

CHAPTER 3: Educational Services

Policy 3E.1: Admissions

See [MnSCU Policy 3.4](#)

Proposal to amend
11.08.11

Admission to the College

Anoka-Ramsey Community College follows an open-door admission policy. Any resident who has graduated from an accredited high school or who has successfully completed a General Education Development Examination (GED) is eligible for college admission. A person with neither a high school diploma nor a GED may be admitted if s/he demonstrates potential for college success. English language proficiency is not a barrier to admission. Placement testing determines student readiness for college courses and places students into appropriate courses to facilitate student academic success in English composition and mathematics.

Persons applying to enroll at the college must submit the following to the college Admissions Office:

- Completed admission application
- \$20 nonrefundable application fee
- High school or college transcripts, GED certificate or proof of ability to benefit

Additional or other admission requirements may apply to Minnesota non-resident, international, Amity International Scholars, Post-Secondary Enrollment Options (PSEO), Nursing, and Physical Therapist Assistant applicants.

Admission to the college does not automatically qualify a student for all courses and curricula of the college; some course offerings have special prerequisites and requirements.

Students on academic suspension from another college or university will not be admitted to Anoka-Ramsey unless an appeal is approved by Anoka-Ramsey.

Students with a financial hold at another college or university may be admitted to Anoka-Ramsey, but will not be allowed to register until the financial hold has been removed.

Students with a disciplinary suspension or expulsion from any postsecondary institution will be denied admission.

Visiting Students

Students who are not currently admitted as a student at Anoka-Ramsey Community College, but are currently admitted at another MnSCU system college or university, will be allowed to enroll for up to eight credits as a visiting student. A visiting student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester. Students not admitted to Anoka-Ramsey or another MnSCU institution must submit an application before registering for classes

Visiting students must satisfy course prerequisites for Anoka-Ramsey Community College.

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State Residency (see [MnSCU Board Policy 2.2](#))

Per Minnesota statute (M.S. 135A.031, subd. 2) and [MnSCU Board Policy 2.2](#) Minnesota resident status is determined at the time of application.

Classification as State Residents

1. Students who resided in the state for at least one calendar year prior to applying for admission or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies.
2. Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
3. Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Non-Resident Students Allowed to Pay the Resident Tuition Rate

4. Active Duty Military. U.S. military personnel serving on active duty assignment in Minnesota, veterans, and their spouses and dependent children.
5. Migrant Farmworkers. Students who have been in Minnesota as migrant farmworkers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary institution, or students who are dependents of such migrant farmworkers.
6. Minnesota High School Graduates. A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a Minnesota State College or University.
7. Employment-related Relocation. Persons who were employed and were relocated to the state by the person's current employer.
8. Refugees and Asylees. Students who are recognized as refugees or asylees by the Office of Refugee Resettlement of the United States Department of Health and Human Services.

Non-Resident Admission

In addition to general admission requirements, residents of states other than Minnesota, Wisconsin, Iowa, North Dakota, and South Dakota are required to meet one of the following requirements:

- Have a high school diploma or GED and based on high school rank, place in the upper two-thirds of the graduating class.
- Have a high school diploma or GED and achieve a composite score on the ACT test or the SAT test, which results in placement at or above the 34th percentile on a national comparison.
- Have been out of high school for at least three years or high school graduating class graduated three or more years ago and be able to prove ability to benefit from college attendance.
- Have completed at least ten semester credits or fifteen quarter credits with an overall GPA of at least 2.0 at an accredited postsecondary institution.

International Student Admission

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An international student is a non-U.S. citizen or non-U.S. immigrant who has been granted F-1 visa status from the U.S. Department of State through a U.S. consulate based on the I-20 document issued by a college in order to pursue full-time study. A person enrolling at the college as an international student must submit the following to the Admissions Office:

- Completed International Student Admission Application
- \$20 non-refundable application fee
- Proof of academic achievement as documented by official high school or college transcripts (English or English translation)
- Proof of financial resources equivalent to one year's cost of attendance documented by a notarized Affidavit of Support and notarized bank statements
- Proof of English proficiency based on one of the following tests:
 - TOEFL – minimum score of 500 on the Paper-Based Test (PBT) or 61 on the internet-Based Test (iBT)
 - Michigan Test – minimum score of 75
 - ELS – Academic level 109 completed
- Proof of visa status if currently residing in U.S, or copy of Form I-20 for F-1 visa holders
- Annual fee for the mandatory college-sponsored health insurance plan
- Documentation of immunization
- Declaration of a major

Amity International Scholars

International students who come to the college through the Anoka-Hennepin School District 11 partnership with Amity International Scholars may enroll in one the college course each semester during their teaching term(s) with the school district. The following criteria apply to a scholar's enrollment at the college:

- The scholar must complete assessment testing prior to registration for a course.
- The scholar may register for one class based on the results of the assessment testing.
- Registration is on an audit and space-available basis after the semester begins.
- Tuition and per credit fees for the course will be waived; however, the scholar is responsible for special course fees, books, and supplies.
- No admission application is required.

