

## **ADMISSION STANDARDS AND PARTICIPATION IN INSTITUTIONAL OFFERINGS – ASSOCIATE DEGREE PROGRAMME**

<b>Title: Admission Standards and Participation in Institutional Offerings – Associate Degree Programme</b>	<b>Number: 4.07.0709.2</b>
<b>Approved by the Board of Governors Date: July 25, 2009</b>	<b>Implementation Date: July 25, 2009</b>
<b>History: Scheduled Review Date:</b>	<b>Origin: Registry</b>

### **RATIONALE**

The administration and faculty of the H. Lavity Stoutt Community College (HLSCC) wish to ensure that all residents of the British Virgin Islands have access to avenues which assist in academic and career success through the provision of varying opportunities. The College has established standards of admission which ensure that individuals with the capability to benefit are able to earn an Associate Degree and transfer to a four-year school or to earn an Associate Degree in a field that prepares them for immediate employment or advancement upon completion of course requirements. This open-door policy grants admission to first-time college students, transfer students, audit students, international students, and students seeking re-admission.

HLSCC does not discriminate on the basis of race, religion, nationality or disability. Students with disabilities are required, however, to provide any support required to pursue their educational goals.

### **POLICY**

#### **ADDITIONAL REQUIREMENTS – ASSOCIATE DEGREE:**

- Completed relevant application form;
- Current Government/Legal documentation; such as passport, naturalization certificate/card, belongs card, which should identify residency status, and time of arrival in the British Virgin Islands;
- An official copy of the high school/college certificate in English, and where applicable, transcript and/or five CXC subjects including English and Mathematics;
- Requisite application fee; and
- Recent medical records (due within first two months of attendance at the College).

#### **INTERNATIONAL APPLICANTS**

Will also have to submit a signed statement verifying adequate financial support to the College and may be required to submit TOEFL scores. A demonstration of proficiency in English may also be required.

## MATRICULATION

In order to be “officially” admitted to the College to pursue a degree or certificate programme, an applicant must meet the stated standards, and will receive a letter of acceptance that indicates the standards have been met. The College reserves the right to deny a student admission to its programmes and services.

## PROVISIONAL ACCEPTANCE

Applicants for admission to programmes requiring a high school diploma or equivalent are to produce the documentation before the beginning of the semester for which entry is desired. Applicants who are at least sixteen (16) years old and do not have or cannot produce the requisite documentation may be granted provisional acceptance. These applicants will be required to take the placement test and will have to complete all pre-college courses prior to participation in College level courses. Under provisional acceptance, an applicant will be required to take and successfully complete twelve (12) credit hours in General Education and achieve a minimum GPA of 2.0, after which an additional review will occur to determine if the student should be matriculated into the College and specified programme.

## REQUIREMENT DETAILS

To participate in these programmes, applicants should have earned a high school diploma or equivalent or qualified through provisional acceptance. HLSCC will assess an applicant based on the educational documentation submitted and/or performance of placement tests. Completion pre-college courses may be required, and applicants will be advised accordingly.

**Transfer Applicants:** A transfer applicant is an individual pursuing a degree at HLSCC who has earned credits at another institution and wishes to apply these credits toward a HLSCC certificate or degree. In addition to submitting all other application materials, a student desiring to receive transfer credit must have an official transcript sent to HLSCC by the institution which granted the credit, and a course outline/syllabus. **Transfer students** must have a minimum cumulative grade point average of 2.0 on a 4.0 scale. Courses with a grade lower than a ‘C’ will not be considered for transfer. Credit transfer determination is made by the Deans and Registrar. A student must successfully complete a minimum of 50% of required courses for the chosen programme at HLSCC in order to receive a degree from the College. Students will be notified in writing of decisions pertaining to transfer of credits.

**Re-admitted Students:** Any student who has not taken classes at HLSCC for *two or more* consecutive semesters (excluding the Summer Term) and is in good standing with the institution may resume their studies by submitting a letter requesting to return to the College to resume studies, as well as current government/legal documentation. The letter should indicate term of interest and programme of study. If a student has been out for more than four (4) consecutive semesters the College’s application form will have to be completed. A re-admission fee will be charged, and all students will be notified in writing of their status.

