



# Admissions Policy and Requirements

## Campus Procedure 500.1

### Student Affairs

#### I. Purpose and Scope

The purpose of this procedure is to identify the admission policy and outline the required documents needed to apply. This procedure outlines the overarching process related to complaints on campus.

#### II. Minimum Admission Requirement

The University of Arkansas Community College at Batesville welcomes all individuals who meet the following two criteria:

1. (a) Have a high school diploma from an accredited high school or home school; or  
(b) Have a General Educational Development® diploma (GED); or  
(c) High School, home school, or GED students who meet the requirement for Concurrent or Dual Enrollment
2. In addition, all students must have
  - (a) a composite score of 15 or higher on the ACT; or
  - (b) An average score of 220 or higher on the Accuplacer to be admitted in Reading, Writing, Quantitative Reasoning Algebra and Statistics.

##### Required Items for Admission:

To complete the application for admission process, students must submit the following information to the Admissions Office prior to registration:

- A completed Application for Admission.
- An official transcript of high school grades, credits, and date of graduation and/or college work; or GED transcript.
- Proof of two (2) immunizations against measles, mumps, and rubella (MMR). The first immunization dated at least one year after date of birth. Individuals born before January 1, 1957 are exempt from the MMR requirement.
- ACT, Accuplacer, or SAT scores.

*Home school students must submit a home school transcript, GED transcript, or meet the minimum test score requirements for admission, along with other documents listed above.*

#### III. Procedure

##### Submission of Documents:

All documents must be received and be official copies before a student will be admitted. A student may be enrolled as a non-degree seeking student until the required documents are received. Any student who has not submitted all of the above documents by the end of the second week of the semester may be administratively dropped from all courses or will be placed on a Missing Documents Hold and will not be allowed to register for subsequent semesters until all required documents are received. Placement scores are required for all associate degree seeking and certificate seeking students prior to registration. Financial aid applications will not be processed if a student is on Admissions Hold.

1. Admission to college does not guarantee admission to a specific course or program. Such admission may be dependent upon meeting additional criteria.
2. Students that have a reading score below the scores indicated above have the opportunity to complete a program through the adult education department and retest after improving their Test of Adult Basic Education (TABE) score or they can retest in 30 days.
3. Official transcripts bearing the school seal and/or the signature of a school official must be forwarded directly from the sending institution or delivered by the student in a sealed tamper resistant envelope.
4. Immunization records must be signed by a physician or agent of the health department or be sent by the secondary school or another college directly to UACCB. In lieu of receiving vaccine, immunity can be shown by providing documented



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evidence (such as a letter from the Arkansas Department of Health approving serology as proof of immunity) of appropriate serological testing. Proof that the student has applied for or received a medical or non-medical exemption for those vaccines he/she has not received will be accepted in lieu of receiving vaccine.

5. Test scores must either be identified on the official high school transcript, sent directly from the testing agency, presented by the student on official testing agency stock or be a test taken and scored at UACCB or another college.

6. Certain academic programs may have additional admission requirements which must be met prior to program admission.

7. Facsimile (FAX) Transmission of Admission Documents cannot be accepted as official.

#### **IV. Related Information**

Campus Procedure 500.0,

#### **V. Revision History**

Effective Date: November 1, 2012

Revised Date: June 26, 2017; March 17, 2021; September 7, 2022; June 7, 2023

Review Date: June 7, 2024