

# 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.

Students enrolled in North Carolina high schools or homeschools may concurrently enroll at the College following the Career and College Promise requirements of the North Carolina Community College System State Board Code (1D SBCCC 400.11).

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.

## 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. Applicants to an SPCC health program should refer to [www.spcc.edu](http://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.**

### Complete the SPCC Application for Admission

- Complete an application for admission online at [www.spcc.edu](http://www.spcc.edu). Students who already have an account with CFNC must use existing login information to fill out SPCC’s 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 by all students 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 and pay any applicable fees.
- Students with an associate's degree or higher who submit official college transcripts showing degree completion are not required to submit high school transcripts.
- Official transcripts should be mailed or emailed directly from the institution to SPCC. Unofficial transcripts will not be accepted.
- Graduates from high school equivalency programs at South Piedmont Community College may request a copy of their scores from SPCC's Basic Skills Department.
- 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 entry into their program of study.

**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. The 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 is available when a student is unable or chooses not to provide the college transcript.
- 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, 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](http://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 Anson and Union County School Systems, offers Early College High School programs for students in their respective 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. ACEC and UCEC students receive free tuition at SPCC. 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](http://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 the capacity to establish a domicile in the United States. All students must complete Residency Determination on [www.CFNC.org](http://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](http://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 who 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 (taken prior to 2016) 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 600 or higher on the new (March 2016 and beyond) 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 24 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.
- Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus courses(s) competencies.
- An unweighted high school GPA of 3.5 or higher 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.

See the Advising Center for more information.

### Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Testing Coordinator for information on Placement Testing at 704-290-5841.

### 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 Transfer Credit

South Piedmont Community College (SPCC) evaluates credit for transfer from other collegiate level institutions. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those offered at SPCC. After such evaluation, SPCC accepts qualifying coursework.

Transfer credit cannot be used to satisfy the College's institutional credit requirements, which prescribe that 25 percent of credit hours must be earned through instruction offered by South Piedmont.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. 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 with a grade of TA, TB, or TC. 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.

To be considered for acceptance of transfer 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. If the official transcript is in the English language and the institution is accredited in the U.S., an International Transcript Evaluation may not be required.

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 considered for transfer credit.

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.

### Credit for Prior Learning

Credit for Prior Learning may be awarded to students under the following procedures. Students and faculty should refer to the procedure defined for their prior learning type.

#### Continuing Education (CE)/Non-credit Courses

Students who have met South Piedmont's program admission requirements and have completed one of the approved Continuing Education (CE) courses may request to receive the equivalent course credit on their SPCC transcript. Approved non-credit courses and equivalent curriculum courses are listed on the College's web site. Each approved CE course articulation has an approved date of origin; CE courses completed prior to the approved date of origin are not eligible for articulation.

Request is made by completing the [Non-credit to Credit form](#). Students will receive notification of the decision after the Registrar reviews the request. Credit is awarded without a grade. The form is kept in the student's academic record along with any supporting documentation.

#### Certification/Credential

Students who have met South Piedmont's program admission requirements and have certain currently valid industry certifications may request equivalent course credit on their SPCC transcript. Valid industry certifications and equivalent curriculum courses are listed on the College's web site. The student must be active in their program of study and have a currently valid official certification. The student must also maintain their certification throughout completion of the program.

Request is made by completing the [Credential to Credit form](#) and providing the official certification. Students will receive notification of the decision after the Registrar reviews the request. Credit is awarded without a grade. The form is kept in the student's academic record along with any supporting documents.

#### High School to Community College Articulated Credit

Students who have met SPCC's program admission requirements and have completed an approved high school to community college articulated course may receive High School Articulated credit on their SPCC transcript. The student must enroll within two years of their high school graduation, have earned a grade of "B" or higher in the course at the high school level, and scored a 93 or higher on the articulated course post-assessment.

Request is made by submitting an official high school transcript. After reviewing the transcript, the Registrar awards High School Articulated credit to students meeting the criteria. All approved and recorded High School Articulated credit is assigned a grade of "TP."

#### Military Education and Training

Students who have met SPCC's program admission requirements and have military credit for prior learning may receive credit for documented military training on their SPCC transcript.

Request is made by providing an official transcript documenting the education and training. Official transcripts may be requested through Joint Services Transcript or the Community College of the Air Force. Course credit is awarded based upon approved credits applicable to a student's chosen program of study. Students will receive notification of the decision after the Registrar reviews the transcript. Credit is awarded with a grade of "T, TA, TB, or TC" on the student transcript.

#### Standardized Examinations

Students who have met SPCC's program admission requirements and have completed an approved standardized exam may receive standardized examination credit on their SPCC transcript. College-Level Examination Program (CLEP) and Advanced Placement (AP) exam names, minimum scores, and equivalent curriculum courses are listed on the College's web site.

Request is made by submitting appropriate documentation verifying official scores. An official score report from the College Board must be provided to the College's Admissions Office for AP and CLEP consideration. Course credit is awarded based upon the academic program of study. For Advanced Placement credit, a grade of "AP" is awarded on the student transcript. For CLEP, credit is awarded without a grade on the student transcript.

#### **Challenge Exams/Proficiency**

Students who have met SPCC's program admission requirements may receive academic credit for an eligible course by demonstrating the required level of proficiency for that course through completion of a challenge exam. The College's website includes a list of courses for which challenge exams are currently offered.

Request is made for the challenge exam by contacting the instructor for the course. Students are required to register for the class section, pay regular tuition, and attempt the challenge exam prior to the 10 percent point of the term.

After completion of a challenge exam with a score of "B" or better, students should submit the [Credit by Examination](#) form. Students will receive notification of test results from the Registrar. Credit is awarded with a grade of "CE" on the student transcript. Transfer credit from challenge examinations is not guaranteed.

Developmental/Supplemental courses, courses with a clinical component, and courses that have CLEP examinations are not eligible for challenge exams. Students receiving financial assistance should consult with the Office of Financial Aid and Veterans Affairs for any implications of participating in a challenge exam. Career and College Promise (CCP) students may participate in Challenge Examinations to earn college credit but may not earn dual credit (high school credit not permitted).

#### **Registered Apprenticeship**

Students who have met SPCC's program admission requirements and have completed a registered apprenticeship may request equivalent course credit on their SPCC transcript. Approved curriculum courses are listed on the College's web site. The student must be active in their Program of Study and have completed an articulated registered apprenticeship.

Request is made by completing the [Apprenticeship to Credit](#) form and providing official copies of the Journey Worker's card and Apprenticeship Agreement. Students will receive notification of the decision after the Registrar reviews the request. Credit is awarded without a grade. The form is kept in the student's academic record along with any supporting documents.

#### **Public Safety Training (PST) Prefix Courses**

Students who have met SPCC's program admission requirements and have prior learning in industry recognized training and/or credentials from North Carolina Public Safety Training Organizations (NCDPS, NCOSFM, NCDOJ, NCCCS, NC Criminal Justice Education and Training Standards Commission and NC Sheriffs' Education and Training Commission), may receive credit on their SPCC transcript for Public Safety Training (PST) courses as specified in the NCCCS Common Course Library. Students must be active in a Program of Study which offers PST course prefixes.

Request is made to the Registrar by submitting official documentation of state-mandated, agency, or non-credit training including documentation of required minimum hours. After review, students will receive notification of the decision. Credit is awarded without a grade. Official documentation is retained in the student's file.

#### **Portfolio Assessment**

Students who have met South Piedmont's program admission requirements and have prepared a portfolio with evidence of prior learning may request to receive course credit on their SPCC transcript. Approved curriculum courses, academic expectations, portfolio requirements, and submission guidelines are in development and will be listed on the College's web site.

Request is made by completing the Credit by Portfolio Assessment Form and submitting a portfolio that meets all requirements and adheres to submission guidelines for the course. Following the Registrar's review of the request and faculty assessment of the portfolio, students will receive notification of the decision. Credit is awarded without a grade. The form and portfolio are kept in the student's academic record.

