

6.4 General Admission

Last Revised: September 2023

Policy: Piedmont Community College (PCC) subscribes to the open-door policy established by the North Carolina State Board of Community Colleges.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the steps required of a student who wishes to enroll in a program at the College.

Definitions

Days (business)—except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

Minor—an individual 17 years of age or younger.

Special Student—a student who has taken 16 or fewer credit hours and has not declared a program of study.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development and the Vice President, Instruction/CAO has monitoring authority for this policy.

Procedure:

Section 1: General Requirements

1.1. Applicants for admission to college and career readiness, continuing education, diploma, and certificate programs must be either:

1.1.1. a high school graduate or equivalent;

- 1.1.2. 18 years old; or
- 1.1.3. a high school leaver 16 years or older who has been granted release from a public school.
- 1.2. Admission to certain programs may be affected by special program requirements.
 - 1.2.1. Applicants are encouraged to complete admission procedures at least 30 days prior to registration.
 - 1.2.2. Early application is important since enrollment in some programs may be limited.
- 1.3. Career and financial aid counseling is available to all applicants.

Section 2: Associate Degree Programs

- 2.1. Submit a completed Application for Admission to the Office of Admissions.
- 2.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- 2.3. Complete admissions placement tests if required.
 - 2.3.1. Prospective students who have previously attended an accredited college or university and have completed college level courses in English and Math may be exempted from the admissions placement tests.
- 2.4. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.
 - 2.4.1. Students should contact the Office of Admissions for more information about these programs.

Section 3: Diploma and Certificate Programs

- 3.1. Submit a completed Application for Admission to the Office of Admissions.
- 3.2. Complete admissions placement tests if required.
- 3.3. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.

Section 4: Readmission Procedures

- 4.1. Curriculum students who have not been enrolled for two consecutive semesters, excluding summer semester, must submit an updated application form.
 - 4.1.1. Applications are to be submitted online at www.piedmontcc.edu.
 - 4.1.2. Applicants may come to the Office of Student Development for assistance.
- 4.2. Curriculum students who have been dismissed from the College for disciplinary reasons must meet with the Vice President, Student Development to confirm eligibility for readmission before resubmitting an application for admission.
- 4.3. Curriculum students who have been dismissed from the College for academic reasons must meet with an academic advisor in Student Development to confirm eligibility for readmission before resubmitting an application for admission.

Section 5: Special Students

- 5.1. Submit a completed Application for Admission to the Office of Admissions.
- 5.2. Students classified as “Special Students” may be exempted from admission placement testing but are ineligible to receive financial assistance from the College.
 - 5.2.1. If the student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement is necessary.
- 5.3. In addition, these students will not be permitted to accumulate more than 16 credit degree/diploma hours without declaring a program of study.
 - 5.3.1. When a program of study is declared, the student must complete all regular admissions procedures for the declared program.

Section 6: International Students

- 6.1. Submit a completed Application for Admission to the Office of Admissions as well as the International Application Packet. The Packet includes
 - 6.1.1. an “Affidavit of Financial Support”
 - 6.1.2. an “International Student (F-1) Medical Form” which must be signed by a practicing physician
 - 6.1.3. an “Affirmation Statement” affirming the student is the same person who submitted the application for admission

- 6.2. Submit official transcripts(s) of high school and post-high school academic record(s) to the Office of Admissions. If the records are not in English, an official translation must be included.
- 6.3. Provide evidence of proficiency in the English language
 - 6.3.1. Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student's country of origin or the score from the Test of English as a Foreign Language Examination (TOEFL).
- 6.4. Complete PCC's admissions placement tests, if necessary.
- 6.5. Complete an admissions interview with the Director, Admissions and Recruitment or designee.

Section 7: Transfer Students

- 7.1. Submit a completed Application for Admission to the Office of Admissions.
- 7.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions for evaluation.
 - 7.2.1. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- 7.3. Complete the admissions placement tests if required.
- 7.4. Additional requirements are necessary for applicants who wish to enter some programs. See the program guides posted on the College's website for specific information.
 - 7.4.1. Students should contact the Office Admissions for more information about these programs.

Section 8: Admission of Qualified High School Students and Minors

- 8.1. Career and College Promise (CCP)
 - 8.1.1. North Carolina community colleges may offer the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
 - 8.1.1.1. Cooperative Innovative High School (CIHS)
 - 8.1.1.2. College Transfer Pathway

- 8.1.1.3. Career and Technical Education Pathway
- 8.1.1.4. Workforce Continuing Education Pathway
- 8.1.2. Specific requirements for CCP programs are outlined in the [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise.](#)
- 8.1.3. Admission to CCP programs is arranged and monitored by the Dean, Learning Commons and Educational Partnerships and the Coordinator, College High School Programs.
- 8.2. College and Career Readiness (CCR) or Continuing Education Programs
 - 8.2.1. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a CCR program or a Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a CCR or Continuing Education program is the best educational option for the student and the admission of the student to a CCR or Continuing Education program is approved by the college under one of the following conditions:
 - 8.2.1.1. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a CCR or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.
 - 8.2.1.1.1. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.
 - 8.2.1.2. If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a CCR or Continuing Education program without the release form from the public or private educational agency.
 - 8.2.1.2.1. However, the minor must obtain a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control.

- 8.2.1.2.2. The petition will certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.
- 8.2.1.3. If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived.
 - 8.2.1.3.1. The minor must provide legal documentation of emancipation.
 - 8.2.1.3.2. Admission requirements for an emancipated minor will be the same as for an applicant 18 years old or older.
- 8.2.1.4. Admission to CCR programs is arranged and monitored by the Director, CCR.

Section 9: Denial of Admission

- 9.1. The College reserves the right to refuse admission to any applicant who
 - 9.1.1. has been suspended or expelled for disciplinary reasons from another educational institution
 - 9.1.2. has an active court order or any other legal restrictions that prohibit admission
 - 9.1.3. poses an articulable, imminent, and significant threat to others shall be evaluated by the Vice President, Student Development and Director, Campus Safety
- 9.2. Appeals Process
 - 9.2.1. Applicants who have been denied admission to the College may appeal the decision to the President. The appeal must be in writing and must be submitted within seven business days of the date of the written denial of admission.

Legal Citation: [N.C.G.S. 115D-5](#), [1D SBCCC 400.2](#), [Session Law 2011-145](#), [NCCCS Curriculum and Procedures Reference Manual](#), [Section 14: Career and College Promise](#), [N.C.G.S. 14-208.6](#), [NC Division of Community Corrections Sex Offender Control Program](#)

History: Effective October 1988; October 2001, February 2012, April 2021, September 2023