

Pine Technical and Community College Procedure

3PTCC.4.1 Admission to the College for 3PTCC.4 Admission to the College

Chapter 3 – Educational Policies

Date: 4/11/2024

Part 1: Purpose

This procedure provides requirements and guidelines for the consistent administration of admissions policies at Pine Technical and Community College.

Part 2. Items Needed for Admission

Subpart A. Items Needed for Admission

Regular admission is designed for degree, diploma, certificate-seeking, eventual transfer, or undecided students. To apply to Pine Technical and Community College, the following items must be completed:

1. Complete Online Admission Application.
2. Graduated from high school, or completed a General Education Development (GED) examination or adult diploma.
 1. Documentation of high school or GED completion is required.
3. Official transcripts from each institution of higher education attended unless a Minnesota State E-transcript is available. Transcripts must arrive in a sealed envelope directly from institution attended or delivered unopened with the registrar's seal intact.
4. The College utilizes rolling admission meaning students can apply to the college for an upcoming term through the 5th business day of the term.
5. Documentation of immunization as per Minnesota Statute 135A.14 must be received no later than 45 class days after the semester begins. If documentation is not received, students will not be able to register for courses the subsequent semester.
6. Admission to the college does not automatically qualify a student to register for all college-level courses. Some course offerings in both career and transfer programs have special prerequisites and requirements.

Part 3: Documentation of Admission Eligibility

Subpart A. Individual Evaluation

Applicants are required to document admission eligibility as outlined in Part 2. Those who are unable to present transcripts or other traditional documentation of educational preparation shall be individually evaluated on the basis of guidelines consistent with PTCC's identity and mission.

Subpart B. Non-Degree Seeking Students

PTCC allows students to enroll for courses in a non-degree-seeking status. These students are not candidates for diplomas, certificates or degrees at PTCC.

Subpart C. Visiting Students

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 system college or university must submit an application before registering for classes. Visiting students must satisfy Pine Technical and Community College course prerequisites.

Visiting students who have an enrollment hold due to conduct or academic and/or financial aid suspension must submit an appeal as outlined in Part 5, subparts A and B.

Subpart D. Ability to Benefit Students

Ability to Benefit (AtB) is a provision in the Higher Education Act (HEA) of 1965, as amended, found in Section 484(d), which allows a student who has not received a high school diploma or equivalent to be eligible for Title IV Federal student aid. AtB participation requires enrollment in an approved career pathway.

Student may be eligible for AtB if:

- Do not have a high school diploma or equivalent (such as a GED diploma or HiSET diploma).
- Are 17 or older. (If you are 17-18, you must be formally released from high school before enrolling.)
- Are eligible for Adult Basic Education (ABE).
- Are recommended by a trained ABE or college campus contact to participate.
- Participate in an eligible career pathway program.
- Meet any other program academic requirements (such as math and/or writing) or other prerequisites determined by a faculty member in the selected career pathway program.

Students can prove they have the ability to benefit one of two ways:

Option 1: Pass an approved test or participate in Guided Self-placement (GSP)

This option involves taking an exam or meeting with an academic counselor to participate in Guided Self-placement (depending on the college, the exam could be the Accuplacer).

Option 2: Complete six college-level credits.

Subpart D. Postsecondary Enrollment Options (PSEO) Students

High school students seeking admission under the Postsecondary Enrollment Options (PSEO) program must satisfy PSEO requirements for admissions. Refer to PTCC Policy 319 PSEO and Concurrent Enrollment.

Subpart F. Minnesota Senior Citizen

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. [Minn. Stat. § 135A.52 includes provisions regarding senior citizen charges for accessing higher education programs.](#)

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.

Residents who qualify, may register for courses on a space-available basis, beginning on the second day of the term. Students must fill out the Senior Citizen Registration Form.

Part 4. High School Diploma/GED Validation

In the event Pine Technical and Community College has reason to believe a high school diploma or GED is not valid or was not obtained from an entity providing secondary school education, Pine Technical and Community College will conduct additional research to determine if the diploma or GED is valid. Additional research will be performed when:

- No apparent state legal authority for high school or GED.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GEDs that were issued by a school that bears a non-traditional name that does not end in “high school”, such as “academy”, or “center”
- High school diplomas/transcripts/GEDs that were purchased and/or completed online
- High school diplomas/GEDs that have names and/or dates that have been written on the diploma, and those where “white out” type corrections have been made

Should any of the above exist, Pine Technical and Community College will additional research to include:



- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If Pine Technical and Community College is unable to obtain the required information, Pine Technical and Community College will contact the state the school is in to attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

If Pine Technical and Community College is not reasonably certain a high school diploma or GED is valid, the College has the right to deny admission to the College. Pine Technical and Community College's decision relative to the validity of a particular high school diploma or GED is final, and not subject to appeal.

Part 5. Exceptions to Admissions

Subpart A. Disciplinary Suspensions or Expulsions

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

Subpart B. Academic or Financial Aid Suspensions or Expulsions

A student who is on academic and/or financial aid suspension at another Minnesota State college or university can submit an appeal for admission based on special, unusual, or extenuating circumstances causing undue hardship such as a death in the family, student's injury or illness, or other special circumstances as determined by Pine Technical and Community College.

A student who has an approved appeal shall be placed on probation for one evaluation period. Students must meet the academic probation standards of 2.00 GPA and a completion rate of 67%.

See [Pine Technical and Community College Policy 2PTCC.9 Satisfactory Academic Progress](#) for further information.

Subpart C. Holds from Other Minnesota State Campuses

PTCC may admit a student who has a financial hold at another college or university of Minnesota State, but shall not allow the student to enroll in courses until the financial hold has been lifted. Exceptions will be made for students:

- enrolling in non-credit and closed-credit courses offered through Customized Training Solutions (CTS),

- currently incarcerated and enrolling in a college prison partnership program, or
- enrolling in federal, state, county, or other public or non-profit sponsored academic programs.

Part 6. Appeals

Applicants who have been denied admission on the basis of the published requirements may submit a Student Petition to the PTCC Petition Committee.

Section 2. Admission to Selective Admission Program Policy

Part 1. Admission to Selective Admission Programs

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.

Subpart 1. 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.

Subpart 2. Program Entrance Requirements

Program entrance requirements may include, but are not limited to: grade point average (GPA), specific coursework, background checks, drug/alcohol testing, or specific academic program application processes. Students should check with designated departments for specific practices and procedures.

Subpart 3. Program Wait Lists

Procedures for programs with wait lists are handled by the designated department listed in Part 2.

Section 3. Re-Admission to the College

Subpart 1. Former PTCC Students

Former Pine Technical and Community College students, who have been away from the college for a period of one semester or longer must re-submit an updated application. If E-transcript is not available, students must submit official copies of transcripts from other colleges attended since their departure from Pine Technical and Community College. These students must re-enroll under the program plan of the current academic year unless a Student Petition is granted.

Subpart 2. Current PTCC Students

Current Pine Technical and Community College students who have completed one or more programs and wish to begin a second or subsequent Pine Technical and Community College program must re-submit an updated application to the college, if one semester or more has lapsed. Currently enrolled students may add a major at any time.

Subpart 3. PSEO Students

Former PSEO students, prior to becoming a traditional student, must submit an updated admissions application.

Section 4. Partnership Programs

Subpart 1. Students applying for admission to a partnership program offered in cooperation with another college or university are subject to all admissions requirements at both institutions and may be required to pay any application fees to partner institutions as appropriate.

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 Policy 3PTCC.4 Admission to the College](#)

[Pine Technical and Community College Policy 2PTCC.9 Satisfactory Academic Progress](#)

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Department: Student Affairs

Custodian of Policy: Vice President of Academic and Student Affairs

Procedure History:

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