



# Policies and Procedures

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## TITLE: ADMISSIONS

POLICY NO: 1-11

EFFECTIVE DATE: 4/22/08

VCCS POLICY NO: [6.0.0 – 6.0.5](#)

REVISED DATE: 02/16/10

I. Purpose:

To establish standards and guidelines on admissions to the college.

II. Definitions:

Ability-to-benefit: generally applies to a person who is a non-high school graduate or does not have a general equivalency diploma (GED), who is beyond the age of compulsory attendance, and who achieves scores in the areas of English, reading, and math on a designated test that would determine that he or she can perform at the college level.

Advanced studies diploma: the high school diploma awarded when students complete 24 units of academic work as outlined in the Virginia State Department of Education regulations plus 9 verified credits.

College readiness: demonstrated ability to perform in college level courses as prescribed by placement test scores, other standardized tests, or success in previous college level coursework.

Concurrent student: the classification established for any high school student who is enrolled in courses at the college and who is not under the provisions of the statewide dual enrollment agreement.

Dual enrollment student: the classification established for any high school student who is enrolled in courses at the college under the provisions of the statewide dual enrollment agreement.

High school graduate: any individual who has completed a course of study at the secondary level for whom the school certifies that the individual meets the criteria for a high school graduate. Within the Commonwealth, the Virginia Community College System recognizes the achievement of one of four types of Virginia high school diplomas: the advanced studies diploma, the standard diploma, the modified standard diploma, and the general achievement diploma.

Home-schooled student: the classification established for any high school-age student who is not enrolled in a public or private high school and who is under the home school provisions of the Commonwealth of Virginia.

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International student applicants: individuals who are not United States citizens who wish to enroll at the college under visa status.

Standard diploma: the high school diploma awarded when students complete 22 units of academic work as outlined in the Virginia State Department of Education regulations plus 6 verified credits.

Modified standard diploma: the high school diploma awarded 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 Virginia State Department of Education regulations and demonstrate numeracy and literacy (pass 8<sup>th</sup> 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.

III. Policy:

Consistent with its mission to serve the community, J. Sargeant Reynolds Community College adopts the following policies for admission into the college.

- A. Individuals are eligible for general admission to the college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and demonstrate the ability to benefit. Individuals may self-certify that they are high school graduates. If an individual is enrolled in high school at the time they are applying, they must submit an official copy of their final high school transcript.

Enrollment for high school students (dual enrollment, concurrent enrollment, and home-schooled students) is restricted to students who have attained junior or senior status.

Concurrent and home-schooled students must provide sufficient documentation in order to demonstrate college readiness for the courses in which they are interested. Documentation will include high school transcripts, placement test scores, or other standardized tests.

High school students who do not meet the junior or senior status may petition for enrollment. Dual enrollment students should submit a Dual Enrollment Course Request Form, [JSRCC Form No. 11-0025](#), to the office of Outreach & Recruitment. Concurrent students should submit a Concurrent Enrollment Form, [JSRCC Form No. 11-0026](#), to the office of Admissions and Records and home-schooled students should submit a Home Schooled Student Enrollment Form, [JSRCC Form No. 11-0030](#), to the office of Admissions and Records. All petitions must first receive approval from the college president.

High school students must take all parts of the college's placement test and meet the college's standards regarding readiness. Further, all high school students must request permission for enrollment for each semester in which they are interested. These students will be classified as non-curricular students until they have met general admissions requirements. In all instances, high school students will be restricted to enrollment in college level courses.

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- B. Students working towards degrees at other institutions of higher learning may enroll at the college as non-curricular, transient students.
- C. Applicants who are designated as international student applicants may apply for admission to the college. However, admission may be restricted to certain degree and certificate programs. All necessary documents must be submitted in accordance with established deadlines in order to enroll at the college.
- D. The college reserves the right to deny admission to individuals who pose a threat to himself or herself, to the college environment, or for whom the college has reason to believe that it is not in the best interest of the college to enroll the individual. Denials will be handled according to the [Procedures for Denial or Revocation of Admissions Status](#).
- E. Provided that an applicant meets the general admission requirements, he or she may enroll in a curricular program. Students who do not meet the general admissions requirement may enroll in the college as a non-curricular student until he or she earns a high school diploma or equivalent or demonstrates the ability to benefit. (See JSRCC Policy No. 1-1, [Ability-to-Benefit Admission](#)).
- F. Applicants may need to meet specific requirements for enrollment in certain programs. It is the responsibility of the student to provide the additional information required in order to meet the admissions standards for the program.
- G. In the instance that enrollment is limited for a particular curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.
- H. All decisions regarding general admission are made by the office of Admissions and Records.
- I. Decisions regarding admission into programs with additional admission requirements are made by the program head or school dean. However, all documents for college admission should be submitted through the office of Admissions and Records, which will coordinate admission processes with the various academic units.

The college prohibits educational and employment discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities. In the event that there is a concern regarding discrimination, the individual should contact the college's equal opportunity officer and/or office of Student Affairs.

**IV. Procedures:**

- A. Individuals interested in admission to the college must complete the Virginia Community College System's common application for admission.

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- B. Upon submission of an application, the office of Admissions and Records will review the application and determine the applicant's eligibility for general admission. In instances where additional documentation or meetings with applicants are required (e.g., home-schooled students, threats to environment, etc.), the appropriate office will contact each applicant for additional follow up.
  - C. Applicants will receive notice from the office of Admissions and Records regarding their eligibility for general admission to the college.
  - D. In the instance where a student is an applicant to a program with special admission criteria, the academic unit should communicate to the office of Admissions and Records their deadlines for admission and establish a timeline for the timely review of documents.
  - E. Upon the collection and review of supplemental documentation (e.g., transcripts) and other criteria, the office of Admissions and Records will communicate the results of its review to the academic unit. The academic unit will communicate its final decision to the applicant regarding their eligibility for enrollment into the specific program. The academic unit must copy its decisions to the office of Admissions and Records.
- V. Other Information:

[JSRCC Policy No. 1-1](#), Ability-to-Benefit Admission

[JSRCC Form No. 11-0025](#), Dual Enrollment Course Request Form

[JSRCC Form No. 11-0026](#), Concurrent Enrollment Form

[JSRCC Form No. 11-0030](#), Home Schooled Student Enrollment Form

[Procedures for Denial or Revocation of Admissions Status](#)