

# Pine Technical and Community College Procedure

## 3.PTCC.4.1 Admission to the College

**Chapter: 3** – Educational Policies

**Date:** 4/11/2024

### Part 1: Purpose

This procedure supports PTCC policy 3.PTCC.4 Admission to the College, providing requirements and guidelines for the consistent administration of admissions policies at Pine Technical and Community College.

### Part 2. Items Needed for Admission

Regular admission is designed for degree, diploma, or certificate-seeking students as well as for transfer or undecided students. To apply to Pine Technical and Community College, the following items are needed:

1. Completed online Admission Application.
  - The College utilizes rolling admission meaning students can apply to the College for an upcoming term through the 5th business day of the term.
2. Graduated from high school, or completed a General Education Development (GED) examination or adult diploma.
  - Documentation of high school or GED completion may be 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 the institution(s) attended or delivered unopened with the registrar's seal intact.
4. 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.

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 may be required to document admission eligibility. 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.

There are three options/alternatives that allow students with no high school diploma or equivalent to enroll at PTCC and receive Title IV federal student aid:

- Option 1: Pass the ATB acceptable academic assessment (Accuplacer)
  - The approved passing scores on this test are as follows: Reading Comprehension (233), Writing (235), and Arithmetic (230). A student must attain passing scores on all three tests in order to be admitted.
- Option 2: Complete six college credits
  - Students need to find funding for the first six credits. If students successfully complete and earn the six credits, they can enroll under the AtB six credit alternative which then allows them to access federal student aid.
- Option 3: Participate in a state-defined ATB process and complete all components, while making progress towards high school completion.
  - Required components include:
    - Orientation
    - Assessment

- Career Goal Development
- Counseling
- Follow Up Activities

#### **Subpart E. 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 credit courses on a space-available basis without payment of tuition and activity fees.

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 is classified as a “Minnesota Senior Citizen” for purposes of this procedure.

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 is not valid or was not obtained from an entity providing secondary school education, Pine Technical and Community College can conduct additional research to determine if the diploma is valid. Additional research may 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/GED’s 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/GED’s that were purchased and/or completed online
- High school diplomas/GED’s 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 reserves the right to conduct 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 reserves 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.

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 2.PTCC.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 Dean of Student Affairs.

## **Part 7. 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 A. 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 B. 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 C. Program Wait Lists**

Procedures for programs with wait lists are handled by the designated department.

## **Part 8. Re-Admission to the College**

### **Subpart A. 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 B. 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 C. PSEO Students**

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

## **Part 9. Partnership Programs**

**Subpart A.** 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 3.PTCC.4 Admission to the College

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

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*Department: Student Affairs*

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

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### *Procedure History:*

*Date and Subject of Revisions and Amendments:*

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