

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 5190.1

FOR POLICY NUMBER: N/A

SPECIAL ADMISSIONS

1. PROCEDURE SUMMARY STATEMENT

To establish special admissions protocol for Early College, international students, and students wanting to enter as a degree-seeking student prior to the age of compulsory school attendance in the State of Nebraska.

2. DEFINITIONS

- 2.1 Early College: A program through which students under 19 years of age who have not graduated from high school may enroll in college courses at the 1000 level or higher.
- 2.2 Early High School Graduate: A student who has completed all course requirements for high school prior to their class graduation date and/or the receipt of their high school diploma.
- 2.3 Home School Student: Any student who elected to attend a non-accredited or non-approved state school while complying with the compulsory school attendance law.
- 2.4 International Student: Any student whose country of citizenship is outside the United States of America and who are able to study/live in the United States because they have been granted a visa to do so (i.e., F-1, R) and has been issued an I-20 by Northeast for study at the institution.

3. PROCEDURE

3.1 Early College Students

- 3.1.1 The Early College program provides the opportunity for currently enrolled high school students to register in college credit courses. All students under age 19, who have not graduated from high school, must have written permission of a parent or legal guardian prior to enrollment. Early College students may enroll in courses that are 1000 level or higher. Students under age 16 must have approval of the Academic Dean and the Dean of Enrollment.
- 3.1.2 Early College students must complete an Early College Application for Admission form. These forms are available through high school counselors, the Northeast Admissions Office, or at www.northeast.edu.

- 3.1.3 An Early College student who plans to attend Northeast after high school graduation must submit an official Degree-Seeking or Non-Degree Seeking Application for Admission.
- 3.1.4 The credits and grades earned will become part of the student's permanent Northeast transcript.

3.2 Early High School Graduates

- 3.2.1 Early high school graduates who will not receive their high school diploma prior to their enrollment start date and who are applying as a degree-seeking student must provide the following:
 - 3.2.1.1 An official transcript, a completed Special Admission: Early High School Graduate Form, and a completed Application for Admission indicating their intent to enroll in a program which leads to an associate's degree (certificate and diploma programs do not meet the criteria). Students under age 16 must have approval of the Academic Dean and the Dean of Enrollment Management.
- 3.2.2 Appeals to the admissions process will be considered by the Dean of Enrollment Management. All appeals must be submitted in writing.

3.3 Home School Students

- 3.3.1 Home school completers who are applying as a degree-seeking student prior to the age of 18 must provide one of the following:
 - 3.3.1.1 If state (where applicant has residency) law requires a home schooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), an official copy of that credential.
 - 3.3.1.2 If state (where applicant has residency) law does not require a home schooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), an official transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.
- 3.3.2 Students under age 16 must have approval of the Academic Dean and the Dean of Enrollment Management.
- 3.3.3 Appeals to the admissions process will be considered by the Dean of Enrollment Management. All appeals must be submitted in writing.

3.4 International Students

- 3.4.1 International students applying to Northeast with the intention of obtaining a Certificate of Eligibility, (Form I-20), for the purpose of acquiring an F-1 visa, must complete all general and international student admission requirements. Only after the student meets these requirements will the Form I-20 be issued. Students under age 16 must have approval of the Academic Dean, the Dean of Enrollment Management, and the Director of Global Engagement.
- 3.4.2 It is recommended that applicants residing in a foreign country initiate the application process six months prior to their anticipated enrollment date. All completed application materials must be received in the Admissions Office by July 1 for those planning to enroll for the fall semester and November 15 for students planning to enroll for the spring semester.
- 3.4.3 To meet all international student admissions requirements, international students should send the following to the Director of the Center for Global Engagement, Admissions Office, Northeast Community College, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469:
- 3.4.3.1 Completed International Student Application for Admission.
 - 3.4.3.2 Official copies of all high school and college academic records (with English translations).
 - 3.4.3.3 An international applicant whose native language is not English must demonstrate English proficiency. Students may do this by submitting one of the following:
 - 3.4.3.3.1 An official Test of English as a Foreign Language (TOEFL) score report with a minimum of 500 on the written exam, 173 on the computer exam, or 61 on the TOEFL. Northeast Community College's institutional code for TOEFL is 6473.
 - 3.4.3.3.2 An official International English Language Testing System (IELTS) minimum score of 6.5.
 - 3.4.3.3.3 An official transcript from an accredited U.S. educational institution verifying successful completion of a college English course, at the 1000 level or higher, with a grade of "C" or better.
 - 3.4.3.3.4 An official ACT score report with an English subscore minimum of 18. If submitted English subscores are lower than 18, an additional placement exam will be administered.

