

## **IHCC Procedure 3.4.1 Admissions**

### **Part 1. Regular admission**

Regular admission is designed for degree-seeking, eventual transfer, or undecided students. Students who wish to apply for financial aid should apply for regular admission as a degree-seeking student. Students who complete all of the following admission steps will be able to register for classes.

1. Complete and submit the online application for admission along with a one-time nonrefundable application fee (<https://www.inverhills.edu/Admissions/ApplyNow.aspx>). A paper application is available upon request.
2. Fulfill the placement testing requirement via testing or submission of qualified exemptions as noted in Part 3 (<https://www.inverhills.edu/LearningSupport/TestingCenter/PlacementTesting.aspx>).
3. Applicants who did not graduate from high school or complete the GED may still be admitted as a non-degree seeking student if they demonstrate Ability to Benefit. An applicant may demonstrate Ability to Benefit by completing the Inver Hills' placement test and placing into developmental or college-level courses after meeting with the Director of Outreach and Recruitment or the Director of Enrollment Services.
4. Submit official transcript(s) of previous college coursework. Submission of unofficial high school transcript and GED is highly encouraged for accurate course placement. Prior college transcripts are required if the student (1) is applying for financial aid or veterans benefits or (2) wants to have credits evaluated for transfer credit to the college or for course equivalencies. Students with college level math or English composition completed have the option of submitting transcripts instead of taking placement tests. Official transcripts from non-Minnesota-state institutions should be submitted to the Enrollment Center in sealed envelopes from all institutions attended. Official transcripts from Minnesota-state institutions are received electronically and do not need to be sent in paper form, so long as a student is in good academic and financial standing at the previous institution. Although unofficial or official high school transcripts are not required for regular admission, students are strongly encouraged to submit them prior to orientation for accurate test placement, financial aid, and academic advising purposes. Admission to the college does not automatically qualify a student for all college-level courses or all academic programs. Some of the course offerings in both career and transfer programs have special prerequisites and requirements.
5. Complete the new student orientation requirement. Students will receive information about new student orientation via postal mail and email once they have been admitted to the college.

### **Part 2. Application deadline**

Inver Hills Community College admits students on a rolling basis. Students may apply at any time during the calendar year and, once accepted, will be eligible to enroll in classes that are currently available for registration.

### **Part 3. Assessment: Placement Testing or Exemptions**

Inver Hills Community College uses a free computerized placement test called the Next Generation [Accuplacer](#). All items on the test are multiple choice. Math scores are valid for two academic years from the initial test attempt. Reading and English scores are valid for three years. Assessment test scores are used to place students in courses appropriate to their current skill level and experience. Placement tests are not timed, and students will receive scores immediately upon completion. Inver Hills requires that new students either (1) take the placement tests before they attend orientation, or (2) demonstrate that they have completed college-level courses or alternate approved assessments that indicate their level of achievement via exemption (see options below).

The Testing Center is located in College Center 290. A government issued picture ID must be shown to begin testing. All testers must follow Testing Center staff directions and are expected to conduct themselves in a way that demonstrates academic honesty, integrity, and conforms to the college's [Student Code of Conduct](#). If a student has a documented disability that requires accommodations, please contact the center at 651-450-3650 before testing to arrange accommodations. Placement tests take approximately two hours to complete, though they are untimed and can be completed in multiple sittings (if needed).

If a student plans to take the Accuplacer for Inver Hills at another location, the Testing Center must be contacted at least 2 to 3 days before testing to set-up a voucher for testing at that institution's site. Online proctoring is available through Examity® by contacting the testing center to request a voucher. Testers utilizing this option will be charged a proctor fee. Online testing will require that a student have a quiet uninterrupted space, a webcam, and a microphone to test.

