

ACCEPTANCE INTO DEGREE, CERTIFICATE AND SPECIAL PROGRAMS

No person shall be discriminated against with regard to employment, educational programs, or admissions on the basis of race, sex, color, religion, affectional or sexual orientation, gender, and/or gender identity or expression, marital status, domestic partnership or civil union status, pregnancy or parental status, ethnicity, nationality, veteran or military status, age, physical or mental disability or any other category protected by law, legally protected bases. Inquiries or complaints may be addressed to the Affirmative Action and Equal Opportunity Officer of the college.

Enrollment in credit and noncredit courses is open on a nonmatriculated basis to all individuals, provided course entry requirements are met. An individual under the age of 18 must submit a written permission statement from a parent or guardian at the time of registration for a course(s). In some cases, written permission from the student's junior or senior high school counselor may be required.

Applicants shall be admitted to the college and accepted into degree, certificate or special programs in accordance with the following guidelines, subject to procedures determined by the president.

1. Persons who hold high school diplomas/certificates or General Education Development (GED) certificates or who are 18 years or older will be admitted to the college upon the submission of complete application materials and appropriate fees.
2. Where applicable, the president shall establish and maintain maximum enrollment for a specific degree or certificate program, in which case the following shall apply.
 - a) Until the enrollment maximum is reached, or until a specified application deadline, County residents who apply and meet the minimum program requirements shall be accepted. Non-Mercer County residents shall be accepted on a space available basis only.
 - b) If the enrollment maximum has not been reached by the specified admission deadline for Mercer County residents, non-Mercer County residents shall be accepted in the order of their application dates.
 - c) Following the specified admission deadline for in-state non-Mercer County residents, all additional applicants shall be processed for acceptance without regard to residency.
 - d) For selected programs, the president may authorize exceptions to the above policy in order to fulfill formal commitments to serve residents of other counties.

3. Full acceptance into a degree or certificate program is subject to the applicant's fulfillment of the following minimum program requirements and shall not be competitive.

- a) Completion of the New Jersey College Basic Skills Placement Test or submission of sufficient proof of exemption status.
- b) Successful completion of all program entrance requirements including, but not limited to, sufficient academic skills levels (e.g., writing, reading and computation) and prerequisite subject courses (e.g., algebra, chemistry, etc.). For full acceptance into some programs offered by Mercer, applicants must attain specified levels of proficiency in selected high school/college courses.

4. Applicants who are not qualified for full acceptance into degree or certificate programs may be provisionally accepted into said programs or accepted into preparatory programs.

- a) Provisionally accepted and preparatory program students are expected to enroll in developmental/prerequisite courses prescribed by their placement results. Full - time students are to enroll in required reading, writing and/or computation courses in their first semester. Part-time students are to enroll in at least one course each semester. All students are expected to complete their developmental skills requirements before accumulating 30 credits.
- b) Upon the completion of all program entrance requirements at MCCC or the submission and approval of completion documents from another accredited college, students will be fully accepted into degree or certificate programs.

5. Students who are accepted into degree and certificate programs may be required to indicate positive intent to enroll in order to retain their accepted status.

6. An applicant who has been denied acceptance into a college program and wishes to appeal the decision on grounds other than those of affirmative action or equal opportunity may do so through the applicant appeal process of the college.

Approved:

Board of Trustees

May 18, 1978

Revised:

August 2, 1979

June 19, 1986

September 19, 2019