PSEO (Post-Secondary Enrollment Options) Admission

PSEO is a state program for high school juniors and seniors, which offers the opportunity to enroll in and attend college-level courses and apply earned credits toward high school graduation requirements and a college degree. State funding covers the cost of tuition, fees, and required books for eligible courses.

Students are eligible if they meet the class rank requirements set by the legislature. Juniors must be in the top 1/3 of their class and seniors must be in the top 1/2. Students who are home schooled or attend an area learning center may submit commensurate test results from a national standardized, norm-referenced test such as the ITED, PLAN, ACT, PSAT or SAT.

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Anyone interested in applying to the college as a PSEO student must submit the following to the Admissions Office:

- Completed PSEO Student Admission Application
- Completed Notice of Student Registration Form (from the Department of Children, Families, and Learning)
- Documentation of qualifying class rank or national standardized test
- Official high school transcript

Applicants to the college's PSEO program who do not meet the required class rank or corresponding test results for non-ranked students may appeal the admissions criteria to the Admissions Office.

Special High School Admission

High school students who are not enrolled at the college through the PSEO program and are at least 16 years of age may be admitted to enroll in courses outside of the PSEO program for any term, including summer session. Students are responsible for payment of tuition, fees and books. Interested students must complete the college's general admission requirements, submit placement test, high school transcript, and a signed special high school admissions form.

Minnesota Senior Citizen Admission

MN Statutes 2004, section 135A.51 provides for senior citizens who are legal residents of Minnesota to enroll in audit credit courses on a space-available basis without payment of tuition and activity fees. "Senior citizen" means a person who has reached 62 years of age before the beginning of any term, semester or quarter in which a course of study is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the term. There shall be no administrative fee charged to a Minnesota senior citizen auditing a course. The request to audit a course must be made at the time of registration for the course. Registration for Minnesota senior citizens who enroll on an audit basis begins the first business day after the first class session. An administrative fee of \$20 per credit for credit courses will be charged to a Minnesota senior citizen who enrolls for credit the first business day after the first class session. Minnesota senior citizens who wish to guarantee their enrollment in a course may register earlier, but they will be required to pay full tuition and fees. The Minnesota senior citizen student is responsible for purchasing books and class materials, whether enrolled for credit, audit, or in non-credit courses. Minnesota seniors enrolled for credit or audit will also be charged technology, MSCSA and parking fees.

Minnesota senior citizens may also enroll without payment of tuition and activity fees in noncredit courses, except in those courses designed and offered specifically and exclusively for senior citizens. Minnesota senior citizens enrolled in any noncredit course are responsible for purchasing any materials needed for the noncredit course. A Minnesota senior citizen enrolled in closed enrollment contract training or professional continuing education program is not eligible for benefits under MN Statutes 2004, section 135A.52, subdivision 2.

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Admission to the college Nursing Program

In addition to the general college admission criteria, students applying to the college's nursing program must meet other requirements and submit a Nursing Program application form for admission to the college nursing program.

Applicants must meet the following criteria before applying for admission to the nursing program.

- Must be a high school graduate, or earned a GED with a minimum cumulative GPA of 2.75 in high school or college.
 - Use of high school GPA is limited to two years from high school graduation.
 - Cumulative GPA will be calculated using transcripts from all colleges attended.
 - No credit/Incomplete grades on college level courses will be recomputed as F's for cumulative GPA calculations.
 - If the applicant is currently a high school senior applying prior to graduation, the student must submit a letter from their high school indicating academic progress toward graduation in the spring. Applications from high school seniors will be accepted pending their graduation results.
- Applicants being admitted based on college GPA must have completed at least 9 semester (or quarter equivalent) credits from courses that are general education requirements for the AS degree in nursing (see guide sheet).
- Applicants on academic probation or suspension will not be eligible for admission. If academic probation or suspension occurs after the student is admitted and is not lifted before the first semester of nursing core courses, the student will not be eligible to start the program.
- Anatomy and Physiology 1 and 2 (BIOL 2113 & 2114) are required science courses, but not required to apply. These courses must also be within 7 years of program start date and have a grade of C or better.
- Grades of D and F will not satisfy admission and graduation requirements for the RN Nursing program.
- Composite score of 19 or above on the ACT Exam. Applicants who have completed a baccalaureate degree in another field are exempt, and will have equivalent to a score of 25 to calculate their rubric score.
- A minimum rubric score of 6.0 must be achieved to be considered for acceptance into the nursing program. (See scoring guide in the procedures)

Applicants must meet the following additional criteria before applying for admission to the LPN

Mobility Nursing Program:

1. Graduation from a state-approved Practical Nursing Program
2. Graduation from a practical nursing program within two years from the program start date, or the equivalent of six months' full-time work experience in the past two years (must be verified by letter from the employer)
3. Current LPN license in good standing.
4. Successful completion of Anatomy and Physiology I within 7 years of the program start date.