There are a number of possible exemptions from having to take the Next Generation Accuplacer placement testing, including the following:

- A student has completed a prior Bachelor's or Associate's degree (as confirmed on an official/unofficial transcript).
- For the reading and writing portion of the Accuplacer, if a student has completed a minimum of 15 college-level credits of general education with a minimum cumulative GPA of 2.0, then this portion of the assessment can be waived.
- For the math portion of the Accuplacer, and dependent on the student's major, if the student only needs math for liberal arts (MATH 1101) for their program – or doesn't need math at all for placement – then this portion of the assessment can be waived (though a student may need to assess if switching majors).
- Visiting or non-degree seeking students registering under the limited-enrollment option, who are not taking math and English classes, are not required to take the placement test.
- Valid Inver Hills' placement tests are on file from the past two years, and a student is registering for the appropriate English and math courses based on those results.
- Prerequisites at Inver Hills have been completed for the English and math courses (math within the past two years) in which a student plans to enroll, with grades of "C" or higher in those prerequisites.
- A student has completed an Accuplacer placement test at another college in the past two years, and the results are on file at Inver Hills (scores should be mailed to the address below for evaluation if they are not accessible electronically by the Testing Center; please call 651-450-3650 to check whether the Center can access scores from another institution).

- A student has completed approved prerequisites at another college for the English and math course(s) in which s/he plans to enroll, with grades of "C" or higher in the prerequisites (unless registering as a non-degree seeking student, an official copy of a student's transcript with the prerequisites must be on file at Inver Hills, and the courses must be approved by the college to satisfy prerequisite requirements). Math prerequisites must have been completed in the last two years from the time the course begins.
- Students with ACT scores no more than five years old and have minimum subsection scores of 21 or higher in reading plus 18 or higher in English, and/or 22 or higher in math, can be placed into college-level coursework. If a student's cumulative high school GPA is greater than or equal to 2.5, then a reading section score of 19 or 20 plus an English section score of 16 or 17 will suffice for college-level placement. If a student's cumulative high school GPA is greater than or equal to 2.7, then an ACT math section score of 20 or 21 will suffice for college-level algebra placement.
- Students with SAT scores no more than five years old and have received scores of 530 in Math and 480 in Evidence Based Writing can be placed into college-level coursework. If a student's cumulative high school GPA is greater than or equal to 2.5, then an SAT Reading section score of 440 to 479 plus an SAT Evidence Based Writing section score of 440 to 479 will suffice for college-level placement. If a student's cumulative high school GPA is greater than or equal to 2.7, then an SAT Math section score of 520 to 529 will suffice for college-level algebra placement.
- Students with MCA scores no more than five years old and have received a Math score of 1148 can receive placement into Statistics; 1150 can receive placement into Math for Liberal Arts; and a score of 1158 or greater can receive placement into College Algebra. If a student's cumulative high school GPA is greater than or equal to 2.7, then with an MCA Math score between 1152 to 1157, a placement into College Algebra will be received; an MCA Math score with a placement between 1146 to 1147 will receive a placement into Statistics; and/or an MCA math score between 1146 to 1149 can receive placement into Math for Liberal Arts.

Students who place into READ 0090 or EAP 0090 must take one of these courses during their first semester at the college. Students who do not successfully complete the course will be required to re-enroll in the course in any subsequent semesters of enrollment until the course is successfully completed.

Students may take the placement tests twice within a testing term (the time immediately preceding a semester start), and not to exceed three total tests for a calendar year from the date of initial testing. After the third test attempt, students will need to wait to test again until after a year from the initial calendar test date, or unless approved by the Director of the Testing Center. Of the various test attempts, a student's highest score obtained will be used.

#### **Part 4. Post-Secondary Enrollment Options (PSEO) Admission**

Qualified high school sophomores, juniors, and seniors in Minnesota are eligible to attend Inver Hills Community College through the Post-Secondary Enrollment Options (PSEO) Program. PSEO students are eligible to enroll in fall and/or spring semesters. High school sophomores may be allowed to take career or technical education courses. Before registration each semester, students must submit a completed

Notice of Student Registration form to the college. PSEO students may contact the Enrollment Center at 651-450-3503 for specific admission requirements and for more information about the program.

