



POLICY TITLE

Admission to the College

POLICY NUMBER

1-5510

Responsible Office: <i>Admissions</i>	Effective Date: <i>8/01/2024 (combined 3 policies)</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>08/01/2024 Policy combines 6 prior policies</i>
Policy Classification: <i>Academic, Workforce and Student Development</i>	Origination Date: <i>08/01/2024</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) is an open admission institution, consistent with the admissions policy of Louisiana Community and Technical College System (LCTCS). Any person above the age of 16, regardless of prior academic preparation, may be fully admitted to BRCC as long as the following criteria are satisfied: (1) the person has completed and submitted an application for admission; (2) the person has provided proof of selective service registration as required by Louisiana R.S. 17:3151; and (3) the person has satisfied the requirements of Louisiana R.S. 17:170 related to the immunization of persons entering school. Persons 16 years of age or younger (who are currently not enrolled in high school) must, in addition to the requirements stated above, provide proof of graduation from a state-approved high school or high school equivalent to be fully admitted to BRCC. Some educational programs may require additional information or documentation for admission to achieve program or industry accreditation standards; however, these requirements will not impact full admission to the institution. All eligible persons are assured equal opportunity for admission without regard to ethnicity, religion, gender, national origin, age, disability, marital status, or veteran’s status.

II. POLICY RATIONALE AND SCOPE

Admission of students regardless of prior education or grades supports the mission, vision, and values of BRCC. Students interested in education and training leading to employment, transfer, and/or personal growth are welcome to apply for admission.

Admission is initiated when the student completes an application through BRCC's electronic application system. Completion of the application will provisionally admit the student to the College. The student also must submit their immunization records in accordance with Louisiana R.S. 17:170 or submit an immunization waiver either within the application or through BRCC's website. Male students between the ages of 18 and 26 must also submit proof of selective service registration in accordance with Louisiana R.S. 17:3151. Submitting all required documents will fully admit the student to the College.

Students are encouraged to check with their program of interest for additional program requirements.

Acceptable High School Diploma or Equivalencies are those earned from high schools, including home schools, approved and registered in accordance with LA RS:17:236.1 (Approval of home study programs) or the corresponding/equivalent law(s) of their home state. High school students may self-certify their completion of a public, private, or home high school program. For students who completed graduation requirements from a public high school, transcripts and graduation data may be verified through the Louisiana Board of Regents transcript system. Students who completed graduation requirements from a private school must provide their official high school transcripts. Students who completed graduation requirements from a home school must provide their official high school transcripts along with evidence that the home-school program was approved/registered in accordance with Louisiana RS 17:236.1 or the laws of their home state.

All high school students seeking dual enrollment must complete an application through Baton Rouge Community College's electronic application system. Completion of the application will provisionally admit the student to the college. The student also must submit their immunization records in accordance with Louisiana R.S. 17:170 or submit an immunization waiver either within the application or through Baton Rouge Community College's website. Male students between the ages of 18 and 26 must also submit proof of selective service registration in accordance with Louisiana R.S. 17:3151. Submitting all required documents will fully admit the student to the college.

Dual enrollment students must also provide a paper application for dual enrollment, their high school transcript, and test scores, if applicable.

Baton Rouge Community College recognizes that some dual enrollment students may not have yet taken the ACT exam or have earned high school credit, depending on their age. BRCC reserves the right to limit, deny, or make an exception for students regarding these requirements on a case-by-case basis.

BRCC is designated as an Early College Academy as defined by the Louisiana Board of Regents. High school students participating in dual enrollment have the potential of earning college credit during their high school studies and may earn enough credits to receive a certificate or degree from the College. Dual enrollment students must meet the same qualifications for earning a degree or certificate as any other student.

Baton Rouge Community College's Early College Academy may enroll students as early as those who are entering their freshman year of high school. No freshman student may be under the age of fourteen (14). These students may originate from traditional and non-traditional high schools, home schools, and charter schools, and may enroll with Baton Rouge Community College as students participating in the Early College Academy pathway or participating as a dual enrollment student.

The courses are requested by the high schools and BRCC will track the student's progress toward completing a degree or certificate.

III. POLICY AUDIENCE

This policy applies to all persons seeking entry to BRCC. This policy also applies to high school students wanting to dual enroll with BRCC.

IV. POLICY COMPLIANCE

Applicants who have not submitted all required documents before admission may be admitted. Provisionally admitted students are given 30 days after the start of the semester to submit all required admissions documents. If the student fails to provide requested documents, an admissions hold may be placed on his or her academic record to prohibit registration for subsequent semesters and delay financial aid processing.

V. POLICY DEFINITIONS

Admission: Submission of a completed application for admission, immunization, and selective service documentation.

Open Admission: Admitting applicants regardless of previous academic record or grades.

Early College Academy: The Early College Academy offers a pathway for students entering their freshman year of high school where the student may take college classes each semester and potentially earn a BRCC academic award by the end of their senior year in high school. Early College Academy participants must adhere to this admissions policy and submit all documents outlined in the policy scope.

Dual Enrollment: High school students may enroll in college courses and earn Carnegie units. Students must be at least fourteen (14) years of age. Dual Enrollment participants must adhere to this admissions policy and submit all documents outlined in the policy scope.

VI. POLICY IMPLEMENTATION PROCEDURES

The Admissions Office will be responsible for ensuring the application terms and rules are set up each semester to allow students to submit applications successfully.

The Admissions Office will also be responsible for ensuring the application terms and rules are set up each semester to allow students to submit applications successfully. The Dual Enrollment Coordinator will communicate with the high schools and provide guidance for the submission of course requests, roster builds, and registration information.

VII. POLICY RELATED INFORMATION

[LCTCS Policy No. 1.004, General Admission Policy](#)

[Louisiana RS 17:170](#), Immunization of persons entering schools, kindergartens, colleges, proprietary or vocational schools, and day care centers for the first time; immunization of persons entering sixth grade; electronic transmission of immunization compliance reports

[Louisiana RS 17:3151](#), Draft registration, prerequisite to enrollment; exemptions

[Louisiana RS 17:236.1](#), Approval of home study programs

[Board of Regents Academic Affairs Policy 2.22](#), Minimum Requirements for Dual Enrollment

VIII. POLICY EXCEPTION

Baton Rouge Community College recognizes that some dual enrollment students may not have yet taken the ACT exam or have earned high school credit, depending on their age. Exceptions may be made as outlined in the Early College Academy memorandum of understanding.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the combined content previously found in five BRCC Academic Affairs Policies: 1-4230, General Admissions, 5-511, High School Student Admissions, 5-512, Admissions First-Time Freshman, 5-513, Admission Other Student Types, 5-515, Proof of Immunization, and 5-517, Home Schooled Student. This policy is to be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

This policy may be accessed on the [BRCC website](#).

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

08/01/2024

Date

Effective Date of Policy