



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section *Policy 5.1.1 - Admissions*

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I. NON-DISCRIMINATION STATEMENT

The College does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, political affiliation, genetic information, or military or veteran status in any of its activities or operations.

II. OPEN DOOR ADMISSIONS

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least eighteen (18) years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships, or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests and personal interviews. Applicants whose academic record is insufficient for admission into a program shall be given the opportunity to complete preparatory courses necessary to qualify for the program.

For more specific information regarding certain admissions criteria, see Procedure 5.1.1.1 - Admissions Criteria.

III. ADMISSIONS DENIALS

A. Basis for Denials

i. Suspension or Expulsion from another Educational Entity

The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

Similarly, if the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any.

ii. Safety Concern

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Vice President of Student Services shall document:

1. Detailed facts supporting the rationale for denying admission,
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period, and
3. The conditions upon which the application that is refused would be eligible to be admitted.

Before making an adverse safety determination, the Vice President of Student Services shall solicit recommendations regarding the above elements from the College's behavioral intervention team established by Policy 5.3.3 - Behavioral Assessment Team.

iii. Residency for Distance Learning

The College is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state.

Admission of applicants residing outside of North Carolina to an online degree, diploma, or certificate program or individual online courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

iv. Undocumented Immigrants

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

1. The undocumented immigrant attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law.
2. The undocumented immigrant must comply with all federal and state laws concerning financial aid.
3. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
4. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
5. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
6. An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

v. Readmissions

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.

vi. Criminal Justice Education and Training

The College requires students enrolled in courses mandated under N.C.G.S. Chapters 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission, or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law

enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission denial.

vii. Non-Criminal Justice Education and Training Firearm Courses

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess firearms. For purposes of this Policy, “firearm” means a handgun, shotgun, or rifle that expels a projectile by action of an explosion. “Proof of eligibility” means:

1. A current, valid State-issued permit to purchase a firearm,
2. A current, valid State-issued concealed carry permit from North Carolina
3. A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina,
4. Proof of an exemption from permit requirements pursuant to N.C.G.S. § 14-415.25, or
5. A background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14-269.8; -404(c); -415.1; -415.3; and -415.25.

B. Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in this Policy, within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the President for a reconsideration. The written appeal shall contain the applicant's reasons why he or she should be admitted and shall include any supporting documentation. Within ten (10) calendar days from receipt of the applicant's written appeal, the President shall make his or her determination and provide the applicant with a written response. The President's decision is final.

REFERENCES

Statutory References	N.C.G.S. §§ 14-415.25, 14-269.8, 14-404(c), 14-415.1, 14-415.3, 14-415.25, Ch. 17C, Ch. 17E
Regulatory References	1D SBCCC 200.95, 1D SBCCC 400.2
Relevant Guidance	“NC Community College Written Memoranda CC10-026” (July 12, 2010)
Policy Manual Cross-References	Referencing: ● Policy 5.3.3 - Behavioral Assessment Team

POLICY HISTORY

February 10, 2026	Adopted.
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