

Procedure 5015.1

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) 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 admissions requirements. The Primary Designated School Official (PDSO) has discretion in administering the admissions process in compliance with Federal laws and regulations.
 - A. Submitted application for admission
 - B. Proof of English proficiency where English is not the primary language of the resident country may be determined in the following manner:
 - TOEFL score of 61 (iBT), or 500 (paper based), or IELTS 5.5, or
 - A combination of ACT/SAT scores, high school and/or college transcripts review, and professional judgement may be considered under the leadership of the PDSO/DSO and the AVP of Enrollment Management.
 - C. Receipt of official secondary and post-secondary transcripts translated 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. Completed NWCCD Confidential Financial Statement (CFS) with a signed official bank statement.
 - CFS must demonstrate adequate funds to cover living expenses, as determined by the Office of Admissions.
 - E. Proof of US medical insurance coverage with effective date prior to arrival on campus.
 - F. Current passport, valid at least six (6) months beyond program start date.

- G. Agreement to comply with the following requirements after arrival:
- Register in Student & Exchange Visitor Information System (SEVIS) with the assistance of the Primary Designated School Official (PDSO) or Designated School Official (DSO).
 - Check in with the PDSO/DSO at the start of each semester during enrollment and prior to departing the country at any time.
- H. International applicants need to allow sufficient time for the application and financial documents to be processed and reviewed by the admissions office. An international student admission will not become official until both processes are completed.
- 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 include the Director of Admissions, an academic dean or assistant/associate vice president, and the District Police Chief or Lieutenant.
- 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.
- a. Applicants
 - i. Admit the applicant to the District with no restrictions.
 - ii. Admit the applicant provisionally with conditions to be determined by the ARC.
 - iii. Deny admission of the applicant.

- b. Admitted students
 - i. Continue as a student with no restrictions.
 - ii. Impose provisional status on the student and place a hold on the student account.
 - iii. Proceed with Code of Conduct process to determine sanctions up to and including revocation of admitted status.
- F. Appeals
 - a. Admissions decision may be appealed through the Student Appeals Committee.
 - b. 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.
 - c. Results of appeals may take up to 30 business days.