

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ADMISSION REQUIREMENTS FOR TRANSFER, VISITOR &amp; RE-ADMIT STUDENTS</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 Procedural Update; LCTCS Banner Procedural Update 10/26/12; 7/6/12 U.S. Dept. of Education ATB Eligibility, LCTCS ACT Update)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Student (SA)

**POLICY STATEMENT**

A *transfer student* is an applicant who has attended another regionally accredited college or university or a Louisiana Technical College institution, regardless of duration. This memorandum does not pertain to applicants who are transferring from a college or university from another country. A *visitor student* is an applicant who is currently attending another college or university, but plans to attend Delgado Community College for one semester only (fall, spring or summer) and to return to his or her home institution for the following semester. A *re-admit student* is an applicant who has attended Delgado Community College previously and interrupted his or her studies for at least one spring or fall semester.

Any student entering Delgado Community College as a transfer, visitor, or re-admit student is required to meet the admission requirements contained in this memorandum. Admission requirements for first-time freshmen are outlined in the College's [Admission Requirements for First-Time Freshmen](#) policy. 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.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the admission requirements for transfer, visitor, and re-admit students at Delgado Community College.

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

## 2. **Scope and Applicability**

This policy and procedures memorandum applies to all students applying for admission to Delgado Community College as transfer, visitor, or re-admit students.

## 3. **Provisional Admission**

Applicants who have not submitted all required documents prior to admission may be admitted provisionally to Delgado. 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**

### A. **Degree/Certificate Seeking Transfer Student**

A degree/certificate seeking transfer student is an applicant who has attended another regionally accredited college or university or a Louisiana Technical College institution, regardless of duration, and who plans to pursue a degree or certificate from Delgado.

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

A non-degree/ certificate seeking (non-matriculating) transfer student is an applicant who has attended another regionally accredited college or university or a Louisiana Technical College institution, but is not seeking any type of credentials at Delgado and is taking courses for professional development or personal enrichment only. *Non-degree/certificate seeking students are not eligible for federal financial assistance.*

### C. **Visitor**

An applicant who is currently attending another college or university, but plans to attend Delgado Community College for one semester only (fall, spring or summer) and to return to his or her home institution for the following semester.

### D. **Re-Admit Student**

A re-admit student is an applicant who attended Delgado Community College previously and interrupted his or her studies for at least one spring or fall semester.

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7/10/14 Procedural Update; 10/26/12 LCTCS  
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ATB Eligibility & LCTCS ACT Update)

## 5. Admission Requirements

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

Degree/certificate-seeking transfer students applying for admission to the College must:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought.
2. Submit **official** transcripts to the Office of Admissions and Enrollment Services from *each* college or university previously attended, whether credit was earned or not.
  - Applicants who have been enrolled in a regionally accredited institution of higher education or a Louisiana Technical College institution the past year prior to applying for admission, and are admitted provisionally to Delgado, are required to provide verification of academic status at the previous institution prior to being admitted to Delgado.
  - Students who fail to acknowledge attendance at a regionally accredited college or university or a Louisiana Technical College institution in which they have been registered may be subject to immediate dismissal without benefit of refund.
3. Provide verification that they have met all prerequisites for desired course enrollment by providing college transcripts (official transcripts are required to meet admissions requirement; however, unofficial transcripts may be used for advising purposes) *or* by meeting the assessment requirements as described in #4 below.
4. 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, *or*
  - Successful completion of developmental or college-level math and English courses with a grade of “C” or better within the last three years.
5. Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.

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

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

Transfer students are subject to the [academic status](#), transfer credit, and academic amnesty provisions outlined in the college catalog in effect at the time of admission to Delgado.

## B. **Non-Degree/Certificate Seeking (Non-Matriculating) Transfer 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/certificate seeking” (non-matriculating). Non-degree/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/certificate seeking transfer student applying to the College must:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
2. Submit **official** transcripts to the Office of Admissions and Enrollment Services from *the last* college or university previously attended, whether credit was earned or not.\*\*

- Applicants who have been enrolled in a regionally accredited institution of higher education or a Louisiana Technical College institution in the past year prior to applying for admission and are admitted provisionally to Delgado are required to provide verification of academic status at the previous institution prior to being admitted to Delgado.
- \*\*Applicants who are non-degree/certificate seeking and have attended a regionally accredited institution of higher education or a Louisiana Technical College institution *prior to the past year* may be admitted as “Special Students.” The Special Student category allows a student to take no more than twelve semester hours before having to submit official transcripts to meet admission requirements.

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

- Students who fail to acknowledge attendance at a regionally accredited college or university or a Louisiana Technical College institution in which they have been registered will have a registration and transcript hold placed on his or her academic records and may be subject to immediate dismissal without benefit of refund.
- 3. Provide verification that he or she has met all prerequisites for desired course enrollment by providing college transcripts *or* by meeting the assessment requirements as described in Section 5A, #4.
- 4. Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
- 5. If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.

### C. **Visitor Students**

A visitor student applying to Delgado must:

- 1. Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
- 2. Provide a letter of academic standing from the previous institution's Registrar's Office reflecting academic status at the end of the previous semester. If a letter of academic standing is not available, official transcript as of the previous semester is required.
- 3. Provide verification that he or she has met all prerequisites for desired course enrollment by providing college transcripts or by meeting the assessment requirements as described in Section 5A, #4.
- 4. Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
- 5. If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.

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7/10/14 Procedural Update; 10/26/12 LCTCS  
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If a visitor student decides to continue enrollment at the College, he or she must meet the requirements as outlined in Section 5A, “Degree/Certificate Seeking Transfer Students.”

#### D. **Re-Admit Students**

Applicants who attended Delgado previously and interrupted their studies for at least one spring or fall semester must:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
2. Submit **official** transcripts to the Office of Admissions and Enrollment Services from *each* college or university attended after the break in enrollment at Delgado.
  - Re-admit applicants who fail to acknowledge attendance at a regionally accredited college or university or a Louisiana Technical College institution after the break in enrollment at Delgado may be subject to immediate dismissal without benefit of refund.
3. If all admission requirements were *not* met during initial enrollment, submit all required documents prior to being readmitted to the College.
4. If ATB scores were used to meet admission requirements during initial enrollment, the re-admit student may continue to use the ATB scores to meet admission requirements if the test taken remains a valid ATB test in accordance with the Department of Education guidelines. Otherwise, the re-admit student must retake the ATB to be readmitted to the College. *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.*

Re-admit students are subject to the [academic status](#) and academic amnesty provisions outlined in the college catalog in effect at the time of re-admission.

June 15, 2010\*

SA-1422.5

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7/10/14 Procedural Update; 10/26/12 LCTCS  
Banner Procedural Update; 7/6/12 U.S. Dept. of Education  
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*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Admission Requirements for First-Time Freshmen](#)  
Delgado Policy and Procedures Memorandum, [Admission Requirements for High School Students](#)  
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 5/28/10  
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:*

Electronic Distribution via the College's Website