

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Admissions Policies and Practices	Effective Date:	Policy Number:
	February 18, 2022	01-1-033
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: President		

I. Purpose and statement of operational policy underlying the procedure.

This policy identifies the practices associated with admission to LeMoyne-Owen College and how students, faculty, staff, and the local community can receive and review them.

II. Applicability/Scope

This policy applies to all constituencies of LeMoyne-Owen College. Through these practices, students, faculty, staff and the community can make sound decisions regarding admission to the College.

Students who complete the Associate of Arts or Associate of Science degree and transfer from an accredited institution to LeMoyne-Owen College will have satisfied the general education core requirements.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
College Communications Specialist	Will receive and approve all information that is placed on the LeMoyné-Owen College website and ensure easy access to its location	Information may be received and posted on the website at any time during the academic year. Postings may be viewed within a 48-hour period
College Catalog Committee	The Chair of the College Catalog Committee will receive information that will be available for public access and will work with the Committee to ensure it is in a general area which is easy to access by the students, faculty, staff, and the community	There will be designated times for catalog updates, with major updates and revisions completed during a biennial period, however, specific updates may occur as needed.
Division Chairs	Will review the specific academic areas for update, modifications, and revisions based on changes that may occur within their division. This is done to ensure that faculty, Staff, Students, and the Public Community has access to the more recent information regard the College and its operations.	This review will occur on an annual basis; however, the Division Chair reserves the right to have immediate changes made within the College catalog.

IV. Related policies/References for more information

Authorizing Official: <u>Vernell Bennett Gaus</u>	Authorization Date: <u>2/18/22</u>
Title: <u>PRESIDENT</u>	