

DIN: 3000-1-01
Title of Policy: Admissions

Policy

Individuals may enroll in the College on a space-available basis, without regard to membership in protected classes, identities, or expressions, as defined by Minnesota State Board Policy 1B.1. The College will admit individuals in an equitable manner, as directed by federal and state law, Minnesota State Board Policy, and College policies and procedures. Enrollment capacity in all program majors will be determined by the Academic Dean based on input from the program faculty. Acceptance to the College does not guarantee admission to a specific program or to college-level courses.

Applicants should have graduated from high school or successfully completed the GED examination. Applicants must also be at least 16 years of age if applying as a non-PSEO student. Applicants lacking this background may be considered for admission on a case- by- case basis and should contact the Admissions Office for details.

In accordance with Minnesota State procedure 3.4.1 part 8, Undergraduate Admissions, individuals on academic suspension from a college or university in the Minnesota State system shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Individuals not accepted for admission to the College may file a written appeal with the Admissions or Registrar's Office. The appeal is decided by committee. (NOTE: If, subsequent to admission, the college discovers through transcript review or other means that an admitted student is currently on academic suspension from a Minnesota State institution, that student's registration will be cancelled and college admission revoked unless the student can demonstrate potential for being successful in the particular program to which he/she applied.)

An application may be completed online at the College's website; a paper application can be made available upon request. Applicants must provide a completed application and an official high school diploma or transcript (or GED). High school transcripts may be waived if the applicant has completed at least 24 college level credits. NOTE: While college transcripts are not needed for admission to NTC, **they are needed for financial aid and credit transfer purposes.** If the College believes the student's high school diploma is not valid or was not obtained from a valid secondary school, the College may check with the high school to verify the student's completion and confirm with the appropriate department or agency in the state where the secondary school is located that it is a recognized provider of secondary school education.

Admitted students must complete course placement assessment or receive an exemption before they are able to register for classes. The assessment has no bearing on whether the applicant is admitted to the college but is used for accurate course placement. See NTC Course Placement Policy for details.

Applicants will be given admission priority for program registration based on the order in which they complete the admission process and course placement assessment.

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Title: Admissions			Implementation Date: 07-24-2024
Approved: Dr. Ketmani Kouanchao	Date: 07-24-2024	Check here if policy should appear in campus handbook:	x

Purpose

To provide for fair and equitable admissions.

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Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Applicant	Submit all required documents for admission.
Enrollment Clerk	Receive required documents. Track order of receipt of application materials. Send acceptance letter.

Supporting References

Listed below are college document(s) that support this policy:

[Policy 3100-1-01](#) Course Placement Assessment

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

Minnesota State Board Policy 1B.1

Minnesota State Board [Policy 3.4](#) Admissions

Minnesota State Board Policy [3.4.1](#) Undergraduate Admissions

Minnesota State Board Policy [3.3](#) College Readiness Assessment

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