



GENERAL ADMISSIONS POLICY

POLICY

Brunswick Community College adheres to the “open door” admission policy of the North Carolina Community College System (NCCCS).

The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED® recipient, or adult high school equivalency diploma recipient, or who is at least 18 years of age. (*Ref.* 1D SBCCC 400.2). Further, the accreditation of a secondary school located in North Carolina that a person attended is not considered as a factor determining the applicant’s admissibility to the College.

Admission to the College does not imply admission to specific continuing education or curriculum courses or programs. Course and program requirements may be found in the *Brunswick Community College Catalog and Student Handbook* and other publications of the College. All students enrolling in an associate degree, diploma, or certificate program of study at BCC must be a high school graduate, possess a GED®, or adult high school equivalency diploma.

PROCEDURES

The “Application for Admission” is available through the BCC website (<http://www.brunswickcc.edu>) and the College Foundation of North Carolina website at (<http://www.cfnc.org>).

International Students

Brunswick Community College is not open to international students who are admitted to this country with F-1 or M-1 student visas. The College also does not sponsor any educational visas.

Accreditation of Academic Credentials

For out-of-state students, in accordance with the best practices of the United States Department of Education, Brunswick Community College only recognizes high school diplomas, GED@s, and adult high school equivalency diplomas granted from regionally accredited institutions or home schools provided authorization from the Department of Non-Public Instruction (or the equivalent body). Known “Diploma Mills” are not recognized as sufficient documentation of a high school diploma. Transfer college credit is granted only to those institutions accredited with the regional accrediting body of the Commission on Colleges approved by the United States Department of Education in their state.



Applications & Priority Dates

To enroll in curriculum-level programs, an “Application for Admission” must be submitted to the College. Admission is guaranteed for all applicants who meet the requirements of the College. To assure placement in appropriate courses, timely registration, and student success, applications and all necessary credentials should be received no later than:

Fall	Spring	Summer
July 1	December 1	May 1

General Admission Classifications

In general, there are five classifications of students who may seek admission to the College: First-year, Transfer, Career & College Promise, Special Credit (non-degree seeking), and Re-enrolling. Each of these populations have differing requirements for admission.

A. First-Year Students

A first-year student is an individual who has never attended a post-secondary institution after graduation from high school (or the equivalent). A first-year student generally does not possess any academic credentials other than a high school diploma, GED®, or adult high school equivalency diploma, unless a higher-level credential was obtained during the course of a concurrent high school enrollment program.

B. Transfer Students

A transfer student is an individual who has enrolled in a post-secondary institution after graduation from high school (or the equivalent). Transfer students may or may not possess a credential beyond the high school diploma (or the equivalent), but may have credit from at least one post-secondary institution.

Note: Students who have completed only continuing education or career credit (or any other non-curriculum credit) are not considered transfer students, as the credits for these courses are not generally transferable to curriculum-level programs except in certain cases. For more information, see Transfer Admission & Transcript Evaluation.

C. Career & College Promise Students

Career & College Promise students are current North Carolina public, private, or home-schooled high school students. Special admission procedures are in place for each of the Career & College Promise pathways. Further, students less than 18 years of age are not permitted to enroll in curriculum-level courses or programs of study outside of those approved through the Career & College Promise program until his/her official graduation from high school. See Programs with Additional Admission Requirements for detailed requirements and pathway descriptions.



D. Special Credit (Non-Degree Seeking Students)

High school graduates, or anyone 18 years of age or older, who wishes to enroll in a credit course, but does not plan to complete an associate's degree, diploma, or certificate, may be admitted as a special credit student. Special credit students are required to submit a College application, but are not required to meet all of the general admission requirements.

Special Credit students are true non-degree seeking students. This population has no intention of applying for or receiving financial aid, receiving a certificate, degree, or diploma from the College, and/or intends to use coursework completed at BCC for the sole purposes of transferring credit to another institution or gaining admission to a specific program of study at another institution. Additionally, an applicant who does not meet the requirements of specific curriculum programs but does meet the requirements of the "open door" policy shall be considered a Special Credit student.

Special Credit students are required to meet all course pre- and co-requisites. See Requisite Requirements and Waivers. Special Credit students are not eligible for financial aid.

Upon successful completion of 15 credit hours as a Special Credit student, the student is required to meet with an Admissions or Academic Support representative to update the program of study to degree-seeking. *Exceptions must be approved by the Vice President of Academic and Student Affairs.*

E. Re-Enrolling Students (Re-admission)

Any student who has ever been granted admission to BCC (even as a high school student) is considered a re-enrolling student.

Any student who has been separated from the College for more than two semesters must complete a new Admission Application. If a change in program of study is necessary and/or the student has a gap in enrollment greater than two consecutive semesters (excluding summer semester), the student will be assigned to the current catalog as of his/her re-enrollment.

