

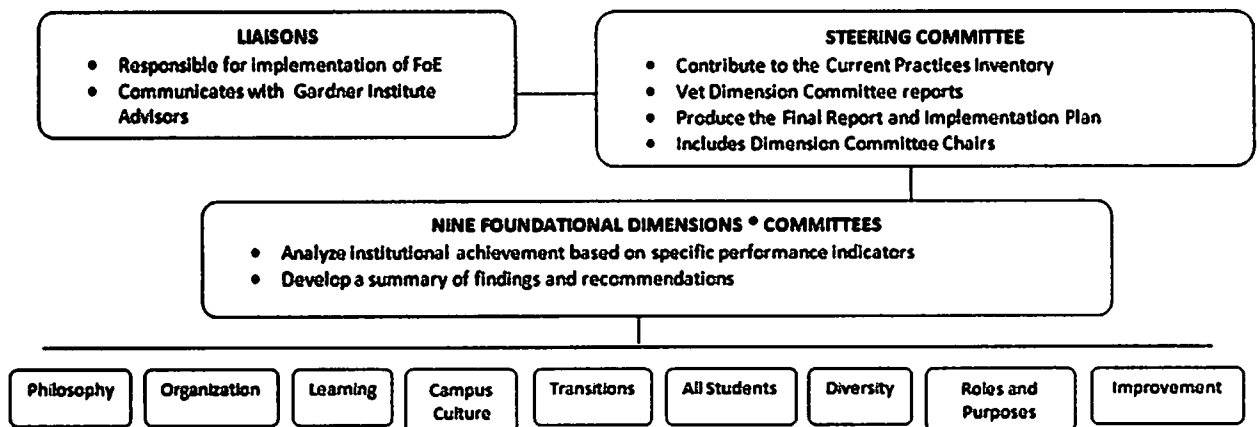
## Addendum for Standard 7.6

### Response to Retention:

Retention at Bossier Parish Community College is a growing focus. Retention has been moved from the sole responsibility of the instructor to an area of study and reflection for improvement.

One of the focuses of our campus Foundations of Excellence (<http://www.bpcc.edu/foundationsofexcellence/index.html>) work is to review and increase our student retention. The Foundations of Excellence® (FoE) is an initiative of the John N. Gardner Institute for Excellence in Undergraduate Education. The Gardner Institute will guide the FoE process at BPCC during 2010-2011. FoE is a comprehensive self-study and improvement process. More specifically, FoE provides a framework for a faculty, staff, and student task force to:

1. Study all aspects of the first-year and transfer-bound student experience.
2. Produce a plan for institutional improvement leading to higher levels of student learning and persistence at BPCC



The campus-wide FoE is in its first year and is led by Toya Jackson and Lisa Wheeler.

Online retention strategies have been in place since 2009 with the establishment of the CALL (Center for Adult Learning in Louisiana) program on campus. The Division of Innovative Learning allows instructors to submit requests to contact students electronically. This system is very useful and takes away some of the stress from the instructors by contacting students and then reporting back to the instructor the results of the finding.

In our division, Jennifer Parish, Administrative Assistant III and Patti Swart, Administrative Coordinator, are able to follow up with students. Mrs. Parish handles academic concerns and Mrs. Swart handles certification concerns.

**Response to Admissions requirements:**

The following information in reference to admissions requirements comes from our catalog.

### **General Admission Requirements**

BPCC has an open admissions policy established by the Louisiana Legislature and approved by the Board of Regents and Louisiana Community & Technical College System.

Students may be admitted to Bossier Parish Community College if they meet one of these three options: have obtained a high school diploma from a school accredited by a regionally accredited agency, have obtained a General Education Development diploma (GED), or have met pre-established criteria on the BPCC Ability to Benefit test and are above the age of compulsory school attendance. The objective of the Ability to Benefit as defined by the United States Department of Education is "the use of a standardized test approved by U. S. Department of Education to determine the ability of a student to benefit from the instruction available from an institution." The assessment measures established by the federal government as showing "ability to benefit" are as follows: a COMPASS score of 25 on pre-algebra/number skills; 32 on Writing Skills; and 62 on Reading Skills. The student is evaluated on the demonstration of at least the minimum score on all three tests in a single testing experience to be admitted to the College.

BPCC operates on a three-semester system, which includes a summer term. A qualified applicant may register at the beginning of any semester. Complete admission records must be received in the Admissions/Registrar's Office prior to registration in order for the applicant to be notified regarding eligibility for admission. Students failing to complete admission records will be denied admission or will be admitted temporarily as provisional students. **Students admitted provisionally are not eligible for federal financial aid.**

The student's permanent record is the academic file folder, which contains the following information: academic transcripts from high school and college, placement test scores, immunization records, and proof of Selective Service registration by male students. The records are on an imaging system, which stores the information on an optical disk. The records from 1967-94 are on microfiche, which is stored in a fireproof filing cabinet in the Admissions/Registrar's Office.

## Admission Procedure

- A student seeking admission to BPCCC may obtain appropriate application forms from the Admissions/Registrar's Office located in Building F. (Emmett E. Cope Student Services Building) or from the College's website ([www.bpcce.edu](http://www.bpcce.edu))
- The student must complete an application and have the application on file by the date listed in the BPCCC calendar.
- An application fee is required for first-time students (students attending BPCCC for the first time).

## Measles, Mumps, and Rubella, Tetanus, Diphtheria, and Meningococcal Meningitis Immunization

Louisiana state law (R.S. 17:170) requires immunization against measles, mumps, rubella, and tetanus/diphtheria for all students born after 1956 who are enrolling in higher education for the first time or who have enrolled since January 1, 1991. Vaccination for Meningococcal Meningitis is required for first time freshmen beginning fall 2006 or after according to Acts 251 and 711 of 2006 Regular Legislative Session. Failure to comply with this law will result in the inability to complete the registration process.

**Note: The law allows for a medical or personal exemption; however, should an outbreak occur, students signing exemptions will be excluded from class and other campus activities during an incubation period of two to three weeks. For additional information and forms, contact the Admissions/Registrar's Office at 318-678-6004.**

## Assessment and Placement

Placement tests are designed to determine levels of proficiency in the basic skills of English, mathematics, and reading. BPCCC utilizes the COMPASS Placement Test for all students entering BPCCC. Students may submit standardized test scores (i.e. ACT or SAT) to assist in placement in academic courses; however, use of those scores may not preclude a student from taking the placement test.

Full-time, degree-seeking students must take the **remedial math courses and core math classes** (generally Math 102) in **consecutive semesters**, excluding summers, until all math requirements are met.

For additional information contact the Office of the Executive Dean of Instruction at 318-678-6335 or 318-678-6348.

## **ACT and BPCC Placement Tests**

If students have ACT scores within the following ranges, they will not have to take the BPCC placement test in that academic area:

### **English**

18 or higher.....May enroll in English 101

### **Mathematics**

20 or higher..... May enroll in Math 102

### **Reading**

16 or higher..... Are not required to take Read 099

## **Preparatory Education Courses**

Preparatory education courses are provided for BPCC students who score below the minimum required COMPASS Placement Test scores. Preparatory courses include EDUC 099, READ 099, CIS 099, ENGL 099 and MATH 097, 098, and 099. These semester-length courses will transfer to other postsecondary institutions as equivalent courses, but will not usually satisfy degree requirements.

Each division is responsible for the teaching of preparatory education courses within its own discipline. English faculty teach the preparatory English course; mathematics faculty teach the preparatory math courses. The instruction of READ 099, "Developmental Reading," is the responsibility of the Division of Liberal Arts; the instruction of EDUC 099, "College Success Skills," is the responsibility of the Division of Behavioral and Social Sciences; the instruction of CIS 099, "Keyboarding," is the responsibility of the Division of Cyber Information Technology.

CIS 099 is offered to prepare students who do not feel competent in basic computer skills, and enrollment in that course is voluntary and based upon student request. This is a preparatory course that will NOT satisfy any degree requirements and may not transfer to other postsecondary institutions.

### **READ 099 "Developmental Reading" Policy**

Bossier Parish Community College's "Developmental Reading" course (READ 099) will be required for the following students:

All first-time freshmen who have an ACT reading score below 16 (0-15) must take READ 099 unless they successfully pass the reading segment of the COMPASS Placement Test.

Students required to take READ 099, according to COMPASS Placement Scores, must take READ 099 within their first twelve (12) hours.

Students earning below a "C" in READ 099 must repeat the course the following semester.

## **EDUC 099 Policy**

Bossier Parish Community College's "College Success Skills" course (EDUC 099) will be required for the following students:

1. All first-time freshmen taking more than six semester hours who place in more than one preparatory course must take EDUC 099.
2. Students must schedule EDUC 099 within their first 15 hours.
3. Students earning below a "C" in EDUC 099 must repeat the course the following semester.
4. Any BPCCC students may take EDUC 099 for enrichment.

