

3.4.1 Admissions Procedure

Part 1. Purpose. This procedure provides requirements and guidelines for the consistent administration of admissions policies at Central Lakes College.

Part 2. Application Form and Fee.

Subpart A. Fee. Central Lakes College does not charge an Application Fee.

Subpart B. Application Form. A uniform, Minnesota state-wide admission application form shall be utilized for Admission by Central Lakes College.

1. An online application form and process will be developed and implemented on the Central Lakes College system website.
2. Central Lakes College may accept applications from commercial online services, but all such applications must be identical in format and content to the Central Lakes College online application form.
3. The Central Lakes College application shall also be available on paper. The paper application must have the same format and content as the Central Lakes College online application.
4. Central Lakes College may use alternative forms for student registration/enrollment in limited-enrollment, customized training courses. These forms must comply with format guidelines provided by the system office and applicable federal and state statutes and regulations.

Part 3. International Students.

Subpart A. Academic Preparation and English Proficiency.

1. International students shall be eligible for admission if their academic preparation is judged equivalent to the admission requirements of the institution to which they are applying.
2. International students may be required to submit high school or other transcripts to an evaluation service designated by the college or university that admits them. The student shall bear the cost of the evaluation.
3. International students who are not native English speakers must demonstrate proficiency in English on a standardized test selected by the admitting institution. An international student may be admitted to a college or university intensive English as a second language program if they score 400 on the Test of English as a Foreign Language (TOEFL) or an equivalent test. An international student may be admitted as a regular student if they attain a score of 500 on the TOEFL or an equivalent test.

Subpart B. Economic Self-Sufficiency.

1. Before being admitted to a college or university, an international student must demonstrate economic self-sufficiency to be able to afford the costs of tuition and fees, books and supplies, room and board, transportation, and any other expenses necessary for the completion of the academic year.
2. International students are required to purchase the system-approved student health insurance, except for those whose sponsoring agency or government certifies that the student is already covered under a plan provided by the sponsoring agency or government.

Part 4. Documentation of Admission Eligibility.

Subpart A. Individual Evaluation. Applicants may be required to provide documentation of admission eligibility. Those who cannot present transcripts or other traditional documentation of their educational preparation shall be individually evaluated in accordance with guidelines consistent with the institution's identity and mission.

If there is reason to believe that a student's high school diploma/transcript is not valid or was not obtained from an institution that provides secondary education, CLC will:

1. Check with the high school to confirm the validity of the student's diploma/transcript and/or
2. Confirm with the relevant department or agency in the state where the secondary school is located that the specific secondary school is recognized as a provider of secondary school education in that state.

Subpart B. English Language Competency. As a condition of admission, applicants whose primary language is not English and applicants who have graduated from a high school where the language of instruction is other than English may be required to demonstrate English language competency using the Combined English Language Skills Assessment (CELSA) or an equivalent instrument.

Subpart C. High School Students. Central Lakes College may admit persons who are currently high school students, provided they demonstrate readiness as determined by the college or university.

Subpart D. Special Student Status. Central Lakes College may allow students to enroll for courses in a special student status. These students are not candidates for diplomas, certificates, or degrees at the institution where they have special student status.

Subpart E. Approved Ability to Benefit Test. The ACCUPLACER is the approved ability-to-benefit test referred to in Board Policy 3.4, Part 3, State College Admission Requirements. 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 to be admitted under the provision in Board Policy 3.4, Part 3. At the time of admission, students admitted under this provision will be informed in writing that they will not be eligible for federal financial aid.

Part 5. Admission to an Academic or Career Program. The admissions standards outlined in Policy 3.4 apply solely to admission to the institution. Central Lakes College may develop standards for admission to a specific academic or career program that exceed or supplement the institution's general admission requirements.

Part 6. Students Suspended from Other Institutions.

Subpart A. Students Suspended for Academic Reasons. Students on academic suspension from a Minnesota State College or University shall not be admitted to Central Lakes College during that suspension unless they demonstrate potential for success in the program to which they apply.

Subpart B. Students Suspended for Disciplinary Reasons. Students who have been suspended or expelled from any postsecondary institution for disciplinary reasons shall be denied admission to Central Lakes College and be required to submit an appeal, which must be approved for admission.

Part 7. Financial Holds. Central Lakes College may admit a student with a financial hold at another system college or university. Still, it shall not allow the student to enroll in courses until the financial hold has been removed.

Part 8. Visiting Student Status.

Subpart A. Students Not Admitted to a System College or University. Central Lakes College may allow a student who is not currently admitted as a student at any system college or university to enroll for eighteen (18) credits in any semester without submitting an application for admission and showing evidence of completion of at least the 10th grade in a secondary environment.

Subpart B. Students Admitted to a System College or University. Central Lakes College shall allow a student who is currently admitted to another system college or university to enroll as a visiting student. A visiting student is not required to submit an application for admission and is not a candidate for a degree, diploma, or certificate at the System College or university where they are attending in visiting student status. A visiting student may enroll for the maximum number of credits allowed by Central Lakes College's enrollment policy, provided the total number of enrolled credits at all system colleges and universities shall not exceed twenty-two in any semester.

Subpart C. Visiting student provisions.

1. Visiting students shall satisfy course prerequisites at Central Lakes College.
2. Central Lakes College may restrict enrollment in visiting student status to students who have earned at least 24 Minnesota Transfer Curriculum credits with a cumulative grade point average of at least 2.0 and a completion rate of at least 67% at a system college or university.
3. Central Lakes College may deny enrollment as a visiting student to any student with an enrollment hold due to conduct or satisfactory academic progress reasons at any system college or university.
4. Central Lakes College shall deny enrollment as a visiting student to any student with an enrollment hold due to outstanding financial obligations at any other system college or university.
5. Visiting students are eligible to register in the same registration windows as other Central Lakes College students.
6. Central Lakes College may limit the enrollment of visiting students in courses that have historically had enrollment requests exceeding available seats.

Part 9. Appeals. Each college and university shall establish an appeal process for individuals denied admission or enrollment as a visiting student. Appeals of denial of admission or enrollment based on financial holds shall not be accepted.

Part 10. Immunization: Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a public or private postsecondary school in Minnesota be immunized against diphtheria, tetanus, mumps, and rubella, with certain specified exemptions allowed (see below). Immunization information will be available for review by the Minnesota Department of Health and the local community health board. Unless exempt, students must be immunized for the following:

1. Measles: Must be after 12 months of age
2. Mumps: Must be after 12 months of age
3. Rubella: Must be after 12 months of age
4. Diphtheria & Tetanus: Must be within the last 10 years.

Unless exempt, students cannot register for more than one course during their second semester at Central Lakes College without a record of the previously listed immunizations.

Subpart A. Exemptions: Students may be medically exempt or file for a conscientious exemption. Conscientious exemption requests require notarization.

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