Students seeking re-admission who have attended other colleges or universities since their most recent enrollment at HLSCC and are desirous of having those credits from other schools transferred, must submit an official transcript to the Registrar’s Office.

The following principles pertain to re-admitted students:

- All previous course work at the College remains a part of the permanent record of students;
- Re-admitted students must also meet any defined programme, and degree requirements of the Catalogue in force at the time of re-admission;

- Re-admitted students are subject to the entry or progression requirements detailed above;
- The decision to re-admit is determined by the Registrar, and the relevant Dean where applicable. Requesting admission does not guarantee automatic re-admission to the College;
- Students who were suspended for academic reasons must achieve a cumulative GPA of 2.0 within one academic year of readmission to maintain continued enrolment;
- Students who have been suspended from the College, regardless of the reason, will have to comply with the following guidelines to be re-admitted;
  - Submit a letter indicating their desire to return to the relevant Dean;
  - Meet with the relevant Dean or Cabinet Officer;
  - Meet with a representative from the Student Success Centre, and if approved for re-admission, comply with all conditions set.

*Students who applied to and were accepted at HLSCC within the previous year (1 year) but never attended must complete the application process again, including submission of required documentation.*

### **PLACEMENT TESTING**

To properly place students in the appropriate English and Mathematics courses and assessment of educational records is conducted according to the College's established placement criteria. Placement testing is done as recommended by the placement criteria or if the educational documents presented are not covered by the placement criteria. Placement tests will be held at periodic intervals, with a published schedule. The results are shared with students and form part of the advising process. Results are maintained as part of each student's record.

### **MEDICAL RECORDS**

Students are required to submit medical information within two months of commencing classes at HLSCC. Any student who has not submitted medical records will have a hold placed on the account preventing registration for a subsequent semester until the required records are submitted. The Nurse's Office should submit to the registry a list of students who have not complied for holds to be put on their accounts. Current students who have not submitted documentation will be required to do so prior to registering for a subsequent semester.

**ADMISSION STANDARDS AND PARTICIPATION IN INSTITUTIONAL OFFERINGS – CERTIFICATE, DUAL ENROLMENT AND ENRICHMENT**

<b>Title: Admission Standards and Participation in Institutional Offerings – Certificate, Dual Enrolment and Enrichment</b>	<b>Number: 4.07-2.0317.1</b>
<b>Approved by the Board of Governors Date: February 21, 2017</b>	<b>Implementation Date: August 2017</b>
<b>History: Scheduled Review Date:</b>	<b>Origin: Registry</b>

**RATIONALE**

The administration and faculty of the H. Lavity Stoutt Community College (HLSCC) wish to ensure that all residents of the British Virgin Islands have access to avenues which assist in academic and career success through the provision of varying opportunities. The College has established standards of admission which ensure that individuals with the capability to benefit are able to earn a certificate or diploma in a field that prepares them for immediate employment or career advancement upon completion of course requirements, participate in College courses while enrolled in high school, or enrol in individual classes for personal enrichment. This open-door policy grants admission to first-time college students, transfer students, audit students, dual enrolment students, international students, enrichment students and students seeking re-admission.

HLSCC does not discriminate on the basis of race, religion, nationality or disability. Students with disabilities are required, however, to provide any support required to pursue their educational goals.

**POLICY**

**ADDITIONAL REQUIREMENTS:**

- Completed relevant application form;
- Current Government/Legal documentation; such as passport, naturalization certificate/card, belongs card; and
- Requisite application fee, if applicable.

**CERTIFICATE PROGRAMMES**

These programmes are open to any student seeking specialized information in a specific area/field for personal or career development.

Applicants who have earned a high school diploma or equivalent will be asked to submit their documentation and may be subject to placement testing to be appropriately enrolled in the proper reading, writing, and mathematical courses based on prior academic preparations. Completion of developmental courses may be required, and students will be advised accordingly.

Applicants who have not earned a high school diploma or equivalent will be subject to placement testing to be appropriately enrolled in the proper reading, writing and mathematical courses based on prior academic preparations. Completion of pre-college courses is required, before college level courses can be attempted. Once the certificate programme has been completed with a minimum GPA of 2.0, the student is eligible to participate in the associate degree of choice.

**Dual Enrolment:** The dual enrolment programme provides opportunities for high school students to enroll concurrently at the College. Eligible students must be in any of the final two years of high school, and must present a completed referral form, inclusive of all requisite signatures. Students may not audit courses under this designation. Dual enrolment students are to register during the Late Registration and ADD/DROP period without paying any late charges. Dual enrolled students may take a maximum of six credits in any given semester.

**REQUIREMENT DETAILS:**

HLSCC will assess an applicant based on the educational goal, documentation submitted and/or performance on placement exams. Completion of pre-college courses may be required, and applicants will be advised accordingly.

**Enrichment Programmes:** HLSCC understands and supports the pursuit of lifelong education and learning. In support of this, there are two distinct categories to assist individuals in this process.

**Non-Credit/Non-Semester Hours** - The College offers at varying times non-credit classes that provide for personal enrichment. There are no formal admission standards for these programmes.

**Credit/Non-Degree** – This category is designed for adult students who are interested in taking college level courses for credit, but not necessarily towards earning a degree. Credits earned while an Enrichment/Non-Degree student may be credited towards a certificate or degree as applicable. Applicants are subject to prerequisite requirements and may be required to complete placement testing and pre-college courses as indicated.

**Auditing Classes:** Auditing a class allows a student to take a class without the benefit of a grade or credit for a course. Residents of the Community may register to audit any class that is offered for college credit without meeting the educational requirements for admission to a degree programme. **Audited Courses carry the same cost as credit courses.** College credit will not be available to the student who audits a course; and under no circumstances can a class completed for audit purposes subsequently be awarded college credit.

**Transfer Applicants:** A transfer applicant is an individual pursuing certification at HLSCC who has earned credits at another institution and wishes to apply these credits toward a HLSCC certificate or degree. In addition to submitting all other application materials, a student desiring to receive transfer credit must have an official transcript sent to HLSCC by the institution which granted the credit, and a course outline/syllabus.

**Transfer students** must have a minimum cumulative grade point average of 2.0 on a 4.0 scale. Courses with a grade lower than a 'C' will not be considered for transfer. Credit transfer determination is made by the Deans and Registrar. A student must successfully complete a minimum of 50% of required courses for the chosen programme at HLSCC in order to receive a degree from the College. Students will be notified in writing of

decisions pertaining to transfer of credits.

**Re-admitted Students:** Any student who has not taken classes at HLSCC for *two or more* semesters (excluding the Summer Term) and is in good standing with the institution may resume their studies by submitting a letter requesting to return to the College to resume studies, as well as current government/legal documentation. The letter should indicate term of interest and programme of study. A re-admission fee will be charged. Students will be notified in writing of their status.

Students seeking re-admission who have attended other colleges or universities since their most recent enrollment at HLSCC and are desirous of having those credits from other schools transferred, must submit an official transcript to the Registrar's Office.

The following principles pertain to re-admitted students:

- All previous course work at the College remains a part of the permanent record of students;
- Re-admitted students must also meet any defined programme, and degree requirements of the Catalogue in force at the time of re-admission;
- Re-admitted students are subject to the entry or progression requirements detailed above;
- The decision to re-admit is determined by the Registrar, and the relevant Dean where applicable. Requesting admission does not guarantee automatic re-admission to the College;
- Students who were suspended for academic reasons must achieve a cumulative GPA of 2.0 within one academic year of readmission to maintain continued enrolment;
- Students who have been suspended from the College, regardless of the reason, will have to comply with the following guidelines to be re-admitted;
  - Submit a letter indicating their desire to return to the relevant Dean;
  - Meet with the relevant Dean or designate;
  - Meet with a representative from the Student Success Centre, and if approved for re-admission, comply with all conditions set.

*Students who applied to and were accepted at HLSCC within the previous year (1 year) but never attended must complete the application process again, including submission of required documentation.*

## **PLACEMENT TESTING**

To properly place students in the appropriate English and Mathematics courses and assessment of educational records is conducted according to the College's established placement criteria. Placement testing is done as recommended by the placement criteria or if the educational documents presented are not covered by the placement criteria. Placement tests will be held at periodic intervals, with a published schedule. The results are shared with students and form part of the advising process. Results are maintained as part of each student's record.

## **MEDICAL RECORDS**

If a student has a known medical condition the College strongly recommends that notification of such should be given to the faculty teaching the course(s) in which the student is enrolled.