

## **CCS Administrative Procedure**

### **3.10.01-A Admission**

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#### **Implementing Board Policy [3.10.01](#)**

**Contact: Office of the Provost, 434-5060**

#### **1.0 Purpose**

Community Colleges of Spokane (CCS) offers “open door” admissions for any graduate of a high school or any individual who holds a High School Equivalency (HSE) certificate. This procedure outlines the requirements and procedures for admission to Community Colleges of Spokane.

#### **2.0 Limitations and Requirements**

Any applicant for admission to CCS shall be admitted when, as determined by the chief student services officer or his/her designee, such applicant meets the following minimum standards:

- 2.1 Is competent to profit from the curricular offerings of the college.
- 2.2 Would not, by his or her presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution.
- 2.3 Is 18 years of age or older or if under the age of 18 meets the additional applicable requirements set forth in sections 3.3 and 3.4.
- 2.4 Is a high school graduate, holds a High School Equivalency (HSE) certificate, or has applied for admission under the provisions of a student enrollment options program such as Running Start or a successor program, or other local student enrollment options program.
- 2.5 Individuals ages 16 through 18 who meet the provision of Title III – Adult Education Programs, may enroll in certain adult basic education classes with a release from the common school district. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate measurable academic process.
- 2.6 CCS does not desire to replace or duplicate the functions of the local public schools.
  - 2.6.1 Individuals ages 16 through 18 may be admitted to the HSE program if they have an Office of the Superintendent of Public Instruction (OSPI) release from the school district where they reside.

#### **3.0 General Admissions Requirements**

- 3.1 Community Colleges of Spokane offers “open door” admissions for any graduate of a high school or any individual who holds a High School Equivalency (HSE) certificate.
  - 3.1.1 Applicants who do not meet the above requirements, but who are at least 18 years of age, may be granted provisional admission by the chief student services officer or his/her designee.
- 3.2 Admission to the college is granted on a “first-come, first-served” basis.
  - 3.2.1 Admission to the college does not guarantee acceptance in every program. Specific program requirements exist regarding admission, placement, and prerequisites.
  - 3.2.2 Successful completion of one quarter does not automatically grant full admission

to the college. Disciplinary behavior issues may prevent full admission.

- 3.3 Applicants between 16 and 18 years of age may be admitted to a college if they are deemed able to benefit from the college's curricular offerings and if they are deemed to not create a disruptive atmosphere within the college inconsistent with the purposes of the institution by their presence or conduct.
  - 3.3.1 Applicants and currently enrolled students must submit a "School District Enrollment Release Form" each quarter for attendance at CCS that identifies approved credit classes and is signed by the student's principal or designee.
- 3.4 In addition to the requirements listed in section 3.3, applicants who are under 16 years of age must obtain the approval of the Underage Admission Committee prior to applying for college.
  - 3.4.1 All students must demonstrate the ability to benefit from the college's curricular offerings and an ability to not create a disruptive environment. CCS reserves the right to deny admission to students under the age of 16 who it determines are unable to demonstrate academic and/or behavioral preparedness.
  - 3.4.2 All applicants under the age of 16 must complete these additional admission procedures to be considered for enrollment:
    - 1. Complete and submit the Parent/Legal Guardian Release for Underage Student Admission form.
    - 2. Submit a self-written letter stating goals regarding enrollment at CCS.
    - 3. Submit a letter of recommendation from an educator or tutor (other than a family or guardian) addressing academic readiness and behavioral preparedness for an adult learning environment.
    - 4. Submit the school district enrollment release.
  - 3.4.3 Upon completion of the steps listed above and all other applicable admission requirements, the Underage Admission Committee, who conducted the interview, will then make a decision on whether to grant or deny admission.

#### **4.0 Admission Procedures**

- 4.1 Students may enter college at the beginning of any quarter (summer, fall, winter or spring). Some programs of study may offer admission only during specific quarters.
- 4.2 To apply for admission, the following should be on file in the Admissions Office of the college the student plans to attend.
  - 4.2.1 State of Washington Community College Application for Admission form (obtained from the college website).
  - 4.2.2 Official transcripts from other colleges are not required, but encouraged.
    - 4.2.2.1 May prove beneficial for the purposes of general advising, verifying successful completion of intermediate-level algebra and English composition, and verifying courses that may fulfill prerequisites.
    - 4.2.2.2 Can be used to document courses the student wishes to use toward graduation.
  - 4.2.3 Dual enrollment/Running Start students are required to submit high school transcripts to the respective college. See Postsecondary Enrollment Options

**5.0 College Contacts**

- 5.1 Spokane Community College
  - Office of Admissions & Registration, Building 15
- 5.2 Spokane Falls Community College
  - Office of Admissions & Registration, Building 17

**6.0 Related Information**

[WAC 131-12-010](#) - Minimum standards for admission to a community or technical college.

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