## **Admission Status**

### **The Freshman Applicant:**

1. Should request that an official high school transcript be sent directly to the Admissions/Registrar's Office. Those students who graduated from a Louisiana high school in 2003 or later do not have to provide a hard copy of their transcript because the College can access it over the Internet through the Department of Education's Student Transcript System. Students possessing high school equivalency diplomas (GED) should have GED test scores sent to the Admissions/Registrar's Office.
2. Students who have not obtained a high school diploma, a General Education Development diploma (GED) or a home-school student whose home schooling is not approved by SBESE-Louisiana State Board of Elementary and Secondary Education or out of state equivalent must take the Ability to Benefit test or take a GED. The student must be above the age of compulsory attendance (17 years of age). The criteria established by the federal government as showing "ability to benefit" are as follows: a COMPASS score of 25 on pre-algebra/number skills; 32 on Writing Skills; 62 on Reading; and three tests in a single testing experience to be admitted.
3. First-time freshmen entering BPCCC who have taken the American College Test (ACT) can supply BPCCC with a copy of these results. Applicants will not be refused admission to the College because of low test scores. Certain scores on the ACT may exempt the student from having to take the placement test and may result in the student not having to take certain developmental courses. First-time freshmen entering BPCCC who have not taken the ACT or have not provided BPCCC with the ACT results will be required to take the COMPASS Placement Test.
4. BPCCC reserves the right to use ACT and placement test scores of students on an anonymous basis for incorporation into its institutional statistics and for documenting institutional effectiveness. Information concerning the ACT and placement testing is available in the Admissions/Registrar's Office.
5. **Military Service Act for Admission**  
In accordance with the requirements of Louisiana Law, specifically R.S. 17:3151 (Acts 1985, No. 185; Acts 1987, No. 214; Acts 1999, No. 345), and the Federal Selective Service Act, each institution within the LCTCS shall implement the following requirement for admission:

1. Except as provided in parts b and c below, no person who is required to register for the federal draft under the federal Military Service Act shall be eligible to enroll in the institution until such person has registered for such draft. Such persons shall submit to the institution a statement of compliance and written proof of draft registration and selective service status as part of the required documents for admission.
  2. A veteran of the armed forces of the United States may submit a copy of his discharge papers or his discharge certificate in lieu of the statement of compliance.
  3. A person who has not registered for the federal draft shall be eligible to enroll in a post-secondary school if both of the following occur:
    1. The requirement for the person to register has terminated or become inapplicable to the person.
    2. The person makes a showing satisfactory to the institution why there was a failure to register.
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6. All foreign credentials must be submitted in English to the Admissions/Registrar's Office and must be submitted to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for an evaluation. AACRAO evaluations must be sent directly to the Admissions/Registrar's Office.
  7. **ALL ADMISSION REQUIREMENTS MUST BE MET WITHIN THE TIME LIMITS LISTED IN THE ACADEMIC BULLETIN.** A student is considered provisionally admitted until all admission requirements are met. **Students admitted provisionally *are not* eligible for federal financial aid.**

Register online or verify your official registration date by visiting the World Wide Web at [www4.sss.gov](http://www4.sss.gov). 

#### The Transfer Applicant:

The student must meet General Admission requirements as well as the following:

1. Any applicant who attended another college or university is required to furnish an OFFICIAL college transcript of all work attempted. This transcript must be mailed directly from the college or university to the Admissions/Registrar's Office.
2. **ALL ADMISSION REQUIREMENTS MUST BE MET WITHIN THE TIME LIMITS LISTED IN THE ACADEMIC BULLETIN.** The transcript of each applicant will be evaluated to determine admissibility to BPC. A student is considered provisionally admitted until all admission requirements are met. **Students admitted provisionally *are not* eligible for federal financial aid.**
3. If the student is attending BPC as a summer student only, he/she may submit a letter of good standing. The student must also submit ACT scores or take the placement test or provide documentation that he or she meets the prerequisites to schedule a mathematics or English

course. A student admitted under these conditions assumes full responsibility for courses selected and is encouraged to seek guidance and approval of courses to be transferred.

4. All foreign credentials must be submitted in English to the Admissions/Registrar's Office and must be submitted to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for an evaluation. AACRAO evaluations must be sent directly to the Admissions/Registrar's Office.
5. If a student wishes to appeal an academic suspension from another college or university, the student must confer with the institution from which he/she has been suspended and Bossier Parish Community College before enrolling in classes.

#### **The Applicant with a prior academic degree:**

1. A student with an associate degree from a regionally accredited institution must meet all criteria established for a transfer student, including submitting copies of his or her official transcript from the degree granting institution. The official transcript must be mailed directly from the college or university to the Admissions/Registrar's Office. The transcript will be evaluated to determine if core competency requirements at BPCC will be met by the transfer hours.
2. A student with an earned baccalaureate degree or higher, must submit to BPCC an official copy of his or her official transcript from the degree granting institution. The official transcript must be mailed directly from the college or university to the Admissions/Registrar's Office. This will serve in place of the student taking any further testing whether administered by BPCC or a testing agency. This student must meet all other criteria established for transfer students.
3. **ALL ADMISSION REQUIREMENTS MUST BE MET WITHIN THE TIME LIMITS LISTED IN THE ACADEMIC BULLETIN.** A student is considered provisionally admitted until all admission requirements are met. **Students admitted provisionally are not eligible for federal financial aid.**

#### **Acceptance of transfer credits**

Transfer credits from all regionally accredited institutions of higher education are recorded on the student's permanent records. Inquiries about the use of a transfer course to meet degree requirements should be directed to the dean of the student's major and the Executive Dean of Education.

Courses taken at institutions that are not accredited by regional associations are generally not accepted at BPCC. However, the student may pursue one of the following avenues to gain acceptance of this course work:

1. In certain technical programs, transfer courses may be accepted from the Louisiana Technical College upon approval of the appropriate dean and Executive Dean of Instruction or the Vice Chancellor for Academic Affairs.

2. Each advisor makes an unofficial evaluation of the transcript based on the course content, credit hours, instructor qualifications and contact hours. The evaluation is approved by the appropriate dean and Executive Dean of Instruction or the Vice Chancellor for Academic Affairs.
3. Every course substituted must be approved in writing by the appropriate dean and Executive Dean of Instruction or the Vice Chancellor for Academic Affairs. (This does not apply to course equivalents published in college articulation guides.)

### **BPCC students transferring to another college/university**

A transferring student is any applicant who plans to earn credits at BPCC that transfer to another college or university. Transfer students assume full responsibility for courses selected and are encouraged to seek guidance and approval for all courses which are to be transferred. BPCC cooperates with area colleges and universities both formally and informally regarding the articulation of transfer credits to four-year degree-granting institutions. Students are urged to check with these schools about transfer policies. Lists of courses accepted by other colleges and universities are available in the Admissions/Registrar's Office and on the BPCC website.

BPCC's courses generally transfer to other schools; the extent to which credits earned at BPCC are applicable to baccalaureate degrees at four-year colleges and universities is determined by the degree-granting institution. In general, a four-year school will accept no more than sixty (60) hours of the credits required for a degree from a four-year college, unless specifically authorized by the institution. Courses taken at the freshman and sophomore levels (100 and 200 level) at BPCC are usually not counted for junior or senior level (300 and 400 level) courses at four-year schools.

Students pursuing the associate degree or academic certificate at BPCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College.

### **International Students**

International students must meet all of the **REGULAR ADMISSION REQUIREMENTS** to Bossier Parish Community College. They must be full-time degree seeking students. A non-refundable application fee of \$25 must accompany the application. All foreign credentials must be submitted in English to the Admissions/Registrar's Office and must be submitted to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for an evaluation. Students must request a basic statement of comparability or a course-by-course evaluation. **It takes 6-8 weeks for evaluations to be processed.** Additional information concerning the evaluation process and the associated fees can be obtained online at [www.aacrao.org/international/indiform.pdf](http://www.aacrao.org/international/indiform.pdf). In addition, international students must complete the following:

1. Submit evidence that they are eligible to attend college in their own country;
2. Must provide proof of two measles, mumps, and rubella shots (MMR), a current tetanus-diphtheria (TD) shot (within 10 years), and a meningococcal meningitis is required for first freshman;



3. Furnish official high school transcript or official college or university transcript(s) translated into the English language;
4. Furnish a minimum score of 500 on the Test of English as a Foreign Language (TOEFL), or 173 on computer based test;
5. Official test scores are not an admissions requirement (ACT/SAT), yet they may exempt students from having to take placement tests and certain developmental courses.
6. Furnish a notarized statement of financial support that is adequate to meet expenses during their enrollment at BPCC (\$15,000 to \$20,000 U.S. dollars per year).

The application, TOEFL scores, and other scholastic records must be filed in the Admissions/Registrar's Office (sixty) 60 days prior to the beginning of the semester when admission is desired. If complete documents are not on file by this deadline, the application will be considered for the next scheduled registration period. **SCHOLASTIC RECORDS MUST BE TRANSLATED INTO THE ENGLISH LANGUAGE.** Also, students must submit original documentation. International students are not eligible for provisional admission.

When international students have been officially admitted to BPCC (satisfied all admission requirements), a Form I-20--properly signed--will be sent to them. Students are responsible for paying a SEVIS fee, which may be paid at [www.fmjfee.com](http://www.fmjfee.com). International applicants transferring from institutions in the United States must also meet admission by transfer requirements as described in the catalog. They must meet all admission criteria before BPCC certifies qualification to enroll. Furthermore, they are not eligible to receive any type of BPCC scholarship. Financial Aid is not available for international students. Also, