

Board of Trustees
Washtenaw Community College

TAB F

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 2005 - Admissions Policy

Date
October 22, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 2005, Admissions Policy as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Linda Blakey
Title: Executive Vice President
Student and Academic Services

Recommended by: *Rose B. Bellanca, Ed.D.*
Rose B. Bellanca, President

Policy 2005 –Admissions Policy

The enclosed proposed changes to the Admission Policy will enable the college to admit guest students to the College without a formal Michigan Uniform Undergraduate Guest Application. In our updated admissions process, guest students will be able to indicate their guest status and their home institution without submitting an additional, separate application which will help streamline the process.

The proposed changes also clarify the admission process for international students. All international students are welcome to apply and attend WCC. International students planning to attend on an F-1 visa will continue to provide the required additional documents.

The Admissions Policy also contains a special section for Emeritus students noting their eligibility to take classes without paying tuition. Eligible emeritus students are provided with an Emeritus Scholarship. Since the status of being an emeritus is not determined at the time of admission, this section has been removed from this policy and the Emeritus Scholarship has been added to the Policy 2095 – Scholarships which is also being provided for review at this meeting.

2005 - Admissions Policy

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

Washtenaw Community College does not discriminate on the basis of race, color, religion, national origin, age, height, weight, marital status, veteran status, gender*, disability*, or sexual orientation in the educational programs and related activities which it offers.

General College Admissions Criteria

Any person who has graduated from high school or has a GED certificate or is 18 years of age or older may be admitted. Students 18 years or older who are not high school graduates may be admitted to the College based on their ability to benefit from specific courses or programs offered by the College. Students are strongly encouraged to meet with a counselor or advisor before enrolling. Admission to the College does not guarantee admission to programs. Selected programs may choose to develop provisional admissions criteria that would ensure the student's academic preparedness for the program.

Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Students should not regard enrollment out of reach because of financial need. The College is committed to assist students with college expenses to the fullest possible extent consistent with Federal, State, and College financial assistance regulations.

Admission Criteria by Student Status

Admission of New Students

All new students are required to complete an admissions application. New students are required to participate in a basic skills assessment** and, depending on the results, may enroll in the regular curriculum. Under certain conditions, students may qualify for an exemption from placement testing. This policy has been developed in accordance with Federal Ability-to-Benefit regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

Readmission of Former Students

Former students who have not registered for classes at the College for two academic years must reactivate their files by filling out a new admissions application. Students reactivating their files are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

High School Students

High school students may enroll in classes for college credit. Application of college credit towards units for the high school diploma is at the discretion of the high school. Application for admission must be supported by a Dual Enrollment application signed by the high school principal or counselor and be submitted to the College Admissions Office. All dually enrolled students must also be currently affiliated with or enrolled in high school. Students under 18 years of age must also have the written approval of their parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities. Students must be at least 15 years of age or hold documented sophomore standing in their high school, unless granted special enrollment status from Enrollment Services. Students who are currently on suspension or expulsion from their high school are not eligible for enrollment without special approval that is provided through Enrollment Services.

Admission of Guest Students From Other Colleges

Students of other colleges and universities may attend Washtenaw Community College on a Guest Student status. This status is secured through completion of a Michigan Uniform Undergraduate Guest Application. This application can be obtained from the home institution and should be submitted to the College Admissions Office. A new guest application must be submitted each semester. Guest students coming from out-of-state institutions must complete a regular WCC application for admission plus submit a letter of permission from the registrar at their home institution. Guest students are not eligible for admission to programs.

Admission of Transfer Students

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university should request that an official transcript be sent to the Washtenaw Community College Student Records Office for evaluation. The coursework will be evaluated, at the student's request, after the student has completed at least one credit at WCC. At the time coursework is evaluated, students are notified of the transfer credit that will be accepted toward program requirements at WCC.

Admission of International Students

The College welcomes qualified non-immigrant students and is authorized under Federal Law to enroll non-immigrant students. International students range from permanent resident aliens to a visitor on any visa from an A visa to a R visa, including refugees and people with asylum. Certain restrictions may apply depending on which status students may hold in the United States. International students must submit a completed application for admission.

Students holding visas other than C, D, or F-1 may enroll in the College as long as they do not violate the principal status in which they were admitted to the United States. Depending on their visa type, students' enrollment may be limited to part-time recreational studies. Students holding an F-1 visa must attend full-time in order to remain in status with U.S. Citizenship and Immigration Services.

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. Tuition will be assessed at the out-country rate. Immigration regulations generally prevent off-campus employment for F-1 visa students for at least the first year of study. These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. The following criteria apply:

1. Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.
2. International guest students must provide written documentation attesting to their acceptable student status at the institution that holds their I-20.
3. No Washtenaw Community College certification of attendance will be made other than the transcript of record.
4. International guest students will be assessed the out-country tuition rate.

Admission of Emeritus Students

Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without tuition costs. However, these students must follow the general admissions criteria of the College and pay all other associated fees.

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will establish, maintain, and use a waitlist for admission into any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). The order of the waitlist will facilitate a first-in, first-out treatment of applicants within stated priorities***

Priority 1: Legal residents of the Washtenaw Community College district.

Priority 2: Legal residents of counties adjacent to the Washtenaw Community College district.

Priority 3: Legal residents of all other counties of the State of Michigan.

Priority 4: Persons whose legal residence is outside the State of Michigan but within the United States.

Priority 5: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Pursuant to the requirement of Title IX of the Education Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. Inquiries concerning Title IX and Section 504 should be directed to the Office of the Associate Vice President of Student Services, Student Center Building, Washtenaw Community College, Ann Arbor, MI 48105 (734) 973-3536. Charges of violation of the above policy also should be directed to College Affirmative Action Office in the Office of General Counsel, Student Center Building.

** Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

***In cases where there are not sufficient in-district clinical sites for a program and where out-district sites are available but require special consideration of out-district students, the Administration may establish and maintain parallel priority lists. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

Revised: February 24, 1998

Revised: June 24, 2003

Revised: March 23, 2004

Revised: March 27, 2007

Revised: October 23, 2012

(2005)

2005 - Admissions Policy -PROPOSED

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status or any other protected status as provided for and to the extent required by state and federal statutes in the educational programs and related activities which it offers. Further, it is the policy of the College not to discriminate on the basis of sexual orientation, gender identity or gender expression in the educational programs and related activities which it offers.

General College Admissions Criteria

Any person who has graduated from high school or has a GED certificate or is 18 years of age or older may be admitted. Students 18 years or older who are not high school graduates may be admitted to the College based on their ability to benefit from specific courses or programs offered by the College. Students are strongly encouraged to meet with a counselor or advisor before enrolling. Admission to the College does not guarantee admission to programs. Selected programs may choose to develop provisional admissions criteria that would ensure the student's academic preparedness for the program.

Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Students should not regard enrollment out of reach because of financial need. The College is committed to assist students with college expenses to the fullest possible extent consistent with Federal, State, and College financial assistance regulations.

Admission Criteria by Student Status

Admission of New Students

All new students are required to complete an admissions application. New students are required to participate in a basic skills assessment* and, depending on the results, may enroll in the regular curriculum. Under certain conditions, students may qualify for an exemption from placement testing. This policy has been developed in accordance with Federal Ability-to-Benefit

regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

Readmission of Former Students

Former students who have not registered for classes at the College for two academic years must apply for readmission by filling out a new admissions application. Readmitted students are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

High School Students

High school students may enroll in classes for college credit. Application of college credit towards units for the high school diploma is at the discretion of the high school. Application for admission must be supported by written approval from the high school principal or counselor and be submitted to the College Admissions Office. All dually enrolled students must also be currently affiliated with or enrolled in high school or equivalent home school. Students under 18 years of age must also have the written approval of their parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities. Students who are currently on suspension or expulsion from their high school are not eligible for enrollment without special approval that is provided through Enrollment Services.

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Admission of Transfer Students

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university should request that an official transcript be sent to the Washtenaw Community College Student Records Office for evaluation. The coursework will be evaluated and students will be notified of the transfer credit that will be accepted toward their declared program requirements at WCC.

Admission of International Students

The College welcomes ~~qualified non-immigrant~~ international students and is authorized under Federal Law to enroll non-immigrant students. ~~International students range from permanent resident aliens to a visitor on any visa from an A visa to a R visa, including refugees and people with asylum.~~ Certain restrictions may apply depending on the principal ~~which~~ status students may hold in the United States. International students must submit a completed application for admission.

~~Students holding visas other than C, D, or F-1 may enroll in the College as long as they do not violate the principal status in which they were admitted to the United States. Depending on their visa type, students' enrollment may be limited to part-time recreational studies. Students holding an F-1 visa must attend full-time in order to remain in status with U.S. Citizenship and Immigration Services.~~

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. ~~Tuition will be assessed at the international tuition rate. Immigration regulations generally prevent off-campus employment for F-1 visa students for at least the first year of study.~~ These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. Students must submit a completed application for admission and meet special requirements in addition to the general admissions criteria. ~~The following criteria apply:~~

- ~~1. Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.~~
- ~~2. International guest students must provide written documentation attesting to their acceptable student status at the institution that holds their I-20.~~
- ~~3. No Washtenaw Community College certification of attendance will be made other than the transcript of record.~~
- ~~4. International guest students will be assessed the international tuition rate.~~

Admission of Emeritus Students

~~Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without~~

~~tuition costs. However, these students must follow the general admissions criteria of the College, meet their enrolled course prerequisites, and pay all other associated fees.~~

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will use a competitive admission process for any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). Student residency will be a weighted factor in the process considered in the following priority order:**

- Priority 1: Legal residents of the Washtenaw Community College district.
- Priority 2: Legal residents of all other counties of the State of Michigan.
- Priority 3: Persons whose legal residence is outside the State of Michigan but within the United States.
- Priority 4: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

**The sufficiency and location of clinical sites for a program will be a consideration as students are admitted to available openings. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

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Revised: March 23, 2004

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Revised: October 23, 2012
Revised: November 18, 2014
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(2005)