



## Student Admissions Policy

### Student Admissions Policy

*Approved by and date:*

*Board of Trustees* 12/11/2017

*Executive Leadership Team* 11/16/2017

#### **Policy:**

Kilgore College (KC) is an "open door" admission institution ensuring that all persons who can profit from post-secondary education will have an opportunity to enroll. Admission to the college does not imply admission to all programs as some programs have additional application and entrance requirements.

#### **Procedures:**

*Approved by and date:*

*Executive Leadership Team* 11/16/2017

Prior to registering for and attending academic classes, individuals must be admitted to Kilgore College. In order to be admitted, an application for admission and all information (documents, transcripts, etc.) necessary for the college to render an admission decision must be on file in the Office of Admissions and Registrar. Information relating to, and details on the materials required for, admission are available in the College Catalog, published annually on the KC web page.

#### General Admission Categories

KC offers the following general admission categories:

- a. Freshman/High School Equivalency: High school/home school graduates or Certificate of High School Equivalency (formerly called the GED) recipients with no previous college coursework (dual credit courses do not count as previous college coursework for admission purposes)
- b. Transfer: Students who have attended another institution of higher education after high school graduation
- c. Transient: Visiting students who are attending another institution of higher education and plan to attend KC for a single term or the summer with the intention of returning to their home institution
- d. Readmission: Former KC students seeking readmission

#### Freshmen:

Students who have a diploma from an accredited public or private high school; who have completed a nontraditional secondary education course of study in a non-accredited private school setting, including a home school; or who have successfully completed a Certificate of High School Equivalency (formerly

called the GED) and who have attempted no college (other than dual credit coursework) must complete the following steps:

- a. Submit an application for admission as early as possible prior to registering for classes.
- b. Submit an official high school transcript with graduation date or proof of obtaining a Certificate of High School Equivalency. Home School transcripts must be signed by the home school teacher or administrator and notarized by a notary public. Students who have not yet graduated from high school should submit a current high school transcript and then follow up with the final transcript documenting graduation date when available.
- c. Students who took college courses for dual credit at a school other than Kilgore College must submit an official college transcript in addition to the high school/home school transcript.

Kilgore College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Office of Admissions and Registrar. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).

#### Transfer:

Students who are transferring from another college or university must meet the following requirements:

- a. Submit an Application for Admission as early as possible prior to registering for classes.
- b. Verify Texas Success Initiative (TSI) status and take the TSI Assessment if scores or proof of exemption is not provided.
- c. Submit to KC an official transcript directly from each college or university attended.

Note: Transfer students meeting the above requirements who are seeking a KC degree will be informed of the amount of credit which will transfer to Kilgore College as soon as possible and no later than the end of the first academic term in which they are enrolled. However, students seeking to transfer credit from non-regionally accredited institutions must submit a "petition for transfer credit" form. Students must also furnish supporting documents to substantiate that the course outcomes and faculty credentials are equivalent to those of KC courses, as described in the form.

#### Transient (Visiting) Students:

Transient students are those pursuing a degree elsewhere who attend Kilgore College for a long semester (fall or spring), December Mini, May Mini or summer terms and intend to return to their previous college or university. Students must be enrolled at their prior institution in the long semester (fall or spring) immediately preceding admission as a Kilgore College transient student. Traditionally, transient students enroll while home for the winter or summer breaks or for a single long semester.

Individuals who are seeking enrollment as a transient student must meet the following requirements:

- a. Submit an Application for Admission as early as possible prior to registering for classes.

- b. Verify Texas Success Initiative (TSI) status and take the TSI Assessment if scores or proof of exemption is not provided.
- c. Submit to KC an official transcript directly from the college or university currently attending. Transcripts from other colleges or universities attended may be required for verification of prerequisite completion, as applicable.

Note: Transient students are limited to one long semester (fall or spring), the December Mini, or May Mini and/or summer terms. Previous transient students are required to reapply if they return as a transient student for a future term. Should a transient student decide to continue at Kilgore College immediately following the transient term, the student must reapply as a transfer student and meet all transfer admission requirements.

