

SECTION IV: ADMISSION POLICIES

Policy 4 – 01: OPEN ENROLLMENT

As an open enrollment institution, Quincy College admits to its general studies program those students who have completed the secondary school sequence. Quincy College also admits selective students, from diverse educational backgrounds, including students still in high school, to provide them an access to higher education. We admit students to our selective admission programs (such as Allied Health) through a process of rolling admission; the first students to complete the basic requirements are offered admission to the college. Quincy College admits international students who meet basic requirements of English proficiency, completion of high school sequence, and, as per the US Citizenship and Immigration Services, financial eligibility. A general Education Diploma may be substituted for a traditional high school diploma in all cases.

Policy 4 - 02: GENERAL STUDIES ADMISSION

The procedure to apply for General Studies Admissions is as follows:

1. Student requests application materials (query process).
2. Student submits application form with appropriate application fee.
3. The Student is contacted by the Admission Office by phone and by mail with an acceptance letter, and he/she is invited to visit the College, to take a placement test and to talk with an Admission officer to discuss options available on campus. They are also asked to bring in their high school diploma, immunization data and transcripts from other colleges.
4. The student takes the placement exam, and is given a placement sheet test scores by Academic Support.
5. The student meets one on one with an Admissions counselor to complete a course selection, and is given a plan to complete his or her degree.

Policy 4 - 02B: CLINICAL LABORATORY SCIENCE PROGRAM ADMISSION POLICY

Quincy College offers a two year Associate Degree program in Clinical Laboratory Science. The program at the Quincy campus starts in September (the Fall semester).

Pre-Requisites:

- Qualifying scores on the Accuplacer Exam:
 - Reading Comprehension- 80
 - Sentence Skills- 80
 - Arithmetic- 70
- * Interested students may take the exam up to a maximum of 3 times within an academic year.
- Chemistry with lab (within the last five years with a grade of C or better in both class and lab)
- Applied Anatomy & Physiology (ALH149) (within the last five years with a grade of C or better)
- Orientation to Healthcare (ALH107)
- Microbiology with lab (within the last five years with a grade of C or better in both class and lab)

ALL pre-requisites must be met before the program start date

The application period begins April 1st and ends August 1st for the Clinical Laboratory Science program. There are no exceptions. Seats are filled on a first come, first served basis. If an applicant has completed a Bachelors degree or a higher degree they will receive primary consideration for a seat in the program

At the time the applicant submits their application they must provide:

1. Official High School Transcript
2. Official College Transcript (if pre-requisites were not taken at Quincy)
3. Application fee (\$50 non-refundable)
4. Qualifying score on the Accuplacer Test

Acceptance to the program does not guarantee a clinical placement. Clinical agencies may require that a Criminal Offender Record Information (CORI) check to be completed for each student before the student is allowed in the clinical setting. A positive CORI check may result in dismissal from the program. Please note that a student that has been convicted of either a misdemeanor or felony may be denied entrance to the licensure examination. Some clinical agencies may insist on a drug screen for students coming to their facility. A positive drug screen for any non prescribed drug will be cause for dismissal from the program.

Additional Program Information

- Students must have a satisfactory health and immunization record.
- The passing grade for all courses is a "C" (73%). Students are not eligible for graduation until they have earned a "C" in all program courses.
- Students may transfer courses from accredited colleges or universities. All transfer courses must indicate a "C" or better. Please speak with an advisor about transfers.
- Science courses must have been completed within the past five (5) years at the college level.
- Quincy College reserves the right to make changes to school policies. Students will be notified when this occurs.

Policy 4 – 03: ASSOCIATE DEGREE IN NURSING ALLIED HEALTH ADMISSIONS POLICY

1. Student calls, writes, or comes into the Admissions Office to speak with an advisor and review an application packet.
 2. Student schedules Allied Health Admission test and pays testing fee.
Minimum scores needed for admission to the Nursing Program:

