



Admission Standards for Academic Students

1. PURPOSE

This policy statement establishes basic guidelines and standards for admission at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all individuals seeking admission as academic students at NPRC.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 INDX-1310-02: Document Naming Key
- 3.3 NPRC-9310: Dual Enrollment Admission Standards and Guidelines
- 3.4 FORM-9315-01: Academic Admissions Application
- 3.5 PROC-9315-01: Admissions Fraud Appeal
- 3.6 NPRC-9320: Standards of Academic Progress for Academic Students
- 3.7 NPRC-9335: Academic College Catalog Assignment.
- 3.8 NPRC-9425: Transfer Credits

4. DEFINITIONS

- 4.1 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.2 A Non-Degree Seeking Student is a student type assigned to an individual admitted to the College who wishes to enroll in credit bearing courses and is not pursuing a specified degree.
 - 4.2.1 Dual Enrollment Student is an entry type assigned to a non-degree-seeking student who is enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who has not yet earned a high school diploma or Commonwealth Secondary School Diploma (CSSD).

- 4.2.2 Guest Student is an entry type assigned to a non-degree-seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.
- 4.2.3 Personal Enrichment Student is an entry type assigned to a non-degree-seeking student who wishes to enroll in credit-bearing courses for personal reasons.
- 4.2.4 Certificate Student is an entry type assigned to a non-degree-seeking student who wishes to enroll in a credit-bearing Work-Ready or Transfer-Ready Certificate.
- 4.3 Degree-Seeking Student is a student type assigned to an individual admitted to the College who has a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wishes to enroll in credit-bearing courses with the intent to meet the requirements for a degree
 - 4.3.1 General Student is an entry type assigned to a regular degree-seeking student who is studying for the first time at the undergraduate level and has no prior postsecondary experience after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.
 - 4.3.2 Transfer Student is an entry type assigned to a student who has attended a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.
 - 4.3.3 Re-entry Student is an entry type assigned to a degree-seeking student who interrupts their enrollment by not having a grade assigned to at least one academic course per academic year.
- 4.4 International Student is any student who is not a citizen or permanent resident of the United States.
- 4.5 Conditional admission means that a student has been admitted with the understanding that all admissions criteria must be met before being granted full admission status.
- 4.6 Schedule adjustment is the timeframe for each academic term (fall, spring, summer) denoted on the academic calendar during which a currently registered student may change their course(s) of enrollment for the current term by adding or dropping course(s).
- 4.7 Administrative drop is the process by which the College removes a student from enrollment in an academic term for non-attendance or not meeting conditional admission requirements whereby no grade is assigned.

5. POLICY

- 5.1 NPRC is an open admissions institution and supports the philosophy that individuals should have access to higher education opportunities corresponding to their abilities and interests. Admission to NPRC is open to individuals who are prepared to study at the two-year college level.
- 5.2 Preference with regards to admission, establishment of tuition and fees, and priority processing of admissions documents shall be granted to applicants residing within the board-approved service region.
- 5.3 Admission to NPRC does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements may be established in compliance with institutional expectations, accrediting-body standards, Commonwealth of Pennsylvania rules and regulations, or federal guidelines and statutes.
- 5.4 Students admitted within a specified academic term will be admitted within the current academic year's catalog. Changes to a student's academic catalog may be made in compliance with NPRC-9335: Academic College Catalog Assignment.
- 5.5 All degree-seeking students must submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States. This may be done through submission of a validated copy of their high school diploma, applicable official high school transcripts submitted by the educational entity directly to the Office of Admissions or other academic records and documentation as requested. All materials will be evaluated for authenticity and validity.
 - 5.5.1 Homeschool students must submit their signed homeschool evaluation with their transcripts.
- 5.6 Transfer students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:
 - 5.6.1 These students are required to submit evidence that they meet the prerequisite(s) established for any course for which they seek enrollment through submission of unofficial transcript(s) or grade reports from other colleges or universities.
 - 5.6.2 Official college transcripts submitted by transfer students shall be evaluated in accordance with NPRC-9425: Transfer Credits.
- 5.7 Non-degree seeking students are not required to submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States as a requirement for admission or enrollment.

- 5.7.1 A non-degree-seeking student who wishes to become a degree-seeking student must submit an admissions application and meet all eligibility requirements for admission as a degree-seeking student.
- 5.8 Guest students and personal enrichment students are subject to the same guidelines for enrollment in any course or program as all other non-degree-seeking students with the following additional requirements:
 - 5.8.1 These students are required to submit evidence that they meet the prerequisite(s) established for any course for which they seek enrollment through submission of unofficial transcript(s) or grade reports from other colleges or universities.
- 5.9 Dual Enrollment student admission will follow NPRC-9310: Dual Enrollment Admission Standards and Guidelines.
- 5.10 Re-entry students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:
 - 5.10.1 These students are subject to the guidelines outlined in NPRC-9320: Standards of Academic Progress for Students as applicable to admission and enrollment.
 - 5.10.2 These students must re-apply for admission.
 - 5.10.3 These students are subject to the program completion requirements of the catalog in effect during the term in which they re-enroll.
- 5.11 Students may be considered for conditional admission at the discretion of the Vice President of Enrollment and Student Services, or designee.
 - 5.11.1 Students who are conditionally admitted must meet all admissions criteria before the last day of schedule adjustment for their term of entry. Students who do not meet the admissions criteria by the end of schedule adjustment will be administratively dropped from their courses.
- 5.12 If after verification, it is determined, at any point of the student's engagement with the College, fraudulent or inaccurate information has been submitted as part of a student's admission record, a student's admission will be denied or revoked.
 - 5.12.1 Appeals to a denial of admissions based on fraudulent or inaccurate submissions of information may be made through PROC-9315-01: Admissions Fraud Appeal.
- 5.13 NPRC is not certified to admit or enroll international students.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Applicants are responsible for submitting all required documentation for admission and enrollment in a timely manner. Failure to comply may limit, prevent, or delay

admission and enrollment and impact the timeline to completion of any program of study or other educational goal.

6.2 The Vice President of Academics is responsible for identifying academic criteria for Dual Enrollment and program admission.

6.3 The Vice President of Enrollment and Student Services is responsible for administrative oversight of this policy and conducting the admissions process.

6.4 The Director of Admissions is responsible for admitting and ensuring a complete and accurate application packet for respective student types prior to admission decision.

7. REVIEW STATEMENT

Review of this policy will occur in the five-year review cycle, or as needed.

Revision Notes: Policy in Revision