

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES ADMISSIONS	Policy 5.1.1
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The College does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, political affiliation, genetic information, or military/veteran status in any of its activities or operations.

I. Open Door Admissions

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least 18 years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships, or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate an aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

For more specific information regarding certain admissions criteria, see Procedure 5.1.1.1.

II. Admissions Denials

A. Basis for Denials

1. The College may deny admission to any applicant who refuses to provide a social security number during the admission and enrollment process, except the following applicants per 1D SBCCC 400.2 – Admission to Colleges:
 - a. Students taking courses for which no academic credit is offered;
 - b. Nonresident alien students;
 - c. Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; and
 - d. Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student’s employer or a government entity.

1. Suspension/Expulsion from another Educational Entity.

If the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

2. Safety Concern.

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Dean of Student Services shall document:

- a. Detailed facts supporting the rationale for denying admission;
- b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- c. The conditions upon which the application that is refused would be eligible to be admitted.

3. Residency for Distance Learning.

The College is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state.

Admission of applicants residing outside of North Carolina to an online degree, diploma, certificate program, or individual online courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence. A list of states that North Carolina is currently authorized to offer online instruction in is available on the College's website.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

4. Undocumented Immigrants.

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless

all of the following conditions apply:

- a. The undocumented immigrant attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.
- b. The undocumented immigrant must comply with all federal and state laws concerning financial aid.
- c. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
- d. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
- e. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- f. An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

5. Readmissions.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.

6. Criminal Justice Education and Training.

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E; the North Carolina Criminal Justice Education and Training Standards Commission; or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission's denial. Failure to maintain a sponsorship for the duration of class will result in immediate dismissal from the BLEET program.

7. Non-Criminal Justice Education and Training Firearm Courses.

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess firearms.

For purposes of this Policy, “firearm” means a handgun, shotgun or rifle that expels a projectile by action of an explosion; “proof of eligibility” means: i) a current, valid State-issued permit to purchase a firearm; ii) a current, valid State-issued concealed carry permit from North Carolina; iii) a current, valid State-issued concealed carry permit from state with a reciprocal concealed carry agreement with North Carolina; iv) proof of an exemption from permit requirements pursuant to N.C.G.S. § 14- 415.25; or v) a background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14- 269.8; -404(c); -415.1; -415.3; and - 415.25.

a. Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Dean of Student Services for a reconsideration. The written appeal shall contain the applicant’s reasons why he/she should be admitted and shall include any supporting documentation. The Dean of Student Services shall also meet with the applicant and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant’s written appeal, the Executive Vice President of Instruction and Student Services shall make his/her determination and provide the applicant with a written response.

If the applicant does not agree with the Executive Vice President of Instruction and Student Services’ determination within five (5) calendar days following the receipt of the Executive Vice President of Instruction and Student Services’ determination, the applicant may file a written appeal with the President. The President shall conduct an “on the record review” and shall make a determination within ten (10) calendar days after receipt of the applicant’s written appeal. The President’s decision is final.

Adopted: 8-14-2017

Revised: 3-03-2020

Revised: 8-22-2024

Legal Reference: 1D SBCCC 200.95 and 400.2; NC Community College Written Memoranda CC10-026 (issued 7/12/10)