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Owner Wendy Davis: VP  
for Administration  
Area 4000 Students  
Policy Numbers 4001

## 4001 Admissions

Cochise College Community College District Governing Board shall develop requirements and procedures for admission of students, to include compliance with all appropriate state and federal regulations.

Transfer students from another college or university must meet established admissions requirements. Students transferring with a cumulative grade point average below 2.0 shall be admitted on academic probation.

### Admission Policy

Persons meeting the admissions criteria may attend Cochise College. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Cochise Community College District Governing Board.

#### Admission Classifications

##### 1. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

## **2. Admission of Students Under 18 Years of Age**

- A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
  - i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
  - ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
  - iii. A composite score of twelve or more on the American College Test (ACT).
  - iv. A passing score on the relevant portions of the statewide assessment.
  - v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
  - vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
- B. Each community college district shall adopt policies regarding the admission of students who are under eighteen years of age that include, at a minimum, student completion of course prerequisites and the following requirements:
  - I. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
    - a. A composite score of 720 or more on the PSAT.
    - b. A composite score of 720 or more on the SAT.
    - c. A composite score of twelve or more on the ACT.
    - d. A passing score on the relevant portions of the statewide assessment.
    - e. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
    - f. Is a graduate of a private or public high school or has a high school certificate of equivalency.
    - g. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.
- C. Home schooled students are exempt from sub-section B; however, they must meet one of the criteria listed in section A of the policy.
- D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the students meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

## **3. Specialized Vocational / Training Program**

Students who enroll in vocational courses may be admitted on an individual basis with the approval of

college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

## Admission of Students

Admission to Cochise College may be granted to any person with the following considerations:

1. No person shall be denied admission to the college on the basis of race, color, national origin, sex, religion, age or disability in any of its programs or activities.
2. A student admitted to the college is not guaranteed admission to a specific degree program or to all courses offered by the college.
3. The college may limit the number of semester credit hours in which a student may enroll.
4. Transfer students may be denied admission to the college based on social standards issues posted to their official transfer transcript. The impact of such issues on a student's admission status will be determined by the vice president for student services or his/her designee.

## Admission of Students with International Status

Determination of college admission for non-U.S. citizens will be governed by the following:

1. All full-time international students must attend on an appropriate visa. Part-time enrollment will be permitted according to UNCIS regulations and practices. Non-U.S. citizens in the United States must present a valid visa or UNCIS documentation to the Admissions Office with the application for UNCIS admission before consideration can be granted.
2. A letter of admission and an Immigration Form I-20 will be issued by the Admissions Office only after receipt of documentation regarding admissions, health, transcripts and a financial guarantee.
3. International students on a visa must pay an application fee.

## Application for Admission

Applicants are admitted to Cochise College after the office of admissions has received and processed their Cochise College application. Upon admission, applicants may need to provide the following information:

1. High School Transcripts or Equivalent – Official transcripts may be requested and evaluated by college personnel using ARS §§15-1805.01 as guidance.
2. College Transcripts - Applicants who have attended college elsewhere must submit an official transcript of college work in order for a course or courses to be considered by the college for graduation purposes.

All official transcripts must be sent directly from the issuing institution to the Cochise College Admissions and Records Office. The college accepts official electronic transcripts, or directly mailed official transcripts. Any hand delivered transcripts must be in the original sealed envelope.

Upon receipt of a high school transcript/diploma or college/university transcript, college officials will verify that the high school or college is accredited by a regional accrediting association as defined by the United States Office of Education or approved by State Board of Education or other appropriate state educational agencies.

Please Note: If a high school cannot be verified, a student may not be eligible for financial aid. Students without a verified high school transcript or diploma may opt to take the GED examination, which then may be considered for financial aid.

## Admission to Special Programs

Students must check individual programs for any secondary application processes. Programs include: allied health, athletics, aviation, BSN-RN, and BAS-LMO.

## Re-Admission

Students who have been absent from Cochise College two semesters or longer must apply for re-admission prior to the opening of the semester in which they wish to enroll. Active service members and reservists will be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

## Residency Determinations

In determining student residency status and eligibility for in-state tuition, Cochise College follows Arizona Revised Statutes governing residency requirements. Please see [ARS 15-1801](#), [15-1802](#) and [15-1803](#) for residency criteria.

Decisions regarding residency status rest with the director of admissions and records. Should an applicant be dissatisfied with the decision of that individual, the applicant must appeal, in writing, to the associate vice president for student services or their designee.

## Approval Signatures

Step Description	Approver	Date
Final Approval	Dana Horne: Executive Dean of Student Services	05/2025
Final Approval	Wendy Davis: VP for Administration	05/2025
ADCAB	Wendy Davis: VP for Administration	05/2025

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