Reading Comprehension: 95
Sentence Skills: 96
Arithmetic: 75
 3. After successful completion of the Allied Health Admission test and completion of the program pre-requisites the student submits an application packet.
 4. Student submits an application for the specific program by the deadline dates and pays application fee.
 5. All applications are reviewed for completeness and incomplete applications are returned to students. Completed applications include the following:
 - Official high school transcript
 - Official college transcript (if applicable and if pre-requisites were not taken at Quincy College)
 - \$50 Application Fee (non-refundable)
 - Qualifying scores on Allied Health Admission Test
 6. Applications are ranked based on the following and in the following sequence:
 - Allied Health Admission Test Reading Scores (test scores are only valid for one year).
 - If Allied Health Admission Test Reading Comprehension scores are tied then Sentence Skills Scores are ranked.
 - If Allied Health Admission Test Reading Comprehension and Sentence Skills scores are tied then Math scores are ranked.
 - If Allied Health Admission Test Reading Comprehension, Sentence Skills, and Math scores are tied then pre-requisite grades are ranked.
Students will then be admitted to the program according to rank.
 7. Once the cohort is filled a wait list is generated.
 8. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st for full-time and January 20th for part-time).
 9. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.
 10. Full-time applicants are notified via Enrollment Services by the end of February and part-time applicants are notified by the end of August.
 11. Students admitted into the Associate Degree Program in Nursing are required to attend a mandatory orientation.
 12. All admitted students are required to complete a 1) health form and 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
- **Health Forms** - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete health form includes the following documentation:
 - Medical history
 - Complete physical
 - A negative Mantoux within two months of the first nursing class. This documentation must

include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a letter from student's physician indicating no active disease.

- Tetanus/Diphtheria within the last 10 years
 - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
 - Varicella (Chicken Pox) documentation of positive titer or two live doses
 - Hepatitis B – documentation of positive titer or three doses of vaccine.
- **CORI** - Since the Associate Degree Program in Nursing includes a clinical placement, enrolled students are required to complete a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission into this program is specifically conditional on a satisfactory CORI check. Admission into this program does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical coursework are ineligible for graduation. For more information on the CORI process, please see the CORI policy in this catalog.
 - **Course Registration Forms** - Students admitted into the Associate Degree in Nursing program must have their course registration forms signed by the program Chair. Enrollment Services does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.
13. Students in this program are required to be certified in CPR for the health care provider. Required documentation must be provided to the program Chair and remain effective throughout the program.
 14. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. A student who tests positive for the presence of illegal drugs may not be placed in another facility. A student who cannot complete the clinical practicum is ineligible for graduation.
 15. In order to maintain a reserved seat in the Associate Degree in Nursing program, specific deadline dates must be met for each of the activities or items discussed above and listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Summary of documents and activities that must be submitted and completed by a specific deadline date:

- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form
- CPR documentation

Note: Clinical Failure

If a student applying to a Quincy College Allied Health program with a clinical experience has a previous clinical failure, then the following process is followed:

- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
- A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to their program.

Policy 4 – 03A: C.O.R.I. POLICY

Where Criminal Offender Record Information (CORI) checks are a part of a general background check for clinical placement of students, the following practices and procedures will be followed:

1. CORI checks will only be conducted as authorized by the Criminal History Systems Board. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the Criminal History Systems Board.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be consistent with this policy and any applicable law or regulation.
4. If a criminal record is received from the Criminal History Systems Board, the authorized individual will closely compare the record provided by the Criminal History Systems Board with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
5. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
6. Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History System Board's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, Quincy College will make a determination based on comparison of the CORI record and documents provided by the applicant. Quincy College may contact the Criminal History Systems Board and request a detailed search consistent with the Criminal History Board Policy.
7. If Quincy College reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but may not be limited to, the following:
 - Relevance of the crime to the position sought;
 - The nature of the work to be performed;
 - Time since conviction;
 - Age of the candidate at the time of the offense;
 - Seriousness and specific circumstances of the offense;
 - The number of offenses;
 - Whether the applicant has pending charges;
 - Any relevant evidence of rehabilitation or lack thereof; and
 - Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
8. Quincy College will notify the applicant of the decision and the basis of the decision in a timely manner.

Policy 4 – 03B: GENERAL ALLIED HEALTH ADMISSIONS POLICY

1. The student calls, writes, or comes in to the Admissions Office to request an admissions packet for the particular program of interest.
2. The student reviews application requirements, pays twenty-five dollars (\$25.00) for the Allied Health Admissions Test, and schedules an appointment for the Allied Health admissions test.