PSEO eligibility guidelines include:

1. Students will be enrolled in less than full time at their high school while participating in the PSEO Program.
2. Seniors should rank in the top one-half of their class and have a cumulative GPA of 2.5 or higher. Juniors should rank in the top one-third of their class and have a cumulative GPA of 3.0 or higher. Sophomores must attend a Minnesota public high school, and must have taken the 8<sup>th</sup> grade MCA reading test and met the proficiency level that meets or exceeds the standards.
3. Evidence of college readiness as indicated by the Inver Hills Community College placement test or with qualifying multiple measure. Please consult the Testing Center's website for all available ways of fulfilling the assessment requirement:  
<https://www.inverhills.edu/LearningSupport/TestingCenter/PlacementTesting.aspx>

PSEO Restrictions:

1. PSEO students may not register for certain courses, including developmental courses not considered college level (numbered below 1000), non-credit courses, and courses that incur travel expenses. Students may not register for selected courses determined by the college, including courses in special programs or courses that have a higher rate of tuition or additional fees. A current list of courses is available from the PSEO coordinator.
2. PSEO students are not permitted to audit a course or take a course on a pass/fail basis.
3. PSEO students are limited to a maximum of 17 credits per semester.
4. PSEO students must attend PSEO orientation in order to register for courses. Students will be sent information on available orientation sessions following submission of PSEO application.

Please consult the website for PSEO Application Deadlines for the Fall and Spring Semesters. There is no PSEO enrollment during summer session. High School students interested in summer attendance must apply for high school Non-PSEO enrollment.

#### **Part 5. Concurrent Enrollment**

Qualified high school students who attend a Minnesota high school that participates in the Concurrent Enrollment Program have the opportunity to enroll in Inver Hills courses offered at their high schools. More details can be found at the college's website:

<https://www.inverhills.edu/DegreesAndPrograms/CollegeForHSSStudents/index.aspx>

#### **Part 6. Non-PSEO Enrollment for high school students**

Qualified high school students may be eligible to attend Inver Hills Community College while still in high school. Prospective students who are under the age of 15 years old must have approval from the Vice President of Student Affairs or Dean of Student Success and Retention in order to enroll. Students under the age of 15 must contact the Vice President of Student Affairs or designee to schedule an

interview and must complete the placement test requirement prior to their interview. Non-PSEO students are responsible for the cost of all tuition, fees, and books. Please contact the Admissions Office at 651-450-3902 for further information.

### **Part 7. Non-degree seeking students**

Students who wish to complete courses at Inver Hills Community College without earning a degree, diploma or certificate may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or veteran's benefits, and students registering for more than 10 credits in a semester are encouraged to meet with an Academic Advisor

### **Part 8. Minnesota State Visiting Students**

Students currently admitted at another Minnesota State college or university may enroll at Inver Hills Community College as a visiting student and are not required to apply for admission. Visiting students are not candidates for a degree, diploma or certificate at the college. Visiting students should consult their home institution regarding financial aid eligibility (if applicable) and options.

### **Part 9. International admissions**

International students applying for an I-20 must submit the documents listed below. Applicants living abroad will only be admitted for fall or spring semesters on F-1 visas. Other visa types that are currently in the United States must connect with the admissions office directly. International F-1 degree-seeking applicants must submit the following:

1. The international student paper application and supplemental documents, including a signed and notarized Financial Responsibility Statement. Applicants may download and print the international student application form (a pdf document) from the college website (<https://www.inverhills.edu/admissions/international/>). Applicants may request a paper copy of the forms by calling 651-450-3902 or sending an e-mail message to [admissions@inverhills.edu](mailto:admissions@inverhills.edu). International students may not apply online.
2. A non-refundable application fee, payable by check or money order in U.S. dollars.
3. An original or certified copy/copies of a recent bank statement(s) in USD or Affidavit of Support (Form I-134) indicating availability of sufficient funds to cover the applicant's school and living expenses for one year. Documents must be no more than three months older than the application.
4. Official transcripts from each high school/secondary school, college, university, and ESL program attended. Official transcripts must be translated into English, evaluated, stamped, and mailed by the evaluating company. While the college recommends World Education Services ([support@wes.org](mailto:support@wes.org)) as an evaluating company, students are free to choose any NACES approved evaluating company. A list of NACES approved evaluating companies is found online at <http://www.naces.org>.
5. Documentation of English proficiency by one of the following:

