

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN</b>
<b>EFFECTIVE DATE:</b>	<b>June 15, 2010*</b> <i>(*7/11/15 U.S. Dept. of Education ATB Eligibility Update; 7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility &amp; LCTCS Policy Update)</i>
<b>CANCELLATION:</b>	SA-1422.4B (12/19/00)
<b>CATEGORY:</b>	Student (SA)

**POLICY STATEMENT**

Generally, a first-time freshman is a student who is of the state’s compulsory school age, who has *not* previously attended Delgado Community College, any other regionally accredited institution of higher education, or a Louisiana Technical College institution, and who possesses a high school diploma or equivalent. Such an applicant is eligible for regular admission at the College if he/she is:

- (1) a graduate of a school of secondary education approved by the state department of education or a regionally accredited institution;
- (2) a non-high school graduate who has a high school equivalency diploma from a state department of education or regionally accredited institution;
- (3) a home-school graduate who has completed a state approved, state registered or regionally accredited program; or
- (4) has demonstrated evidence of potential for success by attaining a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education. *In accordance with U.S. Department of Education regulations, federal financial aid eligibility of applicants admitted solely on the basis of ATB scores is based on “Title IV ATB Eligibility Requirements” as per Section 484(d) of the Higher Education Act.*

Any student entering Delgado Community College as a first-time freshman is required to meet the admission requirements contained in this memorandum. This policy does not pertain to applicants who are entering as foreign born (see the College Catalog for international student admission requirements). Admission requirements for dual enrollment/concurrent enrollment and summer enrichment high school students are described in the College’s [Admission Requirements for High School Students](#) policy. Admission requirements for transfer or re-admit students are outlined in the College’s [Admission Requirements for Transfer, Visitor, and Re-Admit Students](#) policy.

(\*7/11/15 U.S. Dept. of Education ATB Eligibility Update; 7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility & LCTCS ACT Update)

## **PROCEDURES & SPECIFIC INFORMATION**

### 1. **Purpose**

To publish the admission requirements for first-time freshmen at Delgado Community College.

### 2. **Scope and Applicability**

This policy and procedures memorandum applies to all students applying for admission to Delgado Community College as first-time freshmen.

### 3. **Provisional Admission**

Applicants who have not submitted all required documents prior to admission may be admitted provisionally. Provisionally admitted students are given 30 days after the start of the semester to submit all required admissions documents. If the student fails to provide requested documents, a registration and transcript hold will be placed on his or her academic records.

### 4. **Definitions/Eligibility for College Admission**

First-time freshmen are students who are of the state's compulsory school age, who have never attended Delgado Community College, any other regionally accredited institution of higher education, or a Louisiana Technical College institution (except for high school students who participated in dual/concurrent enrollment), and who possess a high school diploma or equivalent. Such applicants meet requirements for college admission as first-time freshmen if they fall into one of the following categories:

#### A. **High School Graduates**

High school graduates of state approved or regionally accredited schools of secondary education are eligible for admission.

High school graduates from schools not approved by the state or schools/programs that are not regionally accredited are eligible for admission once they have demonstrated evidence of potential for success by attaining a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education (see ATB financial aid eligibility statement below\*).

*\* ATB Financial Aid Eligibility Statement: In accordance with U.S. Department of Education regulations, federal financial aid eligibility of applicants admitted solely on the basis of ATB scores is based on "Title IV ATB Eligibility Requirements" as per Section 484(d) of the Higher Education Act.*

(\*7/11/15 U.S. Dept. of Education ATB Eligibility Update; 7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility & LCTCS ACT Update)

**B. High School Equivalency Diploma Recipients**

High school equivalency diploma recipients of state approved or regionally accredited programs are eligible for admission.

High school equivalency diploma recipients from schools or institutions that are not approved by the state or schools/programs that are not regionally accredited are eligible for admission once they have demonstrated evidence of potential for success by attaining a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education (see ATB financial aid eligibility statement below\*).

**C. Home School Graduates**

Home school graduates of state approved, state registered, or regionally accredited programs are eligible for admission.

Home school graduates of programs that are not state approved, state registered, or regionally accredited are eligible for admission once they have obtained a high school equivalency diploma from a state approved or regionally accredited program or have demonstrated evidence of potential for success by attaining a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education (see ATB financial aid eligibility statement below\*).

**D. Non-High-School Graduates**

Non-high school graduates who are of the state's compulsory school age as per Louisiana Revised Statute 17:221 are eligible for admissions once they have demonstrated evidence of potential for success by attaining a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education (see ATB financial aid eligibility statement below\*).

