



Title: Admissions Policy

Effective Date: 06/18/2016

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Cancellation:

Department/Office: Student Services

Admissions Policy

PURPOSE

The purpose of this policy is to outline the admissions policy of Nunez Community College and the classifications of students.

SCOPE

This policy applies to all prospective students.

POLICY

General Admissions

Nunez Community College is an open admission school. Any person above the age of 16, regardless of prior academic preparation, may be fully admitted to Nunez if the following criteria is satisfied: (1) the person has completed and submitted an application for admission; (2) the person has provided proof of selective service registration as required by Louisiana R.S. 17: 3151; and (3) the person has satisfied the requirements of Louisiana R.S. 17:170 related to the immunization of persons entering school.

Some educational programs may require additional information or documentation for admission into the program to achieve program or industry accreditation standards; however, these requirements will not have an impact on full admission to the institution.

NCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity



Policy & Procedure No. 2.000
Nunez Community College

because of age, race, creed, color, sex, religion, national origin, or disability. All students have equal rights to counseling and training.

Student Admissions Classifications

Student admission classifications are defined by the Louisiana Board of Regents in the “*Supplement to the Minimum Standards for Admission to Louisiana Public Postsecondary Institutions*” document. Students may be admitted to the College by one of the following methods:

First-Time Entering Freshmen

Definition: A freshman student enrolling in college for the first time (never having attended any regionally accredited college)

A student defined as a first-time freshman may enroll at Nunez if they meet one of the criteria below:

1. A high-school graduate of a secondary school approved by a state department of education;
2. A recipient of a state-issued high-school equivalency diploma (GED/HiSET);
3. A home-schooled student who has successfully completed an approved or registered home-schooled program in accordance with Louisiana General Laws or the laws of the student’s home state;
4. A home-schooled student who has not completed an approved program, a non-high school graduate (with no GED/HiSET), or a graduate of a non-accredited high school; such a student must show the ability to benefit from college by completing all necessary developmental courses if placement test or ACT (American College Test) or SAT scores indicate a need for them. Those whose test scores indicate that remediation is necessary will be admitted and must complete and show satisfactory progress in all required developmental courses prior to regular admission in a degree or certificate program. Home-schooled students not requiring remediation will be eligible to enroll in college-level courses and may matriculate in a degree or certificate program; or
5. A student who has not completed a high school diploma or earned a GED/HiSET and is at least 16 years old.

Transfer Students

Definition: A transfer student is any student who has been previously enrolled at any other postsecondary school.

Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Official transcripts, sent directly by mail or electronic eScript from the Registrar of the previous institution(s) to the Nunez Admissions Office, must be submitted if transfer credit will be applied to a degree or certificate program during the student’s enrollment at the College or if a prerequisite must be



Policy & Procedure No. 2.000
Nunez Community College

fulfilled as outlined in this Catalog. Once received, transfer credits from regionally accredited institutions of higher education will be recorded on the student's permanent academic records. The College will compute the grade point average for transfer students in the same manner as is done for a Nunez student. Upon receipt of each transcript, Admissions Office personnel determine if the institution where the credit was earned is accredited or recognized. All credits earned at regionally accredited schools are accepted in transfer; however, not all credits earned may apply toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 8 years before a student transfer to Nunez Community College is determined by the Program Chair in which the student's program of study resides;
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Department Chair or Program Manager;
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
 - Plus (+) or minus (-) symbols will be disregarded.
 - Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
 - Failing grades, including W, will count as hours attempted.
 - Grades in developmental courses are treated the same as grades in other courses.
 - Grades of NC (no credit) will not be recorded.
 - Incomplete ("I") grades will be treated as "I" grades issued by Nunez and will be converted to "F" if not converted to a passing grade by the Nunez deadline.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of "D" may not meet the course pre-requisites for courses in a sequence. Refer to the "Course Descriptions" and "Program Descriptions" sections of the *Catalog* to verify minimum grade requirements for specific courses.
6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
7. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices (<http://regents.la.gov/master-course-articulation/>) as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) are generally not accepted at Nunez Community College. However, students transferring from non-regionally accredited



Policy & Procedure No. 2.000
Nunez Community College

institutions can request credit, provided the college itself can document that faculty qualifications and student competencies in the transferred courses are equivalent to Nunez courses.

Students may pursue one of the following avenues to gain acceptance of this coursework:

1. Use the coursework as a basis to apply for credit by examination;
2. Use the coursework as a basis to apply for LEAP (Life Experience Assessment Program) credit;
or
3. Establish that a regionally accredited institution has accepted the courses in question toward a degree or certificate.

Transfer GPA

A student who transfers to Nunez with an adjusted cumulative/overall grade point average (GPA) of 2.00 or higher will be admitted in good standing.

A transfer student with less than a 2.00 adjusted cumulative/overall GPA will have an academic status of “*not in good standing*”. If in the first semester, the student fails to achieve a semester grade point average of 2.00 or higher, the student will be academically suspended for one semester.

Transfer students who were on academic suspension at their previous institution may be admitted to Nunez. However, students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

Workforce Development Students

Definition: a student who wishes to take courses in leisure, workforce training and for non-credit.

Students may wish to take courses that include workforce training, leisure, and non-credit courses. For more information, contact the Workforce Development Office at 504-278-6439 or email Workforce@nunez.edu.

Students Currently Enrolled in High School (Dual Enrollment)

Dual enrollment agreements between Nunez Community College and area high schools provide educational opportunities for high school juniors and seniors. A current high school student who has the approval of the College, the high school principal or designee, **and** the parent or guardian may attend Nunez Community College while still enrolled in high school.

The College reserves the right to limit the number of hours and the particular courses for which a high school student may enroll. Contact the Admissions Office at 504-278-6425.



Policy & Procedure No. 2.000
Nunez Community College

International Students

Definition-An International student is a student who is not a resident of the United States.

Nunez Community College is currently not issuing student visas for international students to attend college. To be eligible for a student visa, a student must maintain full-time study in an approved program. It is not always possible for the College to guarantee that students will be able to enroll in a full-time course load. Rather than jeopardizing an international student's eligibility to remain in the country, Nunez recommends contacting one of the larger colleges or universities in the area that offers the program the student wishes to pursue.

Visiting (Summer-Only) Students

Definition: A visiting student is a student who is attending to take a few courses in a semester, and then plan to return to their home college.

Students who plan to enroll for a summer session only while on break from another institution are allowed to enroll. Students taking a course with prerequisites outlined in this Catalog must submit an official transcript or test score indicating that they are eligible to enroll. Students who decide to continue past the summer will be required to apply for regular admission and meet transfer admission requirements.

Re-Admitted Students

Definition- re-admitted students are students who have not returned for a Fall or Spring semester after attending for the previous term.

Students who interrupt their studies by failing to register for and attend classes during a fall or spring semester must submit a new admissions application before re-enrolling at Nunez. A student who does not enroll at Nunez for a fall or spring semester must adhere to the Catalog in effect at the time of re-entry in order to meet graduation requirements.

Review Process: Provide/edit example table below to document review process and all reviewing entities



Policy & Procedure No. 2.000
Nunez Community College

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Executive Cabinet	08/03/2022		
	Chancellor	08/03/2022	08/03/2022	

*Policy Reference: LCTCS Policy 1.004 General Admissions Policy Statement
BoR Supplement to Minimum Admission Standards*

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CHANCELLOR

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