Minimum scores needed for admission:

Minimum Scores	Practical Nursing	Surgical Technology	Associate Degree in Exercise Science/ Personal Training	Certificate in Exercise Science/ Personal Training	Phelbotomy
Reading Comprehension	86	86	70	70	70
Sentence Skills	96	96	70	70	70
Arithmetic	75	70	66	--	--

3. After successful completion of the Allied Health Admissions Test and completion of prerequisite courses if applicable, the student receives an application, and assembles the remaining documents in one envelope.
4. The student submits the application package in person or by mail to the Admissions Office.
5. The application fee is recorded, and the application is reviewed within sixty (60) days of submission. The review process includes transfer evaluations.
6. Once reviewed, a student is notified in writing if he or she has been admitted, or if he or she has not submitted a complete application.
7. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.
8. The student is contacted by mail regarding orientation for the appropriate program.
9. If the particular program is full at the time a student applies, the student is placed on a waiting list in the order in which the application is received. The waiting list is limited to half the number of accepted students to each program.
10. If the waiting list is full when an application is received, the application is returned to the applicant with a letter stating that he or she is welcome to apply for the next academic year's program. The applicant is also informed that he/she has been put on a list to receive the next academic year's application as soon as they are made available.
11. If the applicant is placed on a particular program's waiting list and is not accepted, the applicant is then offered a seat in the next academic year's program.
12. During orientation, accepted students are given immunization forms to complete and return to the appropriate chairperson before the start of the semester. The due date is provided on the form. Registration forms are also distributed. All Allied Health registration forms must be signed by the Allied Health Dean before students can be enrolled by Enrollment Services. Students are informed about CPR certification which also needs to be returned to the appropriate chair of the program before the start of the first clinical.

13. Students admitted into the Practical Nursing, Surgical Technology, Exercise Science and Phlebotomy Programs are required to attend a mandatory orientation.
14. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
 - **Health Forms** - Health Information: Admitted must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete Health Form includes the following documentation:
 - Medical history
 - Complete physical
 - A negative Mantoux within two months of the first nursing class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
 - Tetanus/Diphtheria immunization within the last 10 years
 - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
 - Varicella (Chicken Pox) documentation of positive titer or two live doses
 - Hepatitis B – documentation of positive titer or three doses of vaccine.
 - **CORI** - Students enrolled in an Allied Health program that includes a clinical placement are required to complete a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to Quincy College Allied Health Programs is specifically conditional on a satisfactory CORI check. Admission into an Allied Health program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical coursework are ineligible for graduation from Quincy College Allied Health programs. For more information on the CORI process, please see the CORI policy in this catalog.
 - **Course Registration Forms** - Students admitted into any Allied Health program must have their course registration forms signed by the appropriate program Chair. Enrollment Services does not accept unsigned forms. Registration forms must be submitted by the deadline date established by the program or students will lose their seat in the program.
15. Students in Allied Health programs are required to be certified in CPR for the health care provider. Required documentation must be provided to the program Chair and remain effective throughout the program.
16. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.
17. In order to maintain a reserved seat in one of the above programs, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form
- CPR documentation

Note: Clinical Failure

If a student applying to a Quincy College Allied Health program with a clinical experience has a previous clinical failure, then the following process is followed:

- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
- A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

Policy 4 – 04: INTERNATIONAL STUDENT ADMISSION

The procedure for admitting international students is as follows:

1. The student requests an international student application packet by email, phone, mail, walk-in or downloads from our website.
2. Student sends completed application to the International Student Services Office. If the student is outside the US he or she must provide TOEFL/ELTS test scores for proof of English proficiency. If student is within the US he/she may take the LOEP test at Quincy College in lieu of the TOEFL.
3. Application is reviewed and checklist consulted to confirm all necessary documents are included.
4. If an application is incomplete, a letter is mailed to the student listing what paperwork is missing.
5. Once the application is complete one of three steps are taken:
 - a. If the student is overseas the International Office mails a packet with an acceptance letter, I-20 initial form, SEVIS 901 fee information, health insurance information and visa interview document to all overseas applicants.
 - b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed Transfer form from the previous school is requested and immigration record is transferred to Quincy College.
 - c. If the applicant requires a change of status to F-1, an I-20 Change of Status is issued and the I-539 process is completed with the assistance of the International Student Services Office. The student is advised if their Change of Status is denied he/she is unable to continue to attend Quincy College. All B-2 and F-2 Change of Status applicants are not allowed to register until Change of Status is adjudicated.
6. Once all visa issues have been settled, the next step is student advising and registration. All international students are required to take the LOEPS exam for placement and advisement purposes prior to registration. Only students who show proof of proficiency by submitting a transcript showing completion of English Composition 101 and College Algebra with a C or better are exempt from taking the exam.
7. Advising of all international students is done in the International Student Office. Students are advised on course selection, credential evaluations for transfer credit and degree programs. An advising sheet is completed for all international students regarding degree programs and requirements. All international students require a signature from the International advisors on their registration forms prior to enrolling. If a student has not met the level of English proficiency on the LOEPS exam, recommendation is made for the student to attend language school and acceptance to Quincy College will remain conditional until proficiency level is met.
8. New international students must attend the International Student Orientation held one week prior to class start date. During this orientation new international students receive information regarding immigration regulations, school policies and procedures and other necessary information.

Policy 4 – 05: ADVANCED STANDING

Quincy College welcomes transfer students and those with advanced knowledge of subject areas. A maximum of 30 credits from all sources may be awarded toward a degree.

Transfer Credits –

Credits earned at other accredited, degree-granting institutions may be applied toward your degree or certificate program at Quincy College. Have your former college send an official transcript of your grades to the QC Admissions Office. To qualify for transfer credit, courses must correspond to offerings at Quincy College and a minimum grade of “C” must have been earned. Students are required to provide a catalog or an official course description from the institution where the credits were earned. Courses will be accepted without regard to age, except in those subjects where in the judgment of Quincy College, the subject matter of the course has materially changed. Laboratory science courses transferred to the programs in the school of Allied Health must have been completed within the time period requirements of the specific program.

CLEP and ACT/PEP Examinations –

Quincy College recognizes that many people have acquired skills from work experience or private study. Students who demonstrate this knowledge by satisfactory performance on the College Level Examination Program Subject Examination (not a CLEP General Examination or American College Testing Exam) will be awarded credits for that subject, based on the American Council in Education scoring recommendations.

Although Quincy College is not a testing site, the Admissions Office can provide information regarding specific subject exams accepted by the College and the procedures for having exam results evaluated. Students awarded credit will be required to pay a per credit fee.

Policy 4 – 05A: TRANSFER CREDIT POLICY

What is Credit Transfer?

Credit transfer is the process of receiving academic credits towards a degree or diploma program at Quincy College based on work completed at another recognized institution of Higher Education. Students are eligible to transfer credits in accordance with the regulations contained in this guide.

How to Transfer Credits to Quincy College

Students who have earned credits at other colleges or universities are required to submit an official academic transcript to the Admissions Office as part of the application process. The transcript is sent to Enrollment Services, where it is evaluated. The transfer credits do not appear on the student's record until the student has registered for and completed 12 credits. The transcript review is done based on the declared major of the student. A copy of the transcript report is mailed to the student at the address on file.

Enrolled students who have not transferred credits to Quincy College can do so by contacting their former colleges/universities to request official transcripts to be sent to the following address:

Quincy College
Enrollment Services
ATTN: Transcript Evaluation
150 Newport Avenue Ext.
Quincy, MA 02171

Principles of Transfer

1. Institutions

Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. New England Association of Schools and Colleges).

Classes from institutions not accredited by a regional accrediting association but by other national, professional and specialized accrediting agencies and associations are considered on an individual basis depending on the institution's general reputation, known academic strength, academic format and on the individual performance of the transferring student.

Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts may be first evaluated by an Educational Credential Evaluator, which will send the transcript to Quincy College. Any fees involved in such evaluation are paid by the student.

2. Grades and Courses

A course must be graded a "C" or better to transfer. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially non-academic content and courses that are basically secondary school or pre-college level taken in high school are not transferable. Quincy College does not grant credit for professional certificate programs.

3. Subject Matter Equivalency

Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course from the other institution. A maximum of thirty credits may be transferred for an associate program and a maximum of fifteen for a certificate.

4. Quarter-Semester Credit Conversion

All credits accepted by Quincy College are transposed to semester credit hours. One-quarter credit is two-thirds of a semester credit.

5. Time Limit

For Allied Health programs, science courses must have been taken within the last five years and Computer Science courses within the last seven years. For all other programs, science courses must have been taken within the last 10 years and computer courses within the last seven years.

6. Alternative Means of Earning Credits

Credits for College-level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted, if the student scores at or above the American Council on Education's (ACE) recommended score for the exam question. Quincy College does not accept CLEP general exams.

Quincy College accepts credits from military training based upon proper documentation of the student's military education, namely Form DD 214 and/or DD 235. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program.

7. Residency Requirement

The following must be completed at Quincy College:
A minimum of 30 credit hours for an associate or 15 for Certificate.

8. GPA Calculations

Transfer credits are not included in GPA calculations.

9. Appeal Process

Students have the right to appeal decisions made by the Enrollment Services Office with regard to their transfer credit. An appeal should be made in writing at the Enrollment Office. The appeal will be forwarded to the Vice President of Academic Affairs for a decision.

10. Questions

Any questions on transfer procedures, policy, or individual transfer situations should be directed to Enrollment Services.

