



Committee Meeting: Policy & Governance Committee	Date: December 13, 2019
Committee Chair: Kathleen Masiello	
New or Edited: Edited	

POLICY NAME: Admissions Policy

POLICY TYPE: Board

SUBMITTED BY: Philip J. Struebel, Director of Admissions

ISSUE OR STATEMENT OF PURPOSE: To establish an admissions policy that provides educational opportunities for all qualified students who seek post-secondary education on either a part-time or full-time basis.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): Not applicable

NEW OR EDITED POLICY: Edited Admissions Policy

Admissions Policy

1. SUNY Erie Community College is an open admissions institution for all non-competitive programs. The College prohibits discrimination based on race, color, religion, sex, national origin, age, gender identification, disability, veteran status, marital status, sexual orientation, military status, domestic violence victim status, predisposing genetic characteristics, or any other protected class as defined by New York State or Federal Law.

2. The College complies with the New York State Education Department (NYSED) Commissioner’s Regulation 52.2d which states that the admission of students shall be determined through an orderly process using the published criteria which shall be uniformly applied. Among other considerations, the admissions process shall encourage the increased participation in collegiate programs at all levels of persons from groups historically underrepresented in such programs.

3. Admission to the College may take one of three forms: Matriculated, Matriculated-Non-High School Graduates (NHSG); or Non-Matriculated.
 - a. Matriculated: A matriculated student is one who has been formally admitted into a degree or certificate program at SUNY Erie under standard College and SUNY procedures. Matriculation, once granted, remains in effect as long as the student is in continuous enrollment at the College and is in good academic standing.



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- b. Matriculated NHSG: Matriculation through the Ability to Benefit Program (ATB) will be granted to students over 17 years of age who do not have high school diplomas and have met the appropriate criteria. The NHSG student must score at an appropriate level on the ATB exam, Placement Test, and be concurrently enrolled in an “eligible career pathway program.” The NHSG status will be maintained until these students have successfully completed 24 hours of college-level course work and have satisfied the High School Equivalency criteria established by the State Education Department.

 - c. Non-matriculated: Non-matriculated students are students who have not applied or been accepted into a degree or certificate program or have not met the minimum standards for matriculation. This classification excludes students from qualifying for financial aid grants and graduation until such time as they meet the requirements for matriculation.
4. To qualify for admission, the applicant must:
- a. Complete SUNY Erie Community College’s Application for Admissions or the approved SUNY Application for Admissions, and any other supplemental admissions forms and requirements for their program of study.

 - b. Prior to enrolling, students will have graduated from an accredited high school, college-approved home-schooling program, obtained a High School Equivalency diploma (HSE), or have passed a Federally approved Ability to Benefit (ATB) exam and be concurrently enrolled in a “eligible career pathway program.”
5. Applicants who are transferring from other colleges are encouraged to submit official college transcripts for waiver and transfer credit purposes. Submission of official college transcripts may be required for application and acceptance into certain competitive programs.
6. All admission decisions are conditional based upon official proof of graduation from an accredited high school, a letter from the school district’s superintendent in which the student resides attesting that the student’s completion of a program of home instruction is substantially equivalent to a four-year high school course instruction (8 NYCRR section 100.1), or proof of High School Equivalency (HSE) diploma, including the certificate and scores.
7. Placement in a Math or English class is dependent upon a student’s review against the SUNY Erie placement standards.



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Detailed information regarding entrance requirements and application procedures and the Educational Opportunity Program is available in the current issue of the Erie Community College catalog.

DOES IT SUPERCEDE A POLICY/WHICH ONE: Yes, Policy V-B-1 Admissions Policy approved 3/86, 6/88, 9/00 and 12/17.

POLICY COMMITTEE RECOMMENDED ACTION: Policy Committee recommends the Board of Trustees approve this Board policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Admissions Policy V-B-1 approved in 9/00.

POLICY COMMITTEE MEMBERS PRESENT: Trustee Kathleen Masiello, Trustee Leonard Lenihan, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Employee Relations Manager Daniel Kaufmann, Dean of Liberal Arts and Science Joanne Colmerauer, Dean of Liberal Arts and Science Jamie Smith and Dean of Students Petrina Hill-Cheatom

DATE OF BOARD APPROVAL: January 30, 2020

POLICY COMMITTEE TEAM FOLLOW-UP:

Following Trustee approval, this Board policy will be included in the Erie Community College Board of Trustees Policy Manual, the Erie Community College catalog and Erie Community College's website.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

The Policy has been reviewed and discussed at the Policy Committee meeting of December 13, 2019.

Documentation Referenced:

- Admissions Policy (10/17)
- Erie Community College's Colleges Fall 2019 Policy Manual

History

Item:	Date:	Explanation:
Policy adopted	March 1986	
BOT Review/Reaffirmed	June 1988	
BOT Review/Reaffirmed	September 2000	
BOT Review/Reaffirmed/Revised	December 14, 2017	



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BOT Review/Reaffirmed/Revised	January 30, 2020	

SUNY Erie Cross References

Policy Name or Procedure:	Where to find: