

SUBJECT: Admissions Process	Effective Date: July 1, 2011	Policy Number: 04-2-002
	Supersedes: Policy on 3/27/03	Page 1 Of 5
	Policy: Admissions Process Date: 3/15/2011	
	Responsible Authority: Director, Admissions and Recruitment	

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

The policy helps to ensure a thorough quality control check is done at this point. This step is to assure that audit exceptions are avoided and that embarrassing errors do not go undetected. Applicants' paper files and computer online files must be complete, accurate and identical. Properly completed applicable file reviews are necessary for retrieving accurate data.

Purpose is to ensure all admissions documentation in the file belongs to the applicant. Compare test scores on transcript and scores in Power Campus. Applications must be completed in black or blue ink. Application fee must be received or waived before a decision is rendered. Make sure an Activity Tracking Sheet is in applicant file to be completed. Applicant's application with admissions documents will be decided on by Admissions Department

II. Applicability/Scope

This policy applies to all students that apply to attend LeMoyne-Owen College for Spring, Summer, and Fall Terms.

III. Process for Implementing Procedure

Application Decisions are made based on the information listed below on the list of items necessary for a complete admission file in each of the applicant categories.

Responsibility	Action	Timeline
Student	Applications must be completed in ink or online.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Make sure all documentation in the file belongs to the applicant.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Compare test scores on transcript and scores in Power Campus.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Make sure an Activity Tracking Sheet is in the folder.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Application fee must be received	September for Spring February for Fall
Student	To submit all required admissions documents	September for Spring February for Fall

Completed Admission Files

Below is a list of items necessary for a complete admission file in each of the applicant categories.

1. First Semester Freshman Applicants
 - Application for admission (Paper Application or Online Application)
 - Official high school transcript reflecting grades through first half of 12th grade
 - Application fee or fee waiver
 - A copy of applicant's ACT or SAT scores
 - Immunization Record (2 doses MMR) and (2 doses Varicella) Chickenpox

2. Readmit Applicants
 - Application for readmission (Readmit Application)
 - Clearance from the Fiscal, Student Affairs, Records, and Admissions Offices
 - Check for previous colleges attended since enrolled at LOC (NSLDS)

3. Transfer Applicants

- Application for admission
- Official college transcript from each college or university attended (NSLDS)
- Application fee or fee waiver
- If less than 28 credit hours have been attempted, the applicant must also submit:
 - An official final high school transcript
 - A copy of applicant's ACT or SAT scores
 - Immunization Record (2 doses MMR)

4. Applicants with GED's

- Application for admission
- Application fee or fee waiver
- SAT or ACT scores, if under age 21
- Official GED Transcript
- Immunization Record (2 doses MMR)

5. International Applicants

- Application for admission
- Application fee or fee waiver
- Foreign credential evaluation report
- A "Declaration of Finances" indicating the student has the financial resources to cover one full year of study plus living expenses at LOC – check with the Director for this figure, it will change as College costs for the student change
- A copy of TOEFL scores is required if the applicant is from a country where the native language is not English or if the language of instruction is not English
- All the other necessary items for First Semester Freshmen or Transfer Applicants

6. Teacher Certification Applicants

- Applicant must complete the application process for applicable college attendance status. A separate application must be made to the Division of Education for admission to the Teacher Certification program.

7. Transient Applicants

- Application for admission
- Application fee or fee waiver
- These applicants are only required to submit the application form and an official letter from the institution currently attending indicating the student has permission to take courses at LeMoyne-Owen.

8. ADCP Applicants
 - ADCP applicants must meet all the applicable admission requirements for transfer applicants. Upon application and indication of interest in ADCP, the appropriate data will be forwarded to the Division of Business and Economic Development. Check for previous colleges attended since LOC (NSLDS)
9. Mature Applicants
 - Applicants who graduated high school at least 3 years ago and have not attended any other school since that time, are not required to submit test scores. Also, the high school GPA minimum requirement will be waived

Application Decisions

1. Admit
 - First Semester Freshman applicants with at least a 2.00 grade point average who have submitted Final High School Transcript
 - Transfer applicants with at least a 2.00 grade point average; if high school transcript is required, it must also reflect at least a 2.00 grade point average
 - Cumulative grade point averages for transfer students are calculated by taking the total number of quality points and divided that figure by the total number of attempted hours.
 - Readmit applicants with clearance from the Fiscal, Records, Student Affairs, Admissions Offices
 - International applicants who have earned passing scores in at least five academic subjects; if scores are presented numerically, the only acceptable scores are 1, 2, and 3
2. Admit/Need Final Transcript
 - First Semester Freshman applicants with at least a 2.00 grade point average who have not submitted the Final High School Transcript
3. Committee
 - Freshman applicants with grade point averages between 1.50 and 1.99 are referred to the Admission Review Committee. Once the committee has rendered a decision, the appropriate update is made to the application tab. The students are placed on an (EPA) Education Partnership Agreements for the first academic semester
 - Transfer applicants with cumulative grade point averages below 2.00 must submit a one to two page essay/letter explaining their unsatisfactory academic performance. Once that essay/letter is received this applicant can be referred to the Admission Review Committee. Once the committee has rendered a decision, the appropriate update is made to the application tab.
4. Limited Admission
 - Applicants that have been reviewed by the Admission Review Committee and prescribed to enroll in a limited number of credit hour.

5. Limited Admission/Need Final Transcript

- Applicants that have been reviewed by the Admission Review Committee and prescribed to enroll in a limited number of credit hours and **have not** submitted the final high school transcript

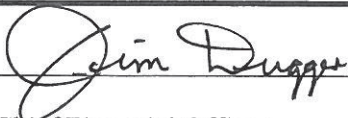
6. On Hold

- Most "On Hold" Decisions are at the discretion of the Director.
- Transfer applicants from whom a letter or other admission documents has been requested should be placed "On Hold" by the requestor until receipt of said documents

IV. Related policies/References for more information

College Catalog
Student Handbook
Admissions Policy and Procedures Manual
College Planning Guide

Authorizing Official:



Authorization Date:

10/6/11

Title: Vice President/Chief Financial Officer