Ivy Tech Community College of Indiana

POLICY TITLE
Admission/Selection Criteria for Limited Enrollment Programs

POLICY NUMBER
1.2.1

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created June, 2012/Effective immediately; revised October 2017/effective immediately

PURPOSE
A separate admission/selection process is necessary for some programs to ensure compliance with accreditation and professional certification standards and maintain program quality based on available resources. This policy balances the College’s open enrollment mission with a commitment enabling students to complete programs in a reasonable time frame and ensure consistent integrity across regions.

ORGANIZATIONAL SCOPE OR AUDIENCE
Limited enrollment programs leading to a technical certificate or associate degree.

DEFINITIONS
Limited Enrollment Program: Limited Enrollment Programs are competitive majors at Ivy Tech Community College that control enrollment numbers based on accreditation and professional certification standards and available resources, e.g. credentialed faculty, clinical space availability, to maintain program quality.

State Wide Program/Discipline Curriculum Committee - Program/discipline curriculum committees are charged with the development and maintenance of the curriculum in their program/discipline. Committee membership will consist of one instructor of the program, usually a program chair, from each region authorized to offer the degree program. The distance program advisor may represent those regions offering the distance program, but no land-based program. Regions are responsible for selecting program/discipline committee members.

POLICY
A separate admission/selection process is required for admission to many limited enrollment programs. Statewide program curriculum committees can augment decision making related to admission/selection guidelines. Admission/selection criteria for limited enrollment programs are defined by the faculty and/or academic deans. The criteria shall be reviewed and approved by the Vice Chancellors for Academic Affairs. The criteria
will be documented in a central repository (Academic Program Profiles) and in individual program packets and/or student handbooks.

**PROCEDURE**
The admission criteria defined by the state wide program curriculum committee must be:
- consistent with standards or criteria set by the program’s accreditation, licensing, certification, and/or regulatory body,
- include multiple criteria rather than a single criterion, (single measures appropriate for tie-breaker),
- objective measures of student ability as opposed to criteria subject to human bias.

Examples of acceptable admission criteria that curriculum committees may use include:
- Nationally normed test AND consideration of grades (either points based on grades in clearly identified courses or GPA)
- Grades (or points based on grades in clearly identified courses) AND Work Experience/Certification (points based on length and/or certification)
- Accreditation/Licensing/Certification Body requirements AND GPA
- Grades from multiple courses

Examples of unacceptable admission criteria include:
- Job shadowing
- Essays
- Interviews
- Nationally normed test as a single criterion
- Grade C or better in identified courses (without documentation of the same requirement established by the external accrediting body)

All students must meet the specific admission/selection criteria for each limited enrollment program. Procedures for admission must be followed uniformly by every campus, for every student. Admission/selection criteria are enforced by faculty and academic deans and apply statewide; a region may not establish regional admission/selection criteria for limited enrollment programs.

Students are encouraged to meet with an Admissions/Program Advisor early in the application process. Programs shall publish deadline dates along with a mandatory information session. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online or at the regional campus offices.

**REFERENCES**
Program Specific Admission-Selection Process – see on Infonet / Academic Program Profile /

**RESOURCE PERSON**
Vice Chancellors for Academic Affairs