- 3.4.3.3.5 An official SAT score report with a verbal subscore minimum of 440. If submitted verbal subscore is lower than 440, an additional placement exam will be administered.
 - 3.4.3.3.6 Completion of the English as a Second Language ACCUPLACER Test with minimum scores of 90 in Listening, 101 in Reading, and five (5) on the writing sample. A qualified writing sample may be requested.
 - 3.4.3.3.7 Verification of successful completion of a U.S. English Language program.
 - 3.4.3.3.8 "TOEFL Waivers" will not be accepted. All test scores must be verifiable. Foreign students who are in the United States on another type of visa and wish to enroll in courses at Northeast must follow the English Proficiency Requirements. For further assistance, international students should contact the Director of the Center for Global Engagement.
 - 3.4.3.3.9 Students must submit written verification of adequate financial resources, in American dollars, to fund the estimated cost to attend Northeast for the current academic year, as per financial aid calculations. Northeast has determined that adequate financial resources include, but shall not be limited to sufficient funds over and above the cost to attend as per financial aid cost of attendance guidelines. Adequate financial resources include monies to provide for the student's everyday living needs and expenses while in the United States, and, health insurance coverage with an insurance company licensed to do business in the United States.
 - 3.4.3.3.10 Appeals to the admissions process will be considered by the Dean of Enrollment Management. All appeals must be submitted in writing.
- 3.4.4 Prior to registering for classes, international students shall be required to present proof of health insurance coverage. International students must provide such verification for each year of attendance at Northeast to the Director of the Center for Global Engagement.
- 3.4.4.1 The health insurance coverage set forth above shall include coverages for medical expenses associated with accident, sickness, hospitalization, major medical procedures, and repatriation of remains. Coverages shall provide for the following minimum coverages:
 - 3.4.4.1.1 Medical benefits of at least \$50,000 per accident or illness;

- 3.4.4.1.2 A deductible (the amount for which the student is responsible) not to exceed \$500 per accident or illness;
 - 3.4.4.1.3 Repatriation of remains coverage in the amount of \$7,500; and
 - 3.4.4.1.4 Expenses associated with medical evacuation of the student to their home country in the amount of \$10,000. Northeast Community College does not have health insurance coverage for its students. Students are responsible for their own medical expenses.
- 3.4.5 Prior to enrollment, international students must complete an Orientation/Registration session and take a placement test (if not already provided).
- 3.4.6 Immigration laws require F-1 students to pursue a full course of study. At Northeast, this means maintaining a minimum of 12 credit hours per semester in a program of study and making satisfactory progress toward degree completion.
- 3.4.7 International students present in the United States on temporary visas are considered nonresidents for purposes of tuition payments. Length of stay, payment of taxes, ownership of property, etc., do not imply legal residency.
- 3.4.8 International students who wish to transfer to Northeast from another U.S. institution must complete the appropriate transfer forms. Transfer forms can be requested from the Director of the Center for Global Engagement at Northeast.
- 3.4.9 International applicants who are in the United States on another type of visa and wish to enroll in courses at Northeast must follow the English Proficiency Requirements. For further assistance, please contact the Director of the Center for Global Engagement.

4. APPLICABILITY

N/A

ISSUE DATE: 02/28/2018

EFFECTIVE DATE: 02/28/2018

REVISION DATE(S): 04/10/1975 (item #0888); 09/12/1996 (item #7739); 06/10/1999 (item #8527); 01/10/2002 (item #9058); 02/13/2003 (item #9244); 03/10/2005 (item #9664); 02/19/2009 (item #10398); 06/09/2011 (item #10856); 04/12/2012 (item #11045); 04/11/2013 (item #11231); 05/01/2014; 02/28/2018

PRIOR POLICY/PROCEDURE NUMBER: 5020.b; 5110.1

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: AP-5190.0

PROCEDURE KEY WORDS: admissions; international student; early college