

Beaufort County Community College (BCCC) maintains an open door admission policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. High school student applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the State of North Carolina. Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Applicants are admitted regardless of race, gender, age, religion, national origin, disability, or political. BCCC reserves the right to refuse admission to any student whose enrollment or continued presence is considered to create a risk for campus safety or disruption of the educational process affiliation.

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate (GED). Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the Basic Skills Office in the Division of Continuing Education. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
3. Each applicant must request that official copies of transcripts of all previous high school and college (if any) work be submitted directly to the BCCC Admissions Office. Applicants who have a GED should request that official scores be submitted.
4. All applicants, unless exempt, must take a placement examination.
5. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission:

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or Veteran's benefits, and must meet all prerequisite requirements for each course enrolled.
2. A student may enroll in associate degree courses under special admission without meeting all requirements for general admission. However, no more than 12 credit hours may be earned without complying with the appropriate admission requirements.
3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. (Students applying for financial aid/veterans affairs benefits will need a high school transcript or equivalency certificate on file in any case.)

In all cases, the final entrance eligibility of the applicant will be determined by the chair of the division in question.

4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:
 - (a) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.
 - (b) That the application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
 - (c) That such admission will not pre-empt College facilities and staff to such
5. Selected high school students may be admitted under specific conditions:
 - (a) Be at least 16 years of age,
 - (b) Obtain written approval from his/her principal and superintendent, and
 - (c) Be enrolled in at least three courses at the high school or one-half of the school day.
6. Exceptions not addressed in items 2-5 must be considered on a case-by-case basis by the Admissions Committee. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.
7. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:
 - (a) Detailed facts supporting the rationale for denying admission;
 - (b) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - (c) The conditions upon which the applicant that is refused would be eligible to be admitted.
 - (d) Applicants denied may appeal this determination utilizing the BCCC student appeals process .

The contact office is Beaufort County Community College Dean of Students.

History Note: Authority G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption January 21, 2011; Amended June 1, 2012.