



(POLICY)

Policy:	Admissions Policy	Policy No.:	AA4008
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner:	President	Responsible Party:	Academic Affairs
Approved:	January 27, 1999		
Revised:	March 5, 2013 February 16, 2023		

Purpose

This policy is intended to ensure that the College's admission decisions are based upon sufficient information and are rendered in a manner consistent with applicable law and State University of New York standards.

Statement of the Policy

Candidates for Admissions to SUNY Broome Community College must satisfy the minimum requirements set forth in this policy, as well as all requirements, procedures, rules, and regulations established by State University of New York, and SUNY Broome Community College's office of Admissions.

SUNY Broome Community College is an open enrollment institution within the SUNY system. It offers a rolling admissions policy, which means applications are reviewed and accepted year-round. Open enrollment applies to programs in the Business and Professional Studies, Liberal Arts, and STEM divisions.

Some programs in the Health Science Division have limited capacity and require students to meet competitive academic requirements of those respective programs.

Required Admissions Materials

To enroll in a SUNY Broome Community College academic program, all applicants must:

- Complete a State University of New York (SUNY) common application form, or the official SUNY Broome application found in the admissions office or on the college's website
- Provide the admissions office an official high school transcript showing proof of graduation, as defined by the New York State Education Department (applicants who are current seniors in high school are required to send the most recent transcript at the time of application, followed by the final high school transcript upon successful graduation), or a high school equivalency diploma (GED or TASC); or for homeschooled students, a 100.1 letter from the superintendent of

the school district within which the student resides in addition to a transcript of completed high school coursework.

Discrimination Policy

SUNY Broome Community College offers admission to the College and opportunities in any aspect of the College's business regardless of the applicant's race, sex, color, creed, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era.

To whom it applies:

The Office of Admissions at SUNY Broome Community College

General Guidelines

The following procedures must be followed to ensure equity across all applicants in the admissions process:

- Procedure 4.7.1- Early College and Concurrent Enrollment (On campus)
- Procedure 4.7.2-Early Admissions with Local High Schools Procedure (Fast Forward)
- Procedure 4.7.3-Applicants without a high school diploma/GED and/or applicants with an IEP/Penn Foster diploma
- Procedure 4.7.4-International Admissions
- Procedure AA4008.1 - Procedure for persons previously convicted of criminal offenses and for persons presently on parole and probation

Definitions

- Open Enrollment- Open admissions, or open enrollment, is a type of noncompetitive college admissions process in the United States in which the only criteria for entrance is a high school diploma or a General Educational Development (GED/TASC) certificate.
- Competitive Admissions/Competitive Academic Requirements- Some programs have a limited number of spaces, and admission is a competitive process. Students must complete additional admissions requirements (beyond the general education requirements), and compete for program admission on factors that may include GPA, pre-requisite course completion, academic standing, and other assessments.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Revised</i>	02/3/2022	MS	<i>Director of Admissions</i>