedmont Community College may request a copy of their scores from SPCC's Basic Skills Department in lieu of an official transcript.
- Anyone who plans to submit a high school transcript from non-public institutions or online high school programs must contact SPCC's Admissions Office to determine if the transcript is acceptable for admission into their program of study.
- Students with an associate's degree or higher who submit official college transcripts showing degree completion are not required to submit high school transcripts.

Submit official transcripts from all colleges listed on the admissions application

- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact previous college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at the student's expense. Agency must be a member of the National Association of Credential Evaluation Services (NACES). Post-secondary evaluations must include grades, course descriptions, and grading scale.
- A college transcript waiver may be available for extenuating circumstances.
- All official transcripts will be evaluated after they have been received.

Placement Testing, if necessary

- After all transcripts have been received, Admissions will determine if a student needs to complete the English and/or Math Placement Test. Most students will not need testing and will be placed into courses based upon their unweighted high school GPA (enrollment within ten years of high school graduation), completion of an Associate Degree or higher, or transferable English or Math credits from an accredited institution. If placement cannot be determined and testing is necessary, students will be notified by email with information about test scheduling and preparation.
- Students pursuing a certificate program are not required to complete placement testing.

Reapplication to the College

Students who have not enrolled for two consecutive semesters (spring and fall) must reapply for admission to the College. Copies of academic transcripts and placement testing may be required. Students who have been suspended for academic or disciplinary reasons must consult with the Director of Student Advocacy and Accountability.

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

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise 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 a minimum of 30 hours of 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.

Links to the following web pages with information on Career and College Promise are listed below. Each web page targets a specific audience.

- North Carolina Community College System Office's CCP web page:
www.nccommunitycolleges.edu/academic-programs/career-college-promise
- North Carolina Department of Public Instruction's CCP web page:
<https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/career-and-college-promise>

Early College High School

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Early College High Schools are classified as cooperative innovative high schools under the Career and College Promise program. Students apply for admission to Anson County Early College (ACEC) or Union County Early College (UCEC) in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

Admission for Allied Health and Nursing Programs

Students seeking admission into an SPCC health program will be required to meet the health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which admission is sought. These booklets may be found on the website at www.spcc.edu.

Admission of International Students (Documented)

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission
- Permanent Resident Alien Card (or other acceptable documentation)

SPCC is not able to issue I-20s to international students.

Although a student may possess valid documentation to be lawfully present in the United States, that documentation does not guarantee the student has capacity to establish a domicile in the United States. All students must complete Residency Determination on www.CFNC.org to receive his/her Residency Certification Number (RCN). The RCN will classify that student as an in or out-of-state student for tuition purposes.

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. Each student is responsible for their own transportation.

Admission of International Students (Undocumented)

The North Carolina Community College System advised in Memorandum CC10-026 (effective June 10, 2010) that community colleges should admit or enroll undocumented immigrants only as follows:

- Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise policy. Participation in this program is not based on legal residence, but on attendance in a North Carolina high school. These courses are open to all high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.
- Undocumented immigrants may enroll in non-college level courses or programs including high school equivalency preparation courses, Adult Basic Education, Adult High School, English as a Second Language and other continuing education courses less than college level.
- Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641 are eligible for college-level courses. It is the applicant's responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.
- Undocumented immigrants must have 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. Undocumented immigrants with a high school equivalency diploma are not considered to be "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted.
- Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the conclusion of the last published (i.e., late) registration period.

Appeal Procedure for Denial of Admissions into Selective Programs

Admission to the College does not guarantee admission to selective academic programs. Students 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. Students 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, a formal appeal of 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 on the www.spcc.edu website. 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. (Students 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. 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.
5. The Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email and certified mail), 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.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Mathematics Direct Placement

A student may place directly into Calculus I (MAT 271) if the student has met at least one of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB exam.
- A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
- A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

See the Advising Center for more information.

Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Director, Admissions and Testing for information on Placement Testing at 704-290-5847.

Placement Test Retest Procedures

Students who are required to take the Placement Test may retest once per section within the time frame that scores are valid, or ten years. Contact the Testing Center for procedures.

Acceptance of Credit

SPCC evaluates, awards, and accepts credit for transfer, credit by exam, credit by nationally recognized industry credential, and advanced placement. SPCC evaluates all college transcripts. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC programs. Students will receive an email at their South Piedmont email address once their transcript evaluation is complete. College credit that has been awarded can be viewed on the student's transcript found on their GO! Student Portal.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

- Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Southern Association of Colleges and Schools Commission on Colleges or other nationally known accrediting body.
- All college-level courses completed with a “C” or better will be considered for transfer credit, regardless of the program of study. If a course completed at another college is not transferred, but the student thinks it meets the course requirements, a course description from the year appropriate college catalog can be submitted for review. A final decision will be made by the College. Transfer credits will appear on the student’s South Piedmont transcript. Time limits may exist on courses that apply toward certain programs of study (ex: computers/health sciences).
- Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College.