Policy 4 – 05A (i): ADVANCED PLACEMENT

Quincy College recognizes the examinations of the College Board Advanced Placement Program. The AP examinations are prepared by the College Board and the papers are graded by readers of Educational Testing Service, Princeton, NJ 08540. Quincy College will award credits to students if the test score in AP examination is at least three (3).

Advanced Placement Test	Test Score	Credits	Class Fulfillment
Art	3	3	ART100
Biology	3	3	BIO111/112 or 121/122
Chemistry	3	4	CHE121/131 or 122/132
Economics			
Micro	3	3	ECO201
Macro	3	3	ECO202
Eng. Lan./Com.	3	3	ENG101
Eng. Lit/Comp	3	3	ENG201
Spanish	3	3	SPN101
French	3	3	FRN101
Am. Gov.	3	3	GOV201
Am. History	3	3	HIS101/102
Calculus AB	3	3	MAT201
Statistics	3	3	MAT207
Physics B	3	4	PHY111/112 or 121/122
Psychology	3	3	PSY101

A fee equivalent to Experiential Learning credit fee will be charged for transferring these credits to Quincy College. There will be no fee if a student only wants to use these as pre-requisites towards placement at a higher level.

Policy 4 – 05B: EXPERIENTIAL LEARNING CREDITS

Experiential learning credits, also known as “Life Experience Credits”, are credits that are awarded for already acquired college-level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College coursework. All credit earned must be approved by the Experiential Learning Review Committee.”

Eligibility Requirement:

Students must:

- Be enrolled in a certificate or a degree program.
- Have completed 12 credits in Quincy College.
- Be in good academic standing.
- Be at least 24 years of age.
- Must have a resume that demonstrates the type of experience appropriate for academic college-level credit assessment.

How to apply:

If a student is eligible for experiential credits, the following procedure should be followed:

- Complete an application for “Experiential Learning Credits” available in Enrollment Services.
- Attach all the documents for assessment in the form of a portfolio with application and return this portfolio to Enrollment Services in C 101 with a non-refundable fee of \$50.00.
- The Portfolio Review Committee, comprised of a Dean and an appropriate faculty member, will review the portfolio and inform the student, in writing, if the request has been approved or not. The review committee may ask the student for an interview, more documents or both. The Review Committee will also send a written determination to the Dean, Enrollment Services.
- If the request for credits is approved, fee per credit must be paid in Enrollment Services. (Students in Allied Health, who pay a flat fee, do not pay this per credit fee, if the credits are requested when they are in the program).
- The Dean, Enrollment Services will enter these credits on the student’s permanent record.

Fees:

To cover administrative costs, students are charged a non-refundable portfolio assessment fee of \$50 at the time of making a request for these credits. There is also a per credit Experiential Credit fee that must be paid before the credits are transferred to a student’s grade history. (Please check fee schedule for per this fee).

Maximum Credits:

The total number of credits any student can transfer from all sources is thirty (30) in a degree program and fifteen (15) in a certificate program of which the maximum number of credits allowed under Experiential Learning is twelve (12) in a degree program and six (6) in a certificate program.

Exception:

Students who have Fire Science and Criminal Justice as their major do not qualify for any Experiential Learning credits.

Policy 4 - 06: EARLY ADMISSION

Quincy College admits students who have not yet graduated from high school. The early admissions program serves two distinct populations of students:

1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school's approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and a year's college credit is earned at the same time.
2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools' permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

In both cases, a written recommendation from the applicant's high school guidance office is required and should be submitted with the application for admission.

Policy 4 - 07: READMISSION TO QUINCY COLLEGE

Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Allied Health Programs. Former Allied Health students must send, in writing, their request to re-enter the School of Allied Health to the chairperson of the program in which they wish to enroll. Readmissions to an Allied Health Program will be decided by the Dean.

Readmitted students who have been out of school for more than two consecutive semesters must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College.

Students must indicate in writing at the time of their re-enrollment if they wish to follow original program requirements; otherwise current requirements will apply.

Policy 4 – 08: ACADEMIC PLACEMENTS

All new degree/certificate seeking students are tested by placement tests (ACCUPLACER or LOEPS) before the end of add/drop period in their first semester. Those whose skills are deemed insufficient to successfully handle college level work will be recommended to take academic support courses in the subject area of deficiency. These courses carry college credits per course but do not fulfill requirements for graduation. Quincy College will close down access to an academic account for any new degree/certificate seeking student who has not done the required testing and advising session prior to the end of the drop/add period in their first semester. Please check with an Admission Officer for specific scores required for a program and placement.