- a. Official TOEFL (<http://www.toefl.org>) results sent to Inver Hills. Student copies are not accepted, and scores must be less than 2 years old. The institutional TOEFL code for the college is 6290. Minimum score required for admission: 500 (Paper Test), 173 (Computer Test), or 61 (IBT).
  - b. Official IELTS (<https://www.ielts.org/>) results sent to Inver Hills. Student copies are not accepted, and scores must be less than 2 years old. Minimum score of a 5.5.
  - c. Global Language Institute: Completion of Mastering or Accelerated Level.
  - d. Completion of ELS 109 intensive program from an ELS Language Center. More information can be found at <https://www.els.edu/>.
  - e. Placement into college-level English and math on the Next Generation Accuplacer. Must contact Admissions to see if this is an available option. Multiple measure options, including standardized test scores can suffice. Please visit the Testing Center's website for all available ways of fulfilling the assessment requirement:  
<https://www.inverhills.edu/LearningSupport/TestingCenter/PlacementTesting.aspx>
  - f. A grade C or better in a college level English Composition course from an accredited U.S. college.
6. Photocopy of current passport.
  7. Transfer students must also submit copies of (a) Form I-94, (b) most recent U.S. Visa, (c) Form I-20 ID issued by present school, (d) passport and (e) Transfer Eligibility and Status Form. Transfer students must be in status and in good academic standing at present school to be accepted at the college. If the GPA of the transfer student does not meet our academic policy, the student must appeal to the Dean of Student Success and Retention for acceptance. The appeal must be approved before an I-20 will be issued.

All required documents must be received in the Admissions office by the deadline dates listed for the applicant to be considered for admission. See the college's website at <https://www.inverhills.edu/admissions/international/index.aspx> for application deadlines for each term; deadlines vary depending on whether students are currently in the United States on an F-1 visa.

Upon completion and receiving of the above admission items, admitted students will be mailed an admissions packet, which will include an I-20. Students living abroad will present the I-20 to the local embassy when applying for an F-1 Student Visa. When arriving in Minnesota, students must report to the International Student Advisor within one week of arrival.

All international students with an F-1 visa must:

1. Be enrolled in at least 12 credits per semester, fall and spring (with the exception being summer terms);
2. Purchase the Minnesota State international student accident and illness insurance plan prior to registering for classes;
3. Pay all tuition and fees in full each semester;
4. Submit documentation of immunization, and take the Mantoux test at the college's Health Center during the first semester to determine exposure to tuberculosis

5. Maintain one's status (F-1) in regards to the United States Citizenship and Immigration Services (USCIS) regulations, retain a valid passport and visa at all times, and abide by all Inver Hills Community College policies and procedures (as they apply to the student code of conduct and academic progress).
6. Attend the required pre-semester "New International Student Orientation Meeting." This meeting is scheduled the week before the semester starts. Information regarding date, time, and location will be provided in the acceptance letter/packet.

Non-Immigrant aliens currently in the U.S. with visa types other than F-1 must connect with the admissions office at 651-450-3902 or [admissions@inverhills.edu](mailto:admissions@inverhills.edu). With the exception of B, C, and D visas, it is possible for other visa holders to be approved to register in a limited capacity under the "non-degree seeking" enrollment status. For questions regarding other visa holders and the non-degree enrollment process, please call 651-450-3902 or email [admissions@inverhills.edu](mailto:admissions@inverhills.edu) with questions about registration or admission. All students in the U.S. with a B visa must first change their status with the USCIS. Please call our Admissions Office for assistance.

#### **Part 10. Nursing admissions**

Applicants to the Associate in Science degree for the Nursing Program must satisfy specific admission criteria. Visit [www.inverhills.edu/DegreesAndPrograms/Nursing](http://www.inverhills.edu/DegreesAndPrograms/Nursing) for details. Nursing program admissions are overseen by the Dean of Allied Health and Nursing.

#### **Part 11. Emergency medical services (EMS) admissions**

Applicants to the Associate in Science degree for the Emergency Medical Services program must satisfy specific admission criteria. Visit <https://www.inverhills.edu/DegreesAndPrograms/EMS> for details. EMS admissions are overseen by the Dean of Allied Health and Nursing.

#### **Part 12. Adult Success through Accelerated Pathway (ASAP) program admissions**

Adult learners who want flexible, alternative choices for degree completion through educational planning, credit for prior learning, and accelerated courses should contact the Admissions Office at (651) 450-3902 or [www.inverhills.edu/asap](http://www.inverhills.edu/asap). Students interested in other alternative credit options, including CLEP testing, should contact the Testing Center or Academic Advising for more information about options available at Inver Hills.

#### **Part 13. Suspension and financial standing at other institutions**

Students on academic suspension from a Minnesota State College or University will not be admitted to the college during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Students may demonstrate potential for success through submitting a [Student Appeal](#) form.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to the college. If a student should wish to challenge this decision, they must meet with the Dean of Student Success and Retention.

Students who have financial holds at another Minnesota State College or University may be admitted to the college, but will not be allowed to enroll in courses until the financial hold has been removed.

#### **Part 14. Denied admission**

Applicants who are denied admission can appeal. Appeals are submitted to the Enrollment Center. Applicants who have their appeal denied may submit a final appeal to the appeals committee. The decision of the appeals committee is final.

#### **Part 15. Application fee waiver**

Under certain conditions students may be eligible for a \$20.00 application fee waiver. The college supports the National Association for College Admission Counseling's (or NACAC's) [application fee waiver request form](#). The President or designee may waive the application fee if the student meets one of the following conditions:

- Ward of the state
- Financial hardship
- Member of military
- Military veteran
- Special recruitment initiatives

For consideration of an application fee waiver, the student must submit the request to the Enrollment Center or Director of Outreach and Recruitment. The appeal must include documentation of one of the above conditions or include the NACAC fee waiver form.

#### **Related Documents:**

- [Inver Hills Community College Policy 3.4 Admission](#)
- [Minnesota State Undergraduate Admissions Policy 3.4](#)
- [Minnesota State Admissions Procedure 3.4.1](#)
- [Minnesota State Procedure 3.3.1 Assessment for Course Placement](#)
- [Minnesota State Post-Secondary Enrollment Options Program Policy 3.5](#)
- [Minnesota State Post-Secondary Enrollment Options Program Procedure 3.5.1](#)

**Responsible Administrator:** Vice President of Student Affairs

#### **Policy History:**

Date of Adoption: 08/2011

Last Revision date: 11/20/2017

Date most recent policy revisions go into effect: 05/2020

2020: Substantive changes were made to Part 3 of the policy, the testing processes and procedures, primarily in light of the system-wide implementation of a new testing platform and multiple measures.

Internal practices need to be adjusted to align with MN-State Procedure 3.3.1, Assessment for Course Placement. Changes to the international admissions' portion of the document, including: criterion for admissions consideration; flexibility in admissions' consideration of students seeking admission under visa types other than F-1; and broadening consideration and increased flexibility of supplemental documents when possible (especially given the open-access nature of our institution).

8/21/2017 – In Part 6, added language regarding prospective students under the age of 15 years. Faculty Shared Governance notification 9/26/2017. Comment period October 23 through November 7, 2017. Student Senate Review 11/9/2017. Policy Oversight Team review 11/20/2017. Strategic Leadership Council approval 2/16/2018.

10/13/2016 – Policy Committee Review Fall 2015 through Spring 2016. Academic Council review 11/19/2015. Faculty Shared Governance notification 3/22/2016. Comment period September 1-15, 2016. Strategic Leadership Council approval 10/17/2016. Separated current admissions policy into separate policy and procedure documents; Added related documents section to both policy and procedure; Updated web links throughout policy and procedure; Aligned non-discrimination sentence in Policy with updated and expanded MnSCU policy language; Added definitions section to policy; Reordered Parts in procedure; Changed application deadline language in procedure; Added Concurrent Enrollment Part in procedure; Added PSEO app deadline language in procedure; Moved new student orientation language to under Part 1. Regular Admission in procedure; Updated ACT scores to be correct in procedure; Updated campus contact information in procedure; Created new Part for Application Fee Waiver in procedure. Previously this was a separate policy at IHCC. Changed to new procedure template.