



Policy and Procedure

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Division/Department: Student Affairs

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Subject: Admission to the College

Authorities: Minnesota State Board Policy 3.4

Purpose:

To provide guidelines for an open and fair admissions process, regardless of an applicant's race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission.

Policy:

Pine Technical and Community College is committed to open admissions for students meeting one of the following requirements:

1. A high school diploma or GED (General Equivalency Diploma) or
2. Current high school students who meet requirements for Postsecondary Enrollment Options (PSEO) program (refer to Policy 319 PSEO).
3. Students who are enrolled at another Minnesota State institution and who take courses as a non-degree seeking or visiting student.
4. Students without a high school diploma or GED but who meet the federal ability to benefit course placement requirements; however, these students may not be eligible for federal financial aid.

Admission to PTCC does not guarantee admission to a specific program. Specific programs with applicable program admission steps include, but are not limited to: Practical Nursing, Associate Degree Nursing, and Gunsmithing and Firearms Technology. Please see program specific requirements at www.pine.edu.

Exceptions:

1. Students who have been suspended or expelled for disciplinary reasons from another postsecondary institution may be denied admission to PTCC.
2. Students who have been suspended or expelled for academic or financial aid reasons from any postsecondary institution will be denied admission to PTCC, until an appeal can be considered by the Appeal Committee. Students granted admittance will be placed on academic probation.



3. Students who have a hold on their records from another Minnesota State college or university will be denied admission to PTCC.

Responsibilities: Student Affairs Administration oversees and makes final decisions on Admissions procedures.

Dissemination: Pine Technical and Community College Catalog, Student Handbook, Web page Policies, and. <http://pine.edu/apply>

Reviewed by Leadership Team: 1-9-06; 3-05-07

Reviewed by Faculty Shared Governance Council: 2-14-06; 4-11-07

Reviewed by Campus Roundtable: 3-23-2015; 1-09-17; 2-27-17

Reviewed by Faculty Shared Governance: 3-3-10; 2-1-17

Reviewed by Managers Meeting: 2-22-10

Approved:

Joe Mulford, President

Date: