



TITLE: ABILITY-TO-BENEFIT ADMISSION

POLICY NO: 1-1

EFFECTIVE DATE: 08/16/90

VCCS POLICY NO: 6.0.1

REVISED DATE: 10/09/07

I. Purpose:

In order to comply with VCCS policy and with federal regulations governing institutional and student eligibility for Title IV funds (34 CFR 600.4 and 34 CFR 668.7), the college can admit students to curricular programs who do not possess a high school diploma or its recognized equivalent if such students, prior to admission, pass an ability-to-benefit (ATB) test administered by the college and approved by the U. S. Secretary of Education.

II. Definitions:

Diploma types recognized by the Commonwealth of Virginia include:

Advanced studies: Students must complete 24 units of academic work as outlined in the Department of Education regulations plus 9 verified credits.

Standard: Students must complete 22 units of academic work as outlined in the Department of Education regulations plus 6 verified credits.

Modified standard: This option is for students with a disability, as identified on their individualized education plan (IEP), who are unlikely to complete the requirements for a standard diploma. Students must complete 20 units of academic work as outlined in the Department of Education regulations and demonstrate numeracy and literacy (pass 8th grade math and English).

General achievement diploma: Students must be at least 18 years of age and not currently enrolled in high school. This option is for students who have completed 20 standard units of credit towards graduation and do not have the necessary verified credits listed in any of the categories above. Students must obtain a passing score on his/her GED.

Other types of awards given by high schools that are not recognized as diplomas:

Special: Students with disabilities who complete the requirements of their IEP but don't meet the requirements for other diplomas.

Certificate of completion: Students who complete a prescribed program of studies as defined by the local board but do not qualify for a diploma. These students may or may not have an IEP.

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III. Policy:

Students who indicate on the Application for Admission to J. Sargeant Reynolds Community College that they do not have a recognized high school diploma (i.e., advanced studies diploma, standard diploma, modified standard diploma, or general achievement diploma) or the recognized equivalent, i.e., a general education development (GED) certificate, must pass an ATB test, administered by the college's Testing Center, prior to being admitted as a curricular student.

Students who pass the ATB test may be admitted into the college as a curricular student. Such students must also satisfy any additional college admission policies and procedures for admission into a specific curricular program.

Students who fail the ATB test must be denied admission to curricular status until such time as they obtain a high school diploma or a GED certificate. Such students may be admitted as non-curricular students, but should be directed to a GED or high school completion program. Students may be allowed to retake the test for mitigating circumstances or after one semester has elapsed.

IV. Procedures:

- A. Students who seek admission to the college and who indicate on their application for admission that they do not have a high school diploma or a General Education Diploma (GED) will be noted in the Student Information System as having no high school diploma/no GED by the Admissions and Records (A&R) office.
- B. The A&R office will notify such students who select a curricular program on their application or on a curriculum change form that they must satisfy the college's ATB requirement. There are some curricular programs that require the completion of a high school diploma or GED. The college catalog documents specific curricular requirements.
 - 1. Students who produce an official high school transcript or GED indicating successful graduation will no longer be required to satisfy the ATB requirement.
 - 2. Students who fail to produce official high school transcripts or a GED will be required to pass the COMPASS test to satisfy the ATB requirement. The entire COMPASS test must be completed in one sitting.
 - 3. A list of the minimum passing scores for each section of the ATB can be found in any campus Testing Center. Students who fail at least one of the sections of the COMPASS test may satisfy the ATB requirement by retaking the entire COMPASS battery during the subsequent semester/term.
- C. The Admissions and Records office will monitor COMPASS scores on the Student Information System for all pending curricular applications and curriculum change requests belonging to students who do not have a recognized high school diploma or GED.

V. Other Information: N/A