Admissions Policy
Cape Cod Community College admits applicants to degree and certificate programs according to the Massachusetts Department of Higher Education’s “Open Door” philosophy. Each applicant is accepted to the College, on a rolling, first-come basis, if the applicant meets the eligibility requirements, has completed the application procedures, and a vacancy exists in the applicant’s elected program of study. This policy does not apply to the College’s selective health programs. Refer to information on the selective health programs on page 6.

Eligibility Requirements for Admission
To be eligible for admission, an applicant must have graduated from an approved secondary school (high school) or received a state-issued high school equivalency certificate (HiSET/GED), prior to enrollment. Applicants who have not graduated or earned a HiSET/GED should contact the Admissions Office to discuss their options.

Three Easy Steps to Enroll in a Degree or Certificate Program
1. Submit a completed application form to the Admissions Office by the priority filing dates of: August 15 for the Fall semester
   January 10 for the Spring semester
2. Submit official high school transcripts/HiSET/GED diploma ONLY if you:
   • Are a current high school senior, or
   • Have not yet completed your HiSET coursework or examinations at the time you submit your application, or
   • Are an applicant to a selective health program (Nursing, Dental Hygiene, Diagnostic Technician, Medical Assisting, and Paramedic), or
   • Are an international applicant requiring an F-1 student visa
3. Submit official transcripts from all colleges or universities ever attended.

Home Schooling Policy: All home schooled students, without a high school diploma or HiSET/GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was approved by the student’s school district superintendent or school committee. Additionally, if the home schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student’s school district superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of any student under the age of sixteen (16) in a course or program based on a case-by-case consideration of a variety of factors, including but not limited to: the student’s maturity, life experience, placement test scores, prior education, course content, instructional methodology, and potential risks associated with participation in a particular course or program.

Transfer Applicants must submit official transcripts from all colleges and universities ever attended. Previous college performance will not impact admission to non-selective programs. Upon acceptance to the College, the Registrar’s Office will conduct a transfer credit evaluation of previous college-level course work and notify students, in writing, of accepted transfer credit. Refer to page 6 for the College’s transfer credit policy.

Permanent Resident Aliens must include their alien registration number on the Admissions application.

Applicants in the Process of Applying for a Green Card must submit either a Notice of Action form verifying their application for a green card or a letter from an attorney verifying application in process.

International Applicants: Additional documentation, criteria, and deadlines apply to international applicants seeking an I-20 form for an F-1 visa. Please contact the Admissions Office to receive an International Student packet or download the necessary forms at www.capecod.edu/web/admissions/requirements/international. This packet explains the additional admission requirements and contains additional forms that must be completed for consideration. Application deadline dates are June 1 for the Fall semester or November 1 for the Spring semester.

Non-Degree Seeking Students who do not intend to receive a degree or a certificate from Cape Cod Community College do not need to apply for admission. However, financial aid is NOT available to any student who has not applied for admission and enrolled in a degree or a certificate program. Non-degree seeking students can meet with advisors in the Advising and Counseling Center to help select the appropriate courses. Then, students can register for their desired courses at the Registration Office.

Re-admission to the College: Students who had once applied to the College and enrolled, but are no longer “matriculated” due to:
   a. graduation from the College, or
   b. an unenrolled status for two consecutive years, can follow the standard application procedures for re-admission. Re-applicants must check with the Admissions Office to determine whether or not they need to resubmit their high school and college transcripts. If a student is readmitted to the College or changes his/her degree or certificate program, the graduation requirements are those in effect on that date. Students who do not register for classes at the College after two consecutive semesters, exclusive of summer, will be required to see an advisor prior to registration.

Academic Dismissal: Refer to page 30.
Returning to the College after Withdrawing: Students who once officially withdrew from the College, but are still considered “matriculated” may simply register for courses and resume their studies.

Students who once officially withdrew and are no longer considered “matriculated” due to an unenrolled status for over two years may re-apply through the Admissions Office. Re-applicants must check with the Admissions Office to determine whether or not they need to resubmit their high school and college transcripts. If a student is readmitted to the College or changes his/her degree or certificate program, the graduation requirements are those in effect on that date.

Fresh Start Option: Refer to page 31.

Selective Health Program Applicants: Applicants interested in applying to the Nursing, Dental Hygiene, Diagnostic Technology, Medical Assisting, or Paramedic programs at Cape Cod Community College must complete additional requirements and will be considered for their program of choice on a selective basis.

Interested applicants may obtain detailed requirement listings for the Nursing, Dental Hygiene, Medical Assisting, and Paramedic programs in the Admissions Office. Applicants to the Nursing and Dental Hygiene programs are encouraged to attend an information session. Medical Assisting and Paramedic students must attend an information session. Schedules of upcoming information sessions are available at www.capecod.edu/web/admissions/visits. Diagnostic Technology and Tri-level Nursing Assistant / Home Health Aide applicants should call 1-508-362-2131, ext. 4452 to sign up for a required information session.

Criminal Offender Record Information and Sex Offender Registry Information Checks: Refer to Institutional Policies on page 14.

Dual Enrollment Program: High School Students Taking College Courses

Consistent with the mission of the Department of Higher Education, Cape Cod Community College seeks to work closely with area high schools. Qualified high school students can earn both high school and college credits through the Dual Enrollment Program, authorized in the Education Reform Act of 1993. Eligible students will be at least 16 years of age and be recommended by their teacher, guidance counselor or principal. For the past several years Cape Cod Community College has been eligible to participate in the Commonwealth Dual Enrollment Program, administered by the Massachusetts Department of Higher Education. This program provides limited grant funding to pay tuition and fees for one course for a small group of eligible high school students. For further information, contact the Admissions Office at 1-508-362-2131, ext. 4311.

