

POLICY 4100

ADMISSIONS TO THE COLLEGE

Policy Category:

- b. All new degree or certificate candidates must possess a state-endorsed high school diploma or a high school equivalency certificate.
 - c. All students who have graduated from an approved high school or received a high school equivalency (HSE) certificate will be offered acceptance to an appropriate program of study. However, some programs have additional academic requirements, which can be reviewed on the _____.
 - d. **International Students:** Applicants with international credentials and international applicants who require a Student (F-1) Visa must submit additional application materials and are encouraged to r requirements on the _____.
2. **Transfer Students:**
- a. For admission with advanced standing from an accredited college(s), applicants must submit official high school credentials and official college records to the Office of Admissions. It is the applicant's responsibility to make sure the College receives all official transcripts by appropriate admission completion deadlines.
 - b. **Transfer Credit:** Nassau Community College will provide an evaluation of transfer credits for degree-seeking applicants after an official college transcript is

students. In order to be admitted as a non-degree student, the applicant must provide either proof of a high school graduation, or proof of having graduated from a college or university.

As certain College courses have pre-requisites, non-degree students may not be eligible to register for all courses and therefore may be limited in their course selection. In certain circumstances, a non-degree student may be required to complete certain courses in order to satisfy the pre-requisite requirements. Students who wish to change their admissions status from non-degree-seeking to degree-seeking must first consult with an advisor.

- b. Upon completion of courses required for the HSE, students submit an application for the equivalency diploma to the New York State Education Department. The

encouraged to contact the four-year college of their choice for further information on the joint admissions opportunities.

G. ADMISSION OF PERSONS WITH DISCIPLINARY DISMISSALS:

1. Nassau Community College is committed to providing an opportunity for all qualified applicants to receive a quality education. Applicants who have been dismissed from another academic institution for disciplinary reasons may be accepted to study at Nassau Community College, providing the applicant is able to successfully satisfy the evaluation process. Applications will be reviewed by the College Admissions Review Committee. The Committee will request that the applicant provide the specifics of the disciplinary dismissal, such as background, charges filed, and date(s) of occurrence. Appropriate releases may have to be executed by the applicant for receipt of educational disciplinary records. The Committee may also require a personal interview to clarify or verify the information received.
2. Upon reviewing the information, the Committee will determine whether the student may be admitted to the College, whether certain conditions of admissibility will be imposed (i.e., major selection, course scheduling, involvement in activities), or whether admission will be denied. The Committee includes representatives from the following College Departments: Dean of Students Office, Admissions, and Public Safety. The College reserves the right to deny an a

from successfully completing or obtaining a required license and/or certification associated with the program, or would involve an unreasonable risk to persons or property, or to the welfare of the Campus community.
3. Failure to disclose any disciplinary dismissals, falsification of data, or intentional misrepresentation within any area of the application process, may result in denial of admission, disciplinary action, or the immediate dismissal of any student found to be culpable.
4. Additional Procedures for Admissions of Persons with Disciplinary Dismissals are detailed in the College Catalog.

H. ADMISSION OF STUDENTS WITH PRIOR FELONY CONVICTIONS:

1. In accordance with State University of New York (SUNY) [Policy 3200](#), Nassau

the applicant who has made a post-admission disclosure of a prior felony conviction will be permitted access to the clinical or field experiences, internships or study abroad programs, and any conditions on such access.

2. Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet the licensure requirements for certain professions. Students who have concerns about such matters are advised to contact the office of their intended academic program.