

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Open Door Admissions & Limitation of Enrollment**

DATE: **March 1, 1993**

NUMBER: **5.20**

REVISION(s): **12/19/94, 07/29/03, 07/25/06**

Policy

It is the policy of the College to provide “open door” admissions to the residents of the State of Arkansas. Virtually every resident beyond the usual high school age who is interested in educational advances may gain entry. Applicants will be admitted regardless of race, color, creed or religion, national origin, sex, age, or physical or mental disability, if otherwise qualified. Persons born after January 1, 1957, must furnish proof of immunity against measles and rubella.

The term open door admissions refers only to the minimum criteria a person must meet in order to be admitted to the College. This does not mean that the College is obligated to admit every person who may apply for current enrollment without regard to whether the capacity level of the College or a program may already have been reached. General enrollment and enrollment in certain programs and/or courses may be dependent on the person seeking enrollment satisfying prescribed prerequisites. Prerequisites established for programs and courses are based upon occupational standard, requirements of licensing, or minimum capabilities a student must have to be successful in the program or course.

Residents of other states may be admitted under the same policy providing they pay tuition in addition to the general fees charged Arkansas residents and do not displace an Arkansas citizen. International students must, in addition, comply with additional college requirements, special state and federal requirements. The Office of Student Affairs can provide details.

Whenever admission to the College and/or enrollment in a program or course must be limited and controlled because a capacity has been reached, the following priorities will be used in determining subsequent admission and/or enrollment:

Priority 1 - Students in good standing previously admitted to the College seeking to enroll in a program or course who are residents of Arkansas.

Priority 2 - Students in good standing previously admitted to the College who are not residents of Arkansas.

Priority 3 - Other persons including former students seeking initially to be admitted or to be re-admitted to the College and/or to be enrolled in a program or course who are residents of Arkansas.

Priority 4 - Other persons including former students seeking initially to be admitted or to be re-admitted to the College and/or to be enrolled in a program or course who are not residents of Arkansas.

Plan for Implementation of Act 969 of 1993

Act 1290 of 1997 (A.C.A. 6-60-208), as amended by Act 520 of 1999 requires students graduating from high school after May 1, 2002 to have completed the college preparatory or technology preparatory core curriculum for unconditional admissions to public colleges and universities.

In accordance with state law, Ouachita Technical College will not require college core evaluation of students who have earned a GED, are home-schooled or graduate from private or unaccredited high schools. However, students who score less than a composite ACT score of 19 must complete one course from each of the core areas (see previous table) with GPA of 2.00 within the first 30 degree hours of enrollment at OTC. Additionally, students must complete any remedial course required by placement scores.

The Office of Student Affairs, in its role as the admissions office at Ouachita Technical College, will be responsible for the implementation of the conditional/unconditional admission policy of the College. Incoming students will be informed of their admission status through a letter from the Office of Student Affairs.

Standards for Conditional Admissions

1. A student seeking an Associate of Arts (AA) degree or an “undeclared” student taking strictly general education courses and who failed to successfully complete the college preparatory core curriculum or the technology preparatory core curriculum, as prescribed by the State of Arkansas, must complete twelve (12) semester credit hours (SCH) of core academic courses and any necessary basic skills advancement (BSA) courses with a cumulative grade point average (GPA) of 2.00. Core academic courses are those that fulfill the requirements of the AA as listed in the official College catalog.
2. A student seeking a Technical Certificate (TC) or an Associate of Applied Science Degree (AAS) or an “undeclared” student taking primarily technical coursework and who failed to successfully complete the college preparatory core curriculum or the technology preparatory core curriculum, as prescribed by the State of Arkansas, must complete six (6) SCH of the technical courses required for a TC or AAS and any necessary BSA courses with a cumulative GPA of 2.00. Core academic courses are those non-BSA courses required by the student’s certificate or degree plan. Technical courses are those required by the student’s certificate or degree plan. Each is described in the official College catalog.

Students must successfully complete the required SCH of core academic and technical courses (as described in 1 and 2 above) with a cumulative GPA of 2.00 or above, and any BSA courses by the initial classification of sophomore standing (30 SCH). Conditionally admitted students must maintain Standards of Progress as prescribed in **COPP 4.32**.

Students who have not successfully completed the required SCH of core academic and/or technical courses and any BSA courses by the classification as a sophomore will be allowed to register only with the approval of the Registrar.

Entering students who receive a GED or are graduates of home schooling after May 1, 1997, will be classified as a conditionally admitted student.

Transcripts of out-of-state and private in-state high school graduates will be evaluated for meeting the college or technical preparatory core curricula. Students not meeting the requirements of either core will be admitted conditionally.

3. A student who is first-time, full-time, award-seeking and who tests into two or more Basic Skills classes will be conditionally admitted.

AUTHENTICATION (Signature):

COPP

President

07/25/06
(Date)

5.20