



## **Operating Policy and Procedure**

**OP 30.008** Admissions Policy

**DATE:** May 21, 2025

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the admissions policy and procedure by which Kellogg Community College admits students.

**REVIEW:** This Operational Policy will be reviewed annually in January by the Dean of Enrollment Services and Financial Aid, with any revisions submitted to the Board of Trustees through the Office of the President. Selective admission criteria are established by the respective academic department in collaboration with the Admissions Office and receive final approval from the Academic Cabinet each year by March 1.

### **POLICY/PROCEDURE**

#### **1. Admission Criteria:**

- a. Kellogg Community College (KCC) is committed to providing educational opportunities to individuals who demonstrate the motivation, potential, and ability to benefit from its academic programs and training. Admission is open to applicants who meet at least one of the following criteria:
  - i. High School Graduate
  - ii. GED Recipient
  - iii. Completion of a Homeschool Program
  - iv. Dual Enrollment/Early College Program Participant
  - v. International Student with F-1 Visa Status
  - vi. Guest Student (enrolled at another college or university)
- b. All students enrolling in credit-bearing courses must meet the established admission requirements. Prospective students are encouraged to review specific program requirements and consult with the admissions office for further guidance.

#### **2. Admission Policy:**

- a. General Admission
  - i. Applicants seeking admission as a high school graduate, GED recipient, home school program graduate, or guest student must meet the following criteria:
    1. Submit a General Application for Admission application
    2. Provide an official high school transcript
- b. Dual Enrollment/Early College Admission
  - i. Applicants applying for Dual Enrollment or Early College programs must meet the following criteria:
    1. Submit a Dual Enrollment/Early College application
    2. Provide an official high school transcript
- c. International Student Admission
  - i. Applicants seeking admission as international students must meet the following criteria:

1. Submit an International Application for Admission
  2. Provide documentation demonstrating equivalency to a United States high school diploma. International students must have their academic records evaluated by a recognized credential evaluation agency at their own expense
  3. Demonstrate proficiency in written and spoken English if English is not their native language. Accepted assessments include:
    - a. Test of English as a Foreign Language (TOEFL)
    - b. International English Language Testing System (IELTS)
    - c. Minimum required scores are available on KCC's International Student webpage
  4. Provide **proof of financial resources**, including a bank statement in English (or a certified English translation) with currency stated in U.S. Dollars (USD). If a student is receiving financial sponsorship, the bank statement must be accompanied by **Form I-134 – Affidavit of Support**. The required financial amount is available on KCC's International Student webpage
- d. Selective Admissions
- i. Applicants seeking admission to a selective admissions program must meet the following criteria:
    1. Submit a General Application for Admission application
    2. Fulfill all program-specific admission requirements outlined by the respective selective admissions program. Admission to selective programs is competitive and based on established criteria. Applicants are encouraged to review the specific requirements and deadlines for their intended program
    3. Submit a Selective Admission Application for Admission
- e. Incomplete Applications – Applicants who submit an **Application for Admission** but fail to provide the required transcripts will have their records removed from the system after two years.
- f. KCC reserves the right to request further information if the application appears to be potentially fraudulent.

### 3. Definitions

- a. *Dual Enrollment/Early College Program Participant*: High school students who have been deemed eligible by their high school to participate in dual enrollment or the high school's early college program.
- b. *GED Recipient*: A person who has earned the high school equivalency certificate.
- c. *Guest Student*: Person who is enrolled at another college or university (known as their home school) and wish to take classes at KCC to transfer to the home school.
- d. *Health Sciences Programs*: Allied health programs include Dental Hygiene, Magnetic Resonance Imaging, Nursing, Physical Therapist Assistant, and Radiography.
- e. *High School Graduate*: Person who has graduated from high school. This does not include Certificate of Completion.
- f. *Home School Program*: Person who has completed a home school program instead of attending high school in a public or private school environment.
- g. *International Student*: Person who has been issued an F-1 VISA and entered the College through the SEVIS system.
- h. *Selective Admissions*: Admission to KCC's Health Sciences programs is competitive and applicants are ranked by an established set of criteria based on a competitive points structure.

**4. Persons/Departments Affected:**

- a. All applicants to programs with credit-bearing courses
- b. Academic Advising Department
- c. Admissions Department
- d. Health Sciences Department
- e. Dean, Enrollment Services and Financial Aid
- f. Dean, Health Sciences
- g. Registrar
- h. Vice President, Instruction
- i. Vice President, Student Affairs

**5. Related Information**

- a. Students can access information regarding this policy at the following locations:
  - i. Academic Catalog
  - ii. Admissions website
  - iii. Dual Enrollment/Early College Application
  - iv. General Admission Application
  - v. International Student Application
  - vi. Selective Admissions Application

**6. Right to Change Policy.** The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or the consent of the employee.

**7. Approval Date:** May 21, 2025

**8. Past Revisions:** N/A