To be considered for acceptance of credit from an international university, an official English language transcript is required and the student must have an International Transcript Evaluation completed by an evaluation agency at their expense. The transcript and the grading system can be submitted to an agency recognized by the National Association of Credential Evaluation Services (NACES), for an international evaluation. A letter grade of “A,” “B,” or “C” and earned credit hours must be provided for each course. Course equivalencies based on terms such as “Excellent” or “Good” are not acceptable.

Regional accreditation is the educational accreditation of schools, colleges, and universities in the U.S. by one of seven regional accrediting agencies. The seven regionally accrediting agencies are: Middle State Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools (aka Higher Learning Commission), Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. Online regionally-accredited college credits are transferable.

A student might not receive credit for all previous courses. If a student did not successfully complete a course, the course is obsolete, South Piedmont does not have an equivalent course, the timeframe has expired, the course is graduate level, or if the previously attended college is not regionally accredited, are some examples of why a course may not transfer. Please contact the Registrar’s Office concerning any possible errors or questions regarding transcript evaluations.

Noncredit to Credit Policy

South Piedmont Community College awards curriculum credits for non-credit work. This includes nationally recognized industry credentials, credit by examination, approved Continuing Education courses, or through provisions identified in numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Students interested in receiving curriculum credits for non-credit work may obtain information from the Registrar's Office at the time of admission. Students may also visit SPCC's website under Student Resources/Credit Articulation at SPCC, to view currently valid industry certifications, pre-approved Continuing Education courses, and a link to electronic submission forms.

Comprehensive Articulation Agreement

The 2014 Comprehensive Articulation Agreement (CAA), approved February 2014, between the State Board of the North Carolina Community College System and the Board of Governors of the University of North Carolina establishes the procedures for governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of the University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course bases.

Additionally, the Independent Comprehensive Articulation Agreement allows for transfer of Associate in Arts and Associate in Science degree program credits to some private institutions. For more information regarding the transfer status of specific courses and curricula, visit the Future Students section on the SPCC website or contact the senior institution.

Advanced Placement (AP) Course Credit

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and appropriate score on an Advanced Placement exam at the end of the course. Credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required. All approved and recorded Advanced Placement credit will be assigned a grade of "AP."

College Level Examination Program (CLEP) Credit

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

High School to Community College Articulated Credit (Formerly Tech Prep)

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program. Pertaining to credit for Tech Prep, the College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the NC Department of Public Instruction. The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

Requirements for the Tech Prep advanced placement are:

- Earn a grade of “B” or higher in the course at the high school level and
- Score a 93 or higher on the course post-assessment.

In order to receive credit as per the agreement, a student must enroll at the community college within two years of their high school graduation date and immediately notify the Registrar of their Tech Prep status. All approved and recorded Tech Prep credit will be assigned a grade of “TP.”

Educational Experiences in the Armed Services Credit

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education. Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College catalog. College credit earned while in the Armed Services must be substantiated with an official transcript of coursework from the Department of Defense or applicable college.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34 (§99.31 (a)(2)).

Directory Information

Certain information is considered to be “directory information” and may be used for directory purposes unless a student specifically requests directory information to be protected. SPCC may, although not required, include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student may include the following:

- Student’s name
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

Right of the College to Refuse Access

SPCC reserves the right to refuse permission to students to inspect the following records:

- Financial statement of a students’ parents
- Letters and statements of recommendation for which a student has waived their rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if a student has signed a waiver of their right of access
- Record being withheld for failure to meet financial obligations

Disclosure of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Educational Records means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term “educational records” are records of instructional,

supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.
- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

Disclosure of Educational Records to Third Parties

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health or safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Director of Student Advocacy and Accountability.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide a student with the information contained in such records following their destruction.

FERPA Exceptions

The only exceptions to this rule of confidentiality are the following:

1. If a student is clearly likely to do physical harm to another person in the near future, it is the counselor's duty to warn the person involved. This step would be taken as a last resort and only if absolutely necessary.
2. If a student is clearly likely to do physical harm to himself or herself in the near future, it is the counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
3. If a student shares information about the abuse or neglect of any juvenile(s) or disabled adult(s), the counselor may be required by state law to report that information to the Department of Social Services.

