Section 2

Policy:	**Institutional Eligibility** **Regulation:** 600.20, 600.21, 600.4(a)(2), 600.5(a)(3), 600.6(a)(2)
Purpose:	Application procedures for establishing, re-establishing, maintaining, or expanding institutional eligibility and certification and updating application information.
Scope:	**Specifically Address:** **Preparation for the Recertification Process**

    2.1   General Requirements
    2.2   Updating application information
    2.3   Admission Policy for Public or Private Nonprofit educational institution, Proprietary Institution of Higher Education, and Postsecondary Vocational Institution

Responsibilities:
(Identify individuals and/or offices responsible for developing and updating this section)

FAA, Academic Dean, Admissions Office

Definitions:		
	NSLDS	**National Student Loan Data System**
	ECAR	**Eligibility and Certification Approval Report**
	PPA	**Program Participation Agreement**
	E-APP	**Electronic Application for Approval to Participate**

Resources available to assist in the development of a manual:

- Review Recertification at A Glance
  http://ifap.ed.gov/qadocs/InstitutionalEligibility/RecertificationGlance.doc
- Review the Institutional Eligibility Activity 1 at
  http://ifap.ed.gov/qadocs/InstitutionalEligibility/Activity1IE.doc
- Review Student Eligibility Assessment at
  http://ifap.ed.gov/qahome/qaassessments/studentelig.html
- Completion of Activity 6—FSA Institutional Eligibility Assessment—Additional Locations and Non-degree Programs.
  http://ifap.ed.gov/qadocs/InstitutionalEligibility/Activity6IE.doc
- Review the 2009-10 FSA Handbook (Volume s 1 and 2) for guidance related to the topics in this section

Part 2.1	General Requirements	This section is required: **600.20; 600.21**

The following information needs to be addressed:

- Person(s) responsible for submitting a timely and complete Eligibility and Certification Approval Report (ECAR) to the Department.
- Identify where the school keeps a copy of E-App, supporting documentation and date the E-App was submitted.
- Identify information collected and reported on the ECAR.
- Identify where the signed Program Participation Agreement (PPA) is kept.

The FAA is responsible for submitting a timely and complete ECAR. Copies of the ECAR and all supporting documentation are filed in the Financial Aid office. The PPA is also maintained in the Financial Aid Office.

Part 2.2	Updating Information	This section is required: **600.20; 600.21**

The following information needs to be addressed:

- Outline the process for reporting changes on the ECAR, specifically changes outlined in 600.21(1) (1-9).
- Identify who is responsible for coordinating the response to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

The FAA is responsible for reporting changes on the ECAR and coordinating the response to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

Part 2.3	Admissions Policy for Public or Private Nonprofit educational institution, Proprietary institution of higher education, and Postsecondary Vocational Institution	This section is required: **600.4(a)(2); 600.5(a)(3); 600.6(a)(2); 668.14(b)(22)(ii)**

Admissions Policy

Include a copy of the school's Admissions Policy. The policy must ensure that the school admits as regular students only persons who:

- Have a high school diploma.
- Have the recognized equivalent of a high school diploma; OR
- Are beyond the age of compulsory attendance in the State in which the institution is physically located.

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- Meet requirements to show an ability to benefit.
  - Include in your policy whether or not you admit students under the Ability to Benefit criteria. If your policy does not admit students under these criteria, include a statement indicating this. If your Policy includes Admittance of Ability to Benefit students, include the information outlined in Section 3.10 of this guide.

ADMISSIONS

General Admission Requirements
An applicant who has not previously attended a duly accredited postsecondary institution will be designated a first-time college student or a native student. All first time college students must attend an orientation session during which time advisement, orientation activities and registration will be completed. It is also recommended that first time college students take Psychology 100, a college orientation course.

Admission Requirements
For admission to an Alabama Community College System institution an applicant must provide:

One primary form of documentation such as an unexpired Alabama driver's license: an unexpired Alabama identification card: an unexpired U.S. passport: an unexpired U.S. permanent resident card; **OR**

Two secondary forms of documentation, one which must be a photo identification card other than those specified above, and one additional form of identification such as a Certificate of Naturalization; a Social Security card; or a certified copy of a U.S. birth certificate.

Applicants must submit the documentation in person or through a notarized copy by U.S. mail by the end of the institution's published drop/add period.

For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

All beginning freshman who intend to become teachers and are to be trained in Alabama colleges and universities must take the ACT and attain a score of least 18 or the equivalent on the SAT before they will be admitted to any teacher education program in Alabama. You may obtain a test application in the Learning Assistance Center located in the Caldwell Building on the Main Campus. (The ACT is not required for admission to Bishop State Community College).

Admission to Courses Creditable Toward an Associate Degree
To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

- Applicants who hold The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- Applicants who hold the high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have passed the Alabama Public High School Graduation Examination; or

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- Applicants who hold a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

- Applicants who hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

- Applicants who hold a GED Certificate issued by the appropriate state education agency.

The credentials of an applicant for admission from a foreign country are evaluated under the established general regulations governing admission. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if, in the view of the Admissions Committee, the presence of the person on campus may threaten the welfare of others.

Admission of Ability to Benefit Students

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable toward an associate degree may be admitted provided they meet the above standards or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. The College may establish higher or additional requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit. Ability-to-Benefit students are admitted to non-degree programs, i.e. diploma and certificate programs. These students are eligible for Title IV financial assistance programs if admitted into any of the U.S. Department of Education approved programs listed on the ECAR.

Beginning November 2009 the COMPASS Test is used to measure ability to benefit for all students in accordance with the College's policies. The electronic test is given and graded by the test software. The Learning Resource Center is responsible for scheduling and coordinating the test for all students. The Learning Resource Center reports to the Associate Academic Dean.

Admission to Specialized Programs

Several occupational programs such as the nursing programs, the physical therapist assistant program, the cosmetology program, the truck driving program, and the health information technology program have special admission requirements. Please refer to the admission requirements for these programs or contact the appropriate department for additional information. (In addition to the policies and procedures in this Catalog, all nursing and physical therapist assistant students are governed by program handbooks, which take precedence over the Catalog in the areas that are covered by the program handbooks.)

NSLDS Process

Good Practice Suggestion)

As a good practice, outline process for utilizing, updating and securing data for NSLDS.

Suggested information:

- Include Procedures for NSLDS. Those procedures should include how your school uses NSLDS to check eligibility status for students.
- It may be helpful to include procedures concerning protection of personal data by employees who have access to NSLDS. Also, include password protection procedures.

The Financial Aid counselors/advisors check NSLDS for each student. Each Financial Aid Office personnel are required to sign a Statement of Confidentiality protecting any personal or sensitive information accessed by employees.