

**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4001
Title: Admissions**

The college 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.

**Procedure 4001.1
Admission of Students**

Admission to Cochise College may be granted to any person.

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 dean of student services or his/her designee.

**Procedure 4001.2
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.

Procedure 4001.3 Application for Admission

Applicants are admitted to Cochise College after the Office of Admissions has received the following:

1. College application.
2. 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 Cochise College for graduation purposes.

Procedure 4001.4 Admission to Special Programs

Students must check individual programs for any secondary application process. Programs include: Nursing/Allied Health, Aviation and Athletics.

Procedure 4001.5 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.

Procedure 4001.6 Residency Determinations

In determining student residency status, Cochise College follows Arizona Revised Statutes governing residency requirements.

Decisions regarding residency status rest with the registrar. Should an applicant be dissatisfied with the decision of that individual, he/she must appeal, in writing, to the dean of student services or his/her designee.