

COMMUNITY COLLEGE OF VERMONT

ADMISSIONS POLICY

September 15, 2005

Revised August 13, 2025

See also:

Enrollment policy

Basic Skills policy

Complaint Resolution for Students

VSC policy on Determining of In-State

Residency for Tuition Purposes (301)

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POLICY

The Community College of Vermont is an open admissions institution, providing access to anyone who can contribute to and gain from post-secondary education. Prospective students may complete the admissions process at any time throughout the calendar year and are encouraged to do so before the beginning of the registration period in which they plan to enroll. The College's requirements for enrollment in specific courses are outlined in the Enrollment Policy.

1. Prospective students must submit a complete CCV application for admission in order to be considered for admission. Depending on the prospective student's academic background and goals, applicants are categorized as follows:
 - a. Continuing Education: A Continuing Education applicant is one who intends to enroll at the college with no expressed interest, at the time, in pursuing an associate degree or certificate at CCV. Continuing Education applicants include, but are not limited to, persons seeking:
 - i. professional development or training, including CCV's workforce education programs;
 - ii. to enroll under VSC's tuition program for Vermont senior citizens;
 - iii. courses for personal enrichment; and
 - iv. to obtain credits for transfer to a college or university where they are currently matriculated (without transferring to CCV). Currently matriculated students at other Vermont State Colleges who do not intend to transfer to CCV do not need to submit an application for admission.
 - b. Dual Enrollment: A Dual Enrollment applicant is a high school student who intends to enroll in CCV and high school (or equivalent) courses at the same time.
 - c. Degree and Certificate Seeking: A degree/certificate seeking applicant is one who has expressed intent to earn an associate degree or college certificate in accordance with the requirements of the College. Applicants who are uncertain

about their choice of a particular academic program may select a program of Undeclared.

- i. Degree and certificate seeking applicants must have earned a high school diploma, a GED or declare home-schooled status. The Director of Admissions may grant exceptions to high school students seeking to participate in Vermont's dual-enrollment and early college programs.
 - ii. Degree and certificate seeking applicants will be assigned one of the following admission statuses. This status is determined based on information submitted on the application for admission:
 1. First-year student: This applicant is attending college for the first time (not including courses taken for dual enrollment);
 2. Transfer student: This applicant has previously earned college credits or has previously attempted college coursework;
 - a. Internal transfer applicants have previously enrolled at another of the Vermont State Colleges.
 - b. External transfer applicants have not previously enrolled within the Vermont State Colleges.
 3. Re-admission student: This applicant has previously enrolled at CCV but has not enrolled at CCV or any other college for four or more consecutive semesters (including summers).
2. All applicants are encouraged to meet individually with an academic advisor or attend a group advising session.
3. Applicants for admission to CCV must complete basic skills assessments in accordance with the Basic Skills policy.
4. Students who are pursuing educational goals at another college to which CCV coursework will be applied may elect to be either a non-degree student or a degree student at CCV.
5. Degree and certificate seeking applicants must submit original official transcripts of all previous college work to the registrar's office for evaluation. Applicants who are unable to obtain official transcripts should consult with an academic advisor to discuss the circumstances that might warrant a temporary or permanent waiver of this requirement.
 - a. While non-receipt of official transcripts may not prohibit students from enrolling in their first semester, transfer students will not be permitted to register in subsequent semesters until all necessary transcripts have been submitted to the

College or a permanent waiver or extension has been approved by the Director of Admissions or her/his designee.

- b. Students who have previously completed a college degree must submit official transcripts of all previous college coursework to the registrar's office prior to admission.
 - c. Nonimmigrant visa holders who are temporary residents of the United States and are not eligible for federal or state financial aid are not required to submit previous official college transcripts from foreign institutions of higher education.
6. Degree and certificate seeking applicants who have previously completed a college degree must submit a degree plan to the college for review upon receipt and evaluation of all previous college transcripts. The degree plan will be reviewed by the Academic Dean or her/his designee.
7. International Applicants.
- a. In addition to the standard requirements for admissions, including the Basic Skills policy, prospective international students seeking admissions to CCV and an F1 Student Visa must:
 - i. Pay CCV's International Student Visa application fee. If admitted and enrolled, payment will be credited to the applicant's CCV tuition bill. This fee is non-refundable and non-transferable. Waiver of this requirement is possible at the discretion of CCV's US Immigration and Customs Enforcement Designated School Official(s);
 - ii. Submit a CCV I-20 Application Form;
 - iii. Demonstrate college level English language readiness by submitting official TOEFL scores or other approved documentation to the College that meet established minimum score requirements;
 - iv. Submit a declaration of finances signed by a bank official, or a bank statement showing sufficient funds to cover total educational and living expenses for the duration of coursework at CCV, and/or an Affidavit of Support Form and accompanying documents from a sponsor certifying that s/he will be responsible for the student's educational and living expenses for the duration of coursework at CCV. Upon submission of these documents, qualified international applicants will be issued an INS (United States Immigration and Naturalization Service) form I-20;
 - v. After receipt of their I-20, apply to the U.S. Embassy or consulate in their home country for an F1 student visa;
 - vi. Enroll with non-resident status and maintain that status for the duration of enrollment at CCV with the F1 visa;

- vii. Enroll in at least 12 credits for both fall and spring semesters, and maintain full-time status at CCV (not including summer semesters).
 - b. International applicants seeking admission to CCV using another visa type may be required to submit immigration status documentation to verify eligibility for enrollment.
 - c. According to federal statute and depending on the type of visa, there may be additional requirements for international students.
- 8. Admission of minors (applicants under the age of 18).
 - a. CCV seeks to support and encourage enrollment by all Vermont high school students and other minors seeking to further their education. To support their success in the college classroom, CCV's Introduction to College Studies course is recommended as the first class for all minors.
 - b. Applicants ages 16 and 17 may be admitted to CCV per the admissions policies and practices that govern adult applicants.
 - c. All applicants under the age of 16 must meet CCV's established minimum placement assessment scores associated with their desired coursework. There is no assessment score requirement for CCV's Introduction to College Studies course.
 - d. Applicants under the age of 15 may be admitted to CCV; however, initial enrollment is limited to CCV's Introduction to College Studies course. Additional enrollment of students under the age of 15 is not permitted without successful completion of this course and academic advisor approval.
 - e. Applicants under the age of 14:
 - i. CCV reserves the right to deny admission to students under the age of 14 based on academic and/or behavioral preparedness.
 - ii. All applicants under the age of 14 must complete the following to be considered for admission:
 - 1. Submit a self-written letter stating goals regarding enrollment at CCV.
 - 2. Submit a letter of recommendation from an educator or tutor (other than a family member or guardian) addressing academic readiness and behavioral preparedness for an adult learning environment.
 - 3. Complete an interview with a CCV academic advisor. The academic advisor may also meet with the applicant's parent(s) or

- guardian(s) to review CCV course content and expectations.
 - iii. Upon completion of the steps listed above and all other applicable admissions requirements, the admissions decision will be made by CCV's Dean of Students following a review of available records and the recommendation of the CCV academic advisor who conducted the interview.
 - f. See also CCV's policy on Enrollment for additional rules governing the initial and subsequent enrollment of minors.
9. Applicants who have a balance due on their financial account at any Vermont State College will not be admitted until all financial obligations are met or other arrangements have been made with the applicable college's Financial Aid or Accounts Payable offices.
10. Applicants who were previously dismissed or are currently under suspension from CCV must appeal, in writing, to the CCV Academic Dean to request reinstatement.
11. CCV reserves the right to require additional documents and or actions from applicants including, but not limited to, high school transcripts, GED verification, interviews, reference letters, degree plans, background checks, writing samples, vaccination documentation, as well as immigration or citizenship documents.
12. Readmission of Service Members.
- a. In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), CCV will promptly readmit members of the uniformed services who seek readmission to a program that was interrupted due to a uniformed service obligation.
 - b. Scope - Scope Applies to any CCV student who cannot attend due to "military service" as defined below.
 - c. Definitions -
 - i. **Military service** – Voluntary or involuntary service in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than thirty (30) consecutive days under a call or order to active duty of more than thirty (30) consecutive days. This does not include National Guard service under state authority. (Military service is equivalent to "services in the uniformed services" as defined at 34 CFR 668.18.)
 - ii. **Service member** – Someone who is a member of, applies to be a member

of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services.

- iii. **Appropriate officer** – A warrant, commissioned, or noncommissioned officer authorized to give notice by the military service concerned.
- iv. **Armed Forces** – The U.S. Army, Navy Air Force, Marine Corps, Space Force, and Coast Guard.
- v. **Active duty** – Full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Active duty does not include full-time National Guard or Air National Guard duty.

d. Notifications -

- i. **Notification of Military Service** – The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the CCV Veterans and Military Connected Students office as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to CCV and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated his absence from CCV. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- ii. **Notification of intent to return to CCV** – The student must also give oral or written notice of an intent to return to CCV within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify CCV within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established general practices.

e. Readmission Requirements -

- i. CCV will promptly readmit the student into the next class or classes in the program beginning after they provide notice of intent to reenroll, unless they request a later date or unusual circumstances require CCV to admit them later.
- ii. CCV will admit the student with the same academic status, meaning:
 - 1. To the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most like that program, unless they choose a different program.

2. At the same enrollment status, unless the student wants to enroll at a different enrollment status.
 3. With the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable.
 4. With the same academic standing the student previously had.
 - iii. The cumulative length of the absence and of all previous absences from the school for military service may not exceed five (5) years. Only the time the student spends performing service is counted.
 - iv. If CCV determines that a returning student is not prepared to resume the program or is unable to complete the program, the College must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on CCV, the College is not required to readmit the student.
13. CCV will not employ fraudulent or high-pressure recruitment tactics with any applicant, especially military applicants including, but not limited to, providing commissions for securing military enrollments.
 14. Providing false, incomplete, or misleading information, when discovered, can result in consequences up to and including denial/withdrawal of admission and dismissal.
 15. CCV reserves the right to deny or withdraw admission for reasons related to school safety or wellbeing.