Students who have withdrawn while on financial aid suspension or who have been suspended for academic deficiencies must reapply and gain the written approval for readmission from the Associate Vice President of Student Affairs. To promote the student's success, the College may recommend measures such as initial re-enrollment course load restrictions, etc.

Students who have been suspended for conduct or disciplinary reasons must reapply through the Associate Vice President of Student Affairs.

Application Records Retention

Upon application, all documents received (application, transcripts, letters, etc.) are imaged and stored in the student's permanent electronic record. After imaging, all paper documents are stored



in secure storage areas within the Records & Enrollment Services Department until they have reached their retention period and then shredded in accordance with the College's **Electronic Records Retention Policy**.

Application Process

Students should take the following steps to complete their application:

- A. All students are required to submit an Admission Application. *Re-enrolling students who have been separated from the College for more than two consecutive semesters (excluding summer semester) must reapply for admission.*
- B. First-year and Transfer students must submit an official copy of their final high school transcript (showing a confirmed graduation date), or GED®/adult high school equivalency diploma.
- C. All students must submit official copies of all post-secondary transcripts, if applicable. Transcripts are only necessary for Special Credit students to demonstrate pre- and/or co-requisites for the specific course(s) that the student intends to enroll, unless the requisite requirement is waived. *Note: Pursuant to federal law, once submitted, all original documents of academic credentials are the property of the College and will not be released back to the student for any reason. FAXED TRANSCRIPTS ARE NOT ACCEPTABLE.* For more information, see Requisite Requirements & Waivers.
- D. Complete Assessment Inventories (if applicable).
For more information, see the College Readiness Assessment Policy.

Additional Admission Considerations

Additional populations may be admitted to the College subject to the conditions listed below:

A. Applicants with Felony Convictions

While not precluded from admission to the College or particular program of study, applicants with felony convictions should be aware that local, state, and federal laws may prohibit the applicant's ability to possess and discharge a firearm, enter childcare and healthcare facilities, etc. which may drastically impact one's ability to successfully complete specific courses and/or programs. Additionally, it should be noted that minors are present at the Supply campus throughout the day at Brunswick Early College High School.

B. Applicants with prior suspension or expulsion from higher education institutions

Brunswick Community College reserves the right to refuse admission to any applicant who has been suspended or expelled for disciplinary reasons from another educational institution. Additionally, the College reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others. Such applicants will be evaluated on a case-by-case basis.



C. Admission of persons under 18 years of age.

A minor may be admitted to the College under the following conditions:

1. A minor between the ages of 16 and 18 years who is not currently enrolled in a public or private educational agency may be admitted to a Foundational Studies (Basic Skills) or Continuing Education program if the educational agency determines that admission to such programs is the best educational option for the student. Individuals may seek enrollment on a semester-by-semester basis by obtaining proper authorization from their current high school administrator, the College President, and parent/guardian.
2. A person who is under 18 years of age and who is currently enrolled in a public or private educational agency may be admitted to the College under the conditions set forth in the General Statutes and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the State Board of Community Colleges and the NCCCS.
3. For more information, see Career & College Promise.

D. Admission of Undocumented Immigrants

A person who is an undocumented immigrant may be admitted to the College as permitted by State Law and the State Board of Community Colleges Code. Employing procedures are consistent with guidelines from the State Board of Community Colleges/NCCCS if he/she is a graduate of a United States high school, pays out-of-state tuition, and does not displace a North Carolina or United States citizen.

A person who is an undocumented immigrant (anyone who is not lawfully present in the United States) may be admitted to the College as permitted by State Law and the State Board of Community Colleges Code, employing procedures consistent with guidelines from the NC Community Colleges System Office and federal immigration classifications. Undocumented immigrants may be admitted if he/she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.

In addition, an undocumented immigrant who is admitted to the College must comply with all federal and state laws concerning financial aid and be charged out-of-state tuition, whether or not the student resides in North Carolina. Undocumented immigrants should also be aware that admission to a specific program of study may be prohibited due to federal law which prohibits states from granting professional licenses to undocumented immigrants. Finally, students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

E. Admission of Students with Deferred Action for Childhood Arrivals (DACA)

The U.S. Department of Homeland Security has given guidance and the State Board of Community Colleges has adopted the following concerning students with DACA classification:



1. Individuals who came to the United States under the age of 16, were present in the United States on June 15, 2012, and are presently under the age of 30;
2. Individuals who have continuously resided in the United States for at least five years prior to June 15, 2012;
3. Individuals who are currently in school, have graduated from high school, or are an honorably discharged veteran;
4. Individuals who have not been convicted of any serious criminal offense;
5. Individuals who do not pose a threat to national security or pose a threat to public safety.

Programs with Additional Admission Requirements

A. Basic Law Enforcement Training (BLET)

The BLET curriculum is a limited admission program, and is generally offered two times a year at the Leland Center. Interested applicants must submit the following forms and meet the following requirements:

1. Submit an Admissions Application
2. Submit a medical examination release from a physician licensed to practice in North Carolina.
3. Submit a sponsorship letter.
4. Submit a copy of an official final high school transcript (showing actual graduation date), a GED®, or Adult High School Equivalency Diploma.
5. Submit a background check covering the period beginning with his/her 18th birthday until the time of admission from the Clerk of Superior Court of the applicant's county of residence.
6. Be at least 20 years of age.
7. Place out of or satisfactorily complete (with a grade of "C" or better) DRE-097 - Integrated Reading & Writing II, or equivalent, prior to enrollment in the program via the reading placement test (regardless of previous college-level English credit).
8. Have no felony or Misdemeanor B convictions.
9. Interview with and gain the approval of the Director of the BLET program to enter the program of study.

B. Nursing and Allied Health Programs

In addition to meeting the College entrance requirements, students applying for admission to Nursing and Allied Health programs must meet program specific requirements. Space is limited, and selection criteria vary for individual programs. Competitive admission programs include Associate Degree Nursing, Practical Nursing, and Phlebotomy.



C. Career & College Promise

(Admission of Persons Under 18 Years of Age)

Career and College Promise provides seamless dual-enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees which may lead to college transfer or provide entry-level job skills. The following options are available at Brunswick Community College:

1. Career and Technical Education Pathways

These options provide courses leading to a certificate, diploma, or degree in technical programs. Students must meet academic standards set by the State Board of Community Colleges.

2. College Transfer Pathways

College transfer pathways provide core courses required for transfer to a four-year institution in the UNC-system. Students must be high school juniors or seniors and meet academic standards set by the State Board of Community Colleges.

3. Cooperative Innovative High School Pathway

Brunswick County Schools and BCC have established the Brunswick County Early College High School (BCECHS), a cooperative innovative program. Selected students who are admitted to the BCECHS are concurrently enrolled in high school and college courses as early as the ninth grade.

For additional information about Career and Technical Education Pathways or College Transfer, contact the Center for Advanced Studies at 910.755.7355. For additional information about the Cooperative Innovative High School Pathway (BCECHS), contact 910.754.8565.

State Authorization for Out-of-State Students taking Distance Learning Classes

In compliance with United States Department of Education policy, the College will comply with the standards of state authorization which afford students residing outside of North Carolina the opportunity to enroll in courses and programs at BCC. If you are an out-of-state student who intends to complete a course while also residing outside of North Carolina, contact Distance Learning at brunSDL@brunswickcc.edu for further information to ensure that the appropriate state authorization is in place for your state.

Transfer Admission and Transcript Evaluation

Transfer applicants are admitted under the General Admissions Policy. Upon admission to the College, transfer credit is evaluated and awarded to the student's permanent record, and notification of transfer credit shall be made available to the student electronically or in writing no later than the end of the first semester of enrollment. Transfer applicants must submit official



transcripts of courses completed at all institutions of higher education they have previously attended.

For course(s) to be accepted as transfer credit, the following criteria must be met:

- The course(s) being transferred must be from another regionally accredited institution.
- The course(s) must have been completed with the letter grade of “C” or better.
- The course(s) must be greater than or equal to the number of semester hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to an active course in the BCC catalog and/or NCCCS Common Course Library.
- The course(s) must be equivalent to required and elective courses in the program of study for which the applicant seeks admission.

Transfer credit is not awarded for nationally accredited institutions (or other non-regional accrediting bodies), nor for any coursework which does not meet the criteria outlined above.

Students are awarded advanced standing based upon their performance in Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, High Level International Baccalaureate (IB) examinations, and/or High School to Community College Articulation Agreement coursework (Career Pathways). Credit is not awarded based on experiential learning.

Most programs require a student to complete an Academic Related (ACA) course. Due to the state’s Comprehensive Articulation Agreement, students seeking to transfer to a four-year College or University must complete (or have already completed) the same or content equivalent academic related course. Exceptions to any part of this policy must be approved by the Vice President of Academic and Student Affairs.

Refusal to Admit

The College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When the College determines that there is an articulable, imminent, and significant threat, the College will document the following:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

Per state authorization, admission may be refused to any applicant 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 in that state.



The applicant may appeal the College's decision to deny admissions by following the College's disciplinary appeal process. However, State Authorization decisions are final and may not be appealed.

Approved by Brunswick Community College Board of Trustees

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