Transient students cannot use financial aid awarded at their home institution at Kilgore College.

#### Readmission:

Readmission is available to formerly enrolled students who have not enrolled in KC for one or more long semesters (spring or fall term) and who wish to return. Students who have been away from KC for one long semester (spring or fall term) may submit a reactivation form available in the Office of Admissions and Registrar. Students who have been away from KC for more than one long semester must reapply for admission. Whether these students were required to leave (academic or disciplinary suspension) or chose to leave, they must meet the following requirements:

- a. Submit a new Application for Admission or Reactivation Form as applicable as early as possible prior to registering for classes.
- b. Submit an official transcript from every college or university attended since the last enrollment at KC, as applicable.

#### Request for Readmission under Texas Academic Fresh Start Provisions:

Section 51.931 of the Texas Education Code provides Texas residents with the "Right to an Academic Fresh Start." A student who is returning to Kilgore College after an absence of at least 10 years may seek a fresh start by requesting approval to use this option upon application for readmission. Under this provision, all Kilgore College coursework completed 10 or more years prior to readmission is eliminated from computation of the grade point average (GPA). None of the coursework can be used to meet degree or prerequisite requirements, though the coursework remains on the student's record. In addition, coursework cannot be used to satisfy Texas Success Initiative requirements. Further, no credit will be given for transfer coursework earned 10 or more years ago. A student readmitted under this policy is placed on academic probation.

The student must seek application of this provision when applying to return to KC. The provision must be used on or before the last day of the semester or term in which the student returns to school.

Financial aid and veterans benefits may be affected by this policy. Acceptability of this provision by other colleges is solely at the discretion of the receiving institution.

#### Transcripts for Admission Purposes:

Any reference to high school or college transcripts submitted for admission means that an official

transcript is required. To be considered "official", transcripts must:

- a. Be issued within the last 6 months and bear the signature of the registrar and/or seal of the issuing institution or be submitted electronically to KC from the issuing institution.
- b. Be submitted directly from the issuing institution to KC (hand-carried transcripts may be considered if in an unopened, sealed college/high school letterhead envelope).
- c. Bear a graduation date. High school and home school transcripts without a graduation date are not considered official. A final transcript with graduation date must be provided after the graduation date.

Unofficial transcripts may be considered on an individual and temporary basis, but official transcripts must be received in the first two weeks of the student's first semester of attendance. Lacking academic credentials will result in a hold on the student's account preventing future registration and the release of official KC transcripts. All transcripts submitted become the property of KC and cannot be returned. Records of students who do not enroll may be destroyed after one year.

### Special Admission Options

#### Dual Credit/Early Admissions:

Students who exhibit exceptional academic ability may apply for admission to KC and take college courses while completing high school according to the following procedures. All students who enroll in classes at KC prior to high school graduation are considered dual credit students.

- a. To be eligible for enrollment in dual credit courses, students normally have at least junior year high school standing at the time the course is taken and demonstrate appropriate college readiness for the courses that are taken. Exception: Younger students who demonstrate outstanding academic performance and show college readiness may be recommended by their high school and individually approved by the vice president of instruction.
- b. High school students are generally limited to no more than two courses per semester. Exception: Students who have met the required minimum scores in reading, writing, and math may enroll in three dual credit courses during the fall or spring semesters (students wishing to enroll in more than three courses require permission from the high school principal or designee and the KC vice president of instruction). In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.
- c. Students taking dual credit courses for the first time after their junior year must meet the minimum ACT, SAT, STAAR End-of-Course (English III and Algebra II), or TSI Assessment scores in the sections(s) of the test relevant to the course(s) in which they wish to enroll.
- d. Students taking dual credit courses for the first time after their sophomore year (or those seeking approval to enroll prior to completion of the sophomore year) must meet the minimum PLAN, PSAT, ACT, SAT, STAAR End-of-Course (English II and Algebra I), or TSI Assessment scores in the sections(s) of the test relevant to the course(s) in which they wish to enroll. NOTE: PLAN and PSAT scores can only be used for enrollment during the junior year.

