

# Pine Technical and Community College Policy

## 3PTCC.4 Admission to the College

### Chapter 3 – Educational Policies

Date: 4/11/2024

#### Part 1: Purpose

To provide students with information about admission to the College in accordance with [Minnesota State system Board Policy 3.4 Undergraduate Admissions](#).

#### Part 2. Definitions

##### Admission

Admission means a student's initial entrance into Pine Technical and Community College.

##### Non-Degree Seeking Student

A student who is not seeking a degree or certificate at the college. Non-degree seeking students are not eligible for financial aid.

##### Visiting Student

A student who is not admitted to the College, but is currently enrolled at another Minnesota State institution.

##### Ability to Benefit

A student without a high school diploma, a recognized equivalent, or a General Education Diploma (GED) may qualify for admission to the college. The student must demonstrate potential for success through the Ability to Benefit as defined in [MinnState System procedure 3.4.1 Undergraduate Admissions](#).

##### Postsecondary Enrollment Options (PSEO)

A high school student who meets requirements for the Postsecondary Enrollment Options (PSEO) program.

##### Minnesota Senior Citizen

A Minnesota resident who has reached 62 years of age before the beginning of any term, semester, or quarter in which a course of study is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the term.

##### International Student

A non-U.S. citizen or non-U.S. immigrant who has been granted F-1 visa status from the U.S. Department of State to pursue a full-time course of study.

### **Part 3: General Admissions**

Pine Technical and Community College considers all applicants for admission regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status in regard to public assistance, sexual orientation, or gender identity.

The College follows an open-door admission policy which means that any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination or adult diploma is eligible for admission.

The College may admit students without a high school diploma or GED if they demonstrate potential for success through the Ability to Benefit as defined in [MinnState System procedure 3.4.1 Undergraduate Admissions](#).

The College admits current high school students who meet requirements for the Postsecondary Enrollment Options (PSEO) program.

Admission to the College does not guarantee admission to college-level courses or specific programs. Courses and programs may have specific prerequisites and/or requirements. Selective programs may also have additional requirements for admission.

#### **Subpart A. Application to the College**

Students seeking admission to the College must submit an application. The College also requires high school and college transcripts, GED certificate, or proof of Ability to Benefit. The College reserves the right to verify the authenticity of any and all documents provided for admission by contacting the issuing institution directly for verification.

#### **Subpart B. Title IV Financial Aid Funds**

To receive Title IV financial aid funds, a student must be qualified to study at the postsecondary level. Students must be beyond the age of compulsory school attendance in the state of Minnesota (18 years of age or older). A student must have a high school diploma, GED, or its equivalent. The College evaluates the validity of a student's high school completion if the College or the U.S. Secretary of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

#### **Subpart C. Visiting Students**

Students admitted at another Minnesota State system college or university may take courses at the College, but are not admitted into the College. These students are considered visiting students. Visiting students may enroll for up to 20 credits per semester at Pine Technical and Community College.

A visiting student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester. Students not admitted to Pine Technical and Community College or another Minnesota State institution must submit an application before registering for classes. Visiting students must satisfy course prerequisites for Pine Technical and Community College.

#### **Subpart D. Post Secondary Enrollment Options Students**

A post-secondary enrollment option (PSEO) student is a Minnesota high school sophomore, junior or senior who meets the qualifications to enroll in and attend college-level courses. PSEO students can apply earned credits toward high school graduation requirements and toward a college degree once admitted to a program. Applicants to the college's PSEO program who do not meet the qualifications may appeal the admissions criteria through the Admissions Office.

#### **Subpart E. Non-PSEO High School Students**

Secondary students who are not enrolled at the college through the PSEO program may be admitted to enroll in courses outside of the PSEO program for any term, including the summer term. Students must satisfy course prerequisites for Pine Technical and Community College to register. Students are responsible for the payment of tuition, fees, and books.

#### **Subpart F. Senior Citizen Admission**

Minnesota Statutes 2004, section 135A.51, provides for senior citizens who are legal residents of Minnesota to enroll in audit credit courses on a space-available basis without payment of tuition and activity fees.

### **Part 4: Exceptions**

#### **Disciplinary Suspensions or Expulsions**

Students who have been suspended or expelled for disciplinary reasons from another postsecondary institution may be denied admission to PTCC.

#### **Academic or Financial Aid Suspensions or Expulsions**

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.

#### **Holds from Other Minnesota State Campuses**

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

#### **International Students**

The College cannot admit non-U.S. citizen or non-U.S. immigrant who have been granted F-1 visa status from the U.S. Department of State to pursue a full-time course of study.

### **Part 5: Appeal**

Applicants denied admissions to the College may appeal an admissions decision by submitting a Student Petition to the PTCC Petition Committee.

## **Section 2. Admission to Selective Admission Program Policy**

### **Part 1.**

Admission to Pine Technical and Community College does not guarantee admission to selective programs. The following programs have selective admission: Gunsmithing and Firearms Technology, Practical Nursing, and Nursing Mobility. Students should contact the designated departments for specific program information and program admission requirements.

### **Part 2. Designated Departments**

Gunsmithing and Firearms Technology – Student Affairs Department

Practical Nursing – Academic Affairs Department

Nursing Mobility – Academic Affairs Department

The college reserves the right to add programs with selective admissions requirements to the policy. The list is subject to change.

### **Related Documents:**

[Minnesota State Board Policy 3.4 Undergraduate Admissions](#)

[Minnesota State Procedure 3.4.1 Undergraduate Admissions](#)

[Minnesota State Board Policy 3.5 Post Secondary Enrollment Options \(PSEO\) Program](#)

[Minnesota State Board Procedure 3.5.1 Post Secondary Enrollment Options \(PSEO\) Program](#)

Pine Technical and Community College Procedure 3PTCC.4.1 Admission to the College

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*Department: Student Affairs*

*Custodian of Policy: Vice President of Academic and Student Affairs*

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### **Policy History:**

*Date and Subject of Amendments:*

*4/11/2024 – Updated policy to meet Department of Education compliance per administrative approval.*