Non-high school graduates who are of the state's compulsory school age and do not attain the required level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education can be admitted as non-degree/non-certificate seeking (non-matriculating). Applicants in this category are not eligible for federal financial assistance and are limited to 12 credit hours before meeting admission requirements.

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(\*7/11/15 U.S. Dept. of Education ATB Eligibility Update; 7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility & LCTCS ACT Update)

Non-high school graduates who are of the state's compulsory school age enrolling in a Technical Competency Area (TCA) program are not required to take the Ability to Benefit (ATB) assessment; they can be admitted as non-degree/non-certificate seeking (non-matriculating), and are limited to courses in the program. Applicants in this category are not eligible for federal financial assistance.

The following pertains to eligible ATB scores for first-time freshmen:

1. Only ATB scores administered by the College are accepted.
2. ATB scores are valid indefinitely.
3. Applicants may retake the ATB, with a maximum of 3 attempts in a 30-day period.
4. If an applicant does not pass on the 3rd or more attempt, he or she must wait 30 days to retake the test.

## 5. **Admission Requirements for First-Time Freshmen**

### A. **Degree/Certificate-Seeking Students**

Degree/certificate-seeking students applying for admission to the College as first-time freshmen must:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought.
2. Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956); all first-time freshmen must provide waiver/proof of immunization against meningococcal meningitis. The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
3. Take the Delgado Placement Assessment (ACT COMPASS or ACT ASSET) unless exempted by appropriate ACT scores that are no more than three (3) years old.
4. Provide official high school transcript if the College is unable to retrieve transcript via the Student Transcript System (STS). STS data is available to the College for Louisiana high school graduates graduating May 2003 or later. Applicants who graduated prior to May 2003 are required to request an official transcript from their respective high schools. Applicants who graduated 10 years prior to their admission date may provide the high school diploma for photocopying.

(\*7/11/15 U.S. Dept. of Education ATB Eligibility Update; 7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility & LCTCS ACT Update)

High school equivalency diploma recipients may bring in the original certificate or scores to be photocopied by the Office of Admissions.

5. Attain a certain level on the Ability to Benefit (ATB) assessment as defined by the U. S. Department of Education (see ATB financial aid eligibility statement below\*) if a non-high school graduate or graduate of a non-state approved, non-state registered, or non-regionally accredited home school or high school.
6. If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.

## B. **Non-Degree/Non-Certificate Seeking (Non-Matriculating) Students**

Applicants who are not seeking any type of credentials and are taking courses for professional development or personal enrichment only, are classified as “non-degree/non-certificate seeking” (non-matriculating). Non-degree/non-certificate seeking students:

- cannot earn a certificate or degree from Delgado Community College;
- are not eligible for federal financial assistance; and
- must meet all admission requirements at the time of enrollment status change to degree/certificate seeking.

A non-degree/non-certificate seeking student applying to the College as a first-time freshman must:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
2. Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956); all first-time freshman must provide waiver/proof of immunization against meningococcal meningitis. The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
3. Take the Delgado Placement Assessment if required as a prerequisite, (e. g. general education courses) or exempted by appropriate ACT scores that are no more than three (3) years old.

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June 15, 2010\*

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7/10/14, 7/15/13 Procedural Update; 10/26/12 LCTCS Banner  
Procedural Update; 7/6/12 U.S. Dept. of Education ATB Eligibility  
& LCTCS ACT Update)

4. If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.

6. **Cancellation**

This policy and procedures memorandum cancels SA-1422.4A, *Admission Requirements for First-Time Freshmen*, dated December 19, 2010.

*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Admission Requirements for High School Students](#)

Delgado Policy and Procedures Memorandum, [Admission Requirements for Transfer, Visitor, and Re-Admit Students](#)

Louisiana Community and Technical College System *Policy #2.012 Home School Students*

Louisiana Revised Statute 17:221 (School Attendance; Compulsory Ages)

Louisiana Revised Statute 17:3151 (Federal Draft Registration)

Louisiana Revised Statute 17:170 (Immunization Requirements)

*Review Process:*

Admissions Council 2/22/10

Testing Council (Regarding ATB Requirements) 3/23/10

Academic and Admissions Standards Committee 4/7/10

Academic Affairs Council 4/16/10

Student Affairs Directors/Student Affairs Council 5/28/10

College Council 6/15/10

U.S. Dept. of Education ATB Eligibility and LCTCS ACT Update – Vice Chancellor for Student Affairs Approval 7/6/12

LCTCS Banner Procedural Update - Vice Chancellor for Student Affairs Approval 10/26/12

Procedural Update – Vice Chancellor for Student Affairs Approval 7/10/14

U.S. Dept. of Education ATB Eligibility Update – Vice Chancellor for Student Affairs Approval 7/11/15

*Distribution:*

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