- e. Students taking workforce education/technical courses may enroll based on designated STAAR scores (must meet program and course prerequisites; additional testing may be required prior to enrollment in college after high school graduation).
- f. A dual credit student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
- g. A final high school transcript must be provided upon graduation, even if not attending KC after graduation.
- h. General academic courses offered through the dual credit program are courses that are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from a community college.

#### Individual Approval:

Students who do not meet the Freshman/High School Equivalency or Transfer admissions guidelines may be admitted conditionally on an individual approval basis at the discretion of the Office of Admissions and Registrar. This category includes students who have not graduated from high school or earned a Certificate of High School Equivalency or whose high school credential is not recognized by the Office of Admissions and Registrar. Students admitted as Individual Approval must provide evidence of successful completion of the Certificate of High School Equivalency or graduation from a recognized high school during the first semester of enrollment, or future enrollment will be blocked.

Federal regulations (34 CFR 668.32(e)) require that students admitted with this status must successfully complete one of the following requirements in order to be eligible for Title IV financial aid consideration:

- a. Take the Certificate of High School Equivalency test, with all sections passed, and furnish proof of the certificate to the Office of Admissions and Registrar
- b. Submit an official transcript from a bona fide high school as recognized by the Office of Admissions and Registrar
- c. Submit an official transcript from a bona fide home school as recognized by the Office of Admissions and Registrar

#### International Student Admission:

Non-immigrant alien students seeking F-1 Visa category are managed by the Office of Admissions and Registrar. Students must submit and meet the following criteria:

- a. Submit a completed Application for International Student Admission to the Office of Admissions and Registrar 60 days prior to the beginning of registration.
- b. Request official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or approved alternate exam results be sent to KC. Official scores must be sent directly from ETS to Kilgore College (DI Code: 6341). KC requires a minimum iBT score of 41 (computer-based, 132, or paper-based, 450).

- c. A financial statement proving that the applicant has sufficient resources for support during the entire period of study in the United States. (Amounts provided on the international student section of the Kilgore College website.)
  - d. International transcripts should be evaluated, translated to English, and sent directly to Kilgore College's Office of Admissions and Registrar. Kilgore College requires evaluations and translations be conducted by a National Association of Credential Evaluation Services member. <http://www.naces.org/>
  - e. If the student has attended a school(s) in the United States, official transcript(s) must be sent directly to the Office of Admissions and Registrar from the issuing institution.
  - f. A medical record giving evidence of immunization against tetanus, diphtheria, poliomyelitis, mumps, measles, rubella, and bacterial meningitis.
  - g. Kilgore College does not accept international students who are out of status in the Student and Exchange Visitor Information System (SEVIS).
- Note: The U.S. Immigration and Naturalization Service Form I-20 will not be issued until admission procedures are completed to the satisfaction of the Office of Admissions and Registrar.
  - Note: KC provides English language courses to assist students in attaining the level of English proficiency needed to enroll in academic courses. International students are subject to the requirements of the Texas Success Initiative (TSI Assessment).
  - Additional English proficiency testing may be required prior to registration. During the entire period of study at KC, each international student is required to purchase health and accident medical insurance.

#### Health Science Programs:

Health science programs have additional entrance requirements and recommend early application. Admission to the college in no way implies or guarantees entrance to the professional health science programs. Prior to making application to any professional health science program, the student should contact the health science advisor. Entrance procedures are designed to ensure fairness to each applicant. To ensure orderly and timely progress toward acceptance, progression, and completion of the desired health science program, the student is responsible for seeking advice, for knowing and meeting requirements of the health science program of interest, for enrolling in courses appropriate to that program, and for taking courses in the proper sequence.

Note: An applicant must show evidence of good physical and mental health. If accepted into a health science program, the student must submit a medical record and certification of immunizations for measles, mumps, and rubella (MMR), tetanus, and, in most cases, Hepatitis B. Updated immunizations are an integral part of health care and provide protection against these communicable diseases.