

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admissions Policy**

DATE: **August 24, 1996**

NUMBER: **5.24**

REVISION(s): **7/25/00; 7/29/2003; 01/26/10, 1/25/11**

Policy

It is the policy of the College to provide admission to the residents of the State of Arkansas. Based upon the applicant's capacity to succeed and gain from instruction, the College provides access to all persons above the usual high school age and to those who have withdrawn from or otherwise are no longer in high school. Applicants will be admitted regardless of race, color, creed or religion, national origin, sex, age, or physical or mental disability, if otherwise qualified.

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 standards, requirements of licensing, or minimum capabilities a student must have to be successful in the program or course.

Admissions Procedures

Credit-seeking students planning to attend the College must submit:

1. An application for admission (available from the Division of Student Affairs).
2. An official copy of immunization records (Act 141 of 1987 requires that full-time students born on or after January 1, 1957, **MUST** provide the College with (a) immunization records dated after the first birthday and after 1/1/68 against both measles, mumps, and rubella, or (b) an authorized waiver "philosophical or medical reasons only" signed by the appropriate Arkansas Department of Health official.
3. An official transcript of previous work.
 - a. Those who have no previous college study must submit an official high school transcript indicating the date of graduation **OR** a GED certificate.
 - b. Those who have attended another college must submit a complete college transcript showing the date of high school graduation. Should the date of high school graduation not be indicated, a high school transcript may also be required.

4. Test Scores:

Degree- and Certificate-seeking students must submit ACT, SAT, ASSET, or COMPASS scores of no more than five years old or transcripts showing college-level placement in mathematics and composition. Those without scores may take the ASSET or COMPASS exam given at the College for a small fee. Contact the Division of Student Affairs for further information. (Students who are not seeking an award may be exempt from testing for up to 12 credit hours. At the 13th hour the student must submit scores. Placement scores are required before enrolling in mathematics, English, or reading courses except at the lowest level of remediation.)

5. Credit for work completed will be granted only to students who have completed entrance requirements.

Students seeking admission to the practical and registered nursing program must meet additional admission requirements.

Students who do not submit appropriate documents by the tenth day following the published first date of class of the fall and spring semester or the fifth day of the summer semester will be placed on hold. This means the student will not receive a transcript nor may register for subsequent semester and/or will be administratively withdrawn from the College.

Note: Students who are not eligible to return to their previous institution will not be considered for admission to the College until they have been out of school for at least one regular term (fall or spring), or are eligible to return to the previous institution. Non-attendance for the summer term will not fulfill this requirement.

Standards of Progress

The College's Standards of Progress provide details regarding minimum standards, intervention strategies/action to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding President's and Dean's List eligibility. Refer to **COPP 4.32** for more details regarding the Standards of Progress.

AUTHENTICATION (Signature):		COPP
_____	01/25/11	
President	(Date)	5.24