Secondary Post Secondary Career Vocational Technical Education Linkage Consortium (CVTE)

Articulated courses K-12 are high school courses or programs of study which have been reviewed, whether locally at Cape Cod Community College and/or through statewide agreements, and meet the outcomes and demonstrate the rigor of a college course(s). The program of study is delivered at the high school with high school faculty. The student, upon graduation from the high school and enrolling at CCCC, is awarded the credit provided the student has earned a grade of 80 or B in the course or courses that match the articulated course(s) and a 2.0 overall on a 4.00 scale. Courses are then entered on the College transcript. (Contact point for articulated courses is your high school guidance counselor.) Funding for this program provided by allocations to the College from the Massachusetts Department of Elementary and Secondary Education (DESE) through the Carl Perkins Act of 1998. For more information, call 508-362-2131 ext. 4353, visit www.capecod.edu/web/k12/tech_prep or visit the CVTE Linkage, Tech Prep office located in Maureen M. Wilkens Hall, Room 234.

Transfer to Cape Cod Community College

Transfer credit to the College is determined on an individual basis using these guidelines:

• Only comparable course work from an accredited institution or a college which is a candidate for accreditation will be eligible for transfer credit;
• Only grades of C (2.0 on a 4.0 scale) or better will be considered for transfer;
• Transfer credits will be accepted in the number established for that course by the college at which those credits were earned. If the transferring institution uses a credit system different from that of the College, the Registrar of Cape Cod Community College will convert the credits;
• College Level Examination Program (CLEP) credits will be accepted in accordance with College policy;
• Students who score three (3) or better on the College Board Advanced Placement examinations may be granted College credit. An official score report must be sent to the Registrar of the College.
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- International Baccalaureate Diploma will be recognized for up to 30 semester hours of credit. Higher level examination results with a score of 4 or higher will be granted transfer credit.
- In most cases, credits will be accepted without a time limit from any regionally accredited institution. In certain courses where a program or a department requires that current knowledge is essential, a time limit may be imposed on the applicability of earned credit toward satisfying a degree requirement; such a time limit must be approved by the Curriculum and Programs Committee, and must be indicated in the catalog of the College. If the designated time limit has been exceeded, credit will be granted in either of the following circumstances:
  a. the student successfully passes a CLEP test for the course or, in the absence of a CLEP test, passes a Department Challenge Examination, or
  b. the student submits a waiver request and receives approval from the appropriate department;
- A minimum of 24 credits must be completed at Cape Cod Community College in order to earn a degree.
- MassTransfer students transferring from participating Massachusetts community colleges, state colleges or universities to Cape Cod Community College are guaranteed transfer of credits through MassTransfer, the new transfer program for the state of Massachusetts. Students who complete the 34-credit MassTransfer block (see page 16 for more details about MassTransfer or go to www.mass.edu/masstransfer) at any of the participating institutions with a 2.0 or higher GPA will be guaranteed the full-transfer of those credits into an Associate in Arts degree. The CCCC General Education requirements will be satisfied by the 34-credit MassTransfer block.

Students transferring into an Associate in Science degree will satisfy the 21-23 credits of General Education requirements unless a specific A.S. degree requires coursework that is not in the student’s 34-credit MassTransfer block. MassTransfer block credits that do not satisfy General Education requirements may be used to satisfy general education electives or unspecified elective credits in an Associate in Science degree.

The VALOR Act Academic Credit Evaluation Policy
In accordance with the Valor Act, Cape Cod Community College (College) uses the ACE guide to the Evaluation of Educational Experience in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, coursework, and experience. In addition, the College also evaluates CLEP, DANTES Subject Standard Test, and prior learning assessment. Questions related to the transfer of military credits can be directed to the Office of the Registrar or visit the Cape Cod Community College website at www.capecod.edu/web/veterans.

Science Transfer Credits
Students who are transferring in credits for science courses that do not fit the traditional four-credit format (3 credits lecture, 1 credit laboratory) may be permitted to take only the laboratory portion of a Cape Cod Community College science course that closely matches the transferred course. Refer to Laboratory for Transfer Students, page 181, for a detailed description of the conditions that must be met in order to enroll in one of these special laboratory sections.

Basic Skills Assessment
Although Cape Cod Community College has an open admission policy, appropriate skill levels are needed for success in any program of study and are prerequisites to enrollment in many introductory courses at this college. Therefore, the College administers skills assessments in English, reading, and mathematics. Matriculated students are required to take these skills assessments as part of their scheduled assessment/advising/registration appointment prior to their first semester of classes. During this appointment each student meets with an academic advisor to develop an appropriate academic plan. Students are advised to select and schedule appropriate academic courses based on their assessment results and individual circumstances. Students may retest in one or more subject areas (English, Reading, and Math) one time only. Non-matriculated students who wish to enroll in courses that have an identified prerequisite skill level are required to take the skills assessment test before registering for the class. Students may enroll only in courses for which they are able to demonstrate the required entry level competency. Cape Cod Community College will provide appropriate developmental courses and experiences for students who have demonstrated need in English, reading, and mathematics. Developmental education courses, although credit bearing, may not be used to fulfill associate degree requirements. Test results remain valid for three years. Students are required to re-take the skills assessment unless current (less than three years old), valid, comparable information is available.

The Testing Center is located in the Grossman Commons, Room 204.1-508-362-2131 ext. 4543.