Nursing Post-Admission Criteria

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Subsequent to admission to the nursing program, students must attend a mandatory nursing student orientation prior to beginning their first term in the program.

Nursing Withdrawal – Readmission Policy

1. Once a student begins the nursing program, if they withdraw from a course or from the nursing program for any reason, or fail a course in the nursing program the student will be exited from the program.
2. Students will be considered for readmission in the program one time. Any requests for readmission after 12 months of the withdrawal will be denied and will require the student to re-apply to the program through the college nursing program application process the student must supply any documents to support their individual circumstance. For an academic failure, a learning contract (plan) will be written by the student and the Director with faculty input. The learning contract will be signed by the student and the Director, and will be kept in the student's nursing file. Students not complying with this contract will be required to follow the steps for academic failure as outlined in the Nursing Manual under "Academic Standing: Consequences of Unacceptable Behavior."
 - a. This learning contract may include, but is not limited to: attending tutoring a minimum amount of hours per week, meeting with faculty, checking in with the Director on a monthly basis, minimum attendance requirements et cetera.
3. Readmission in the Nursing program following a withdrawal, course failure or being given an "unsafe" rating in clinicals, is contingent upon available space and student standing based on GPA. Space available will be determined by the Director. GPA may be used to determine which students will re-enter in the event there are more readmission applications than space available. GPA used for this determination will be the current nursing program GPA.

Admission to the college Physical Therapist Assistant (PTA) Program

In addition to the general college admission criteria, students applying to the college's PTA program must meet other requirements and submit a PTA program application form for admission to the college PTA program.

Applications are accepted for the PTA program January 1st through January 31st, and are reviewed for admission for the following fall semester between February 1st through February 28th or until the program is filled. Applicants must meet the following criteria before applying for admission to the PTA program.

- Qualify to take ENGL 1121 (through assessment placement or completion of ENGL 0950 with grade of C or higher)
- Successful completion of READ 0910 or assessment score placement in READ 0990 or above
- All required BIOL courses must be completed with a grade of C or higher (within the last 5 years)
- A score of 19 or higher on the ACT. Applicants who have completed a baccalaureate degree in another field are exempt, and will have equivalent to a score of 25 to calculate their rubric score.
- GPA of 2.0 or higher

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PTA Post-Admission Criterion

Subsequent to admission to the PTA program, students must attend a mandatory PTA student orientation session prior to beginning their first term in the program.

- Physical Exam indicating good physical & mental health
- Criminal Background Check
- Program orientation before the start of PTA courses
- CPR Certification – Health Provider Certification

To ensure this program / career meets the students' expectations, the following must be completed after program acceptance and before the start of the first semester:

- Two (2) clinical site visits totaling 8 hours with written reports

History:

- 04.2005 *Added the last sentence to the first paragraph under "Admission to the College;" moved the following sections from the Admissions procedure into this policy: Minnesota Resident Admission, Midwest Student Exchange Program, Non-Resident Admission, International Student Admission, PSEO Admission, Special High School Admission, Senior citizen Admission; and added sections titled "Admissions to the college Nursing Program" and "Admissions to the college Physical Therapist Assistant Program."*
- 11.2005 *Clarified English language proficiency in Paragraph 1; moved documentation information from the admissions procedure to this policy; removed disability and assessment paragraphs; updated criteria stipulated in M.S. 135A.031; updated International Student Admission, PSEO Admission, Special High School Admission, and Senior Citizen Admission.*
- 12.2005 *Raised the GPA from 2.5 to 2.75; reduced the # of years to use high school GPA from five to two years; added bullet #4 under point 1; increased the number of attempts with Grade C or better from one to two attempts; increased five years to seven years in points 2 and 3; changed the chemistry and biology requirements from "is required" to "will be accepted."*
- 01.2007 *Revised language under "Special Admissions", "Minnesota Senior Citizen Admission" and Admission to the college Nursing Program"*
- 10.2007 *Revised language under "Admission to the college Nursing Program", "Admission to the college Physical Therapist Assistant (PTA) Program" and "PTA Post-Admission Criterion"*
- 10.2008 *Revised language under "Admission to the college Nursing Program"*
- 06.2010 *Added proof of ability to benefit to submission requirements for admission, updated Admission to the college Nursing Program, added Applicants must meet the following additional criteria before applying for admission o the LPN Mobility Nursing Program and Nursing Withdrawal – Readmission Policy.*
- 08.2010 *Technical change: Changed admission age eligibility for Minnesota Senior from 62 to 66 effective Aug. 1, 2010*
- 10.2011 *Updated PTA admissions requirements to comply with Office of Civil Rights. Other updates for consistency.*
- 12.2011 *Changed admission and age eligibility for Minnesota Senior Citizen back to 62 per legislative approval and added information regarding railroad retirees eligible for senior citizen rates at age 60. Added "Students with a disciplinary suspension or expulsion from any postsecondary institution will be denied*

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admission.”