

## **Admission Requirements**

- I. The District is an open admission, equal access institution. General admission is open to any person sixteen years-of-age or older. A student may qualify for federal financial aid if the student has a high school diploma, a recognized equivalent of a high school diploma, such as a general educational development (GED) or high school equivalency (HiSET) certificate or other state sanctioned test or diploma-equivalency certificate or has completed homeschooling at the secondary level as defined by state law. Students who are admitted to the college without one of these requirements will not be eligible to receive federal financial aid.
  - A. Applicants under sixteen, must complete an age waiver form and the following instances may apply.
    - a. High school students having the written approval of a high school official to enroll in selected college courses.
    - b. Applicants who, because of circumstances, might be better served by attending college as determined by the Vice President of Student Affairs.
- II. International Admissions: All non-US citizens entering the US to attend college must meet the following District criteria in addition to the general admission requirements. The Primary Designated School Official (PDSO) has discretion in administering offers of admission in compliance with Federal laws and regulations and NWCCD procedures.
  - A. Submit a completed application for admission.
  - B. Submit proof of English proficiency where English is not the primary language of the resident country in the following manner:
    - TOEFL score of 61 (iBT), or 500 (paper based), or IELTS 5.5, or Duolingo 95, or
    - A combination of a minimum ACT 18 or SAT 510 scores, high school and/or college transcript review, and professional judgement may be considered under the leadership of the PDSO and the Assistant Vice President of Student Affairs.
  - C. Submit official secondary and post-secondary transcripts, translated in English and evaluated by a professional evaluation service certified by the National Association of Credential Evaluation Services (NACES).
    - Transcripts from English-speaking countries may require evaluation, if requested by the Office of the Registrar.
  - D. Submit signed NWCCD Confidential Financial Statement (CFS) with an official bank statement.
    - CFS and official bank statement must demonstrate adequate funds to cover expenses, as determined by the Admissions Office.
  - E. Complete third-party tax compliance questionnaire to determine non-US citizen's status for income tax purposes.

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F. Submit copies of current passport, valid at least six (6) months beyond program start date.

G. Agree to comply with the following requirements after arrival:

- Register in Student & Exchange Visitor Information System (SEVIS) with the assistance of the PDSO or Designated School Official (DSO).
- Provide proof of US medical insurance coverage for full length of academic program start and end date. Noncompliance will result in coverage purchased by the institution and charged to the student's account.
- Check in with the PDSO/DSO at the start of each semester during enrollment and prior to departing the country at any time.
- Comply with all Business Office requirements and tuition payment schedules.

H. International applications for admission must be submitted by established deadlines. An offer of international student admission will be considered after all required documents are received and processed by NWCCD.

III. NWCCD encourages students to submit official high school and/or college transcripts to assist in the process of academic course placement, transfer course evaluation, and overall academic advising. (*See Procedure 5035.2: Transfer Credit*)

- Official transcripts must come directly from the institution electronically or by sealed envelope.
- Unofficial transcripts can be used for initial advising purposes; however, official college transcripts are required for all students seeking transfer credit. (Procedure 5035.2: Transfer Credit)
- Official high school or high school equivalency transcripts are required for admission to the Nursing and Dental Hygiene programs and for all intercollegiate athletes.

IV. The District may deny or conditionally admit any individual who presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the District may, among other things, take into account the individual's history and experience relative to (1) violence and destructive tendencies, (2) behavior at other educational institutions which may or may not be noted on the transcript, and (3) any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing.

- a. The procedure is administered by the Admissions Review Committee (ARC).
- b. The ARC will be chaired by the Registrar and the Director of Admissions, an academic dean or assistant/associate vice president.
- c. The ARC will review application materials and related documentation regarding applicants who self-disclose or are found through the enrollment process to have pending or prior dismissal or expulsion from another institution for non-academic reasons.
- d. The ARC may request to interview the applicant or student.
- e. The ARC will make the following application decisions.
  - i. Applicants
    1. Admit the applicant to the District with no restrictions.

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2. Admit the applicant provisionally with conditions to be determined by the ARC.
    3. Deny admission of the applicant.
  - ii. Admitted students
    1. Continue as a student with no restrictions.
    2. Impose provisional status on the student and place a hold on the student account.
    3. Proceed with Code of Conduct process to determine sanctions up to and including revocation of admitted status.
- f. Appeals
  - i. Admissions decision may be appealed through the Student Appeals Committee.
  - ii. Appeals must be submitted in writing within ten (10) days of notice to the Vice President for Student Affairs Office: 1 Whitney Way/Sheridan, WY 82801.
  - iii. Results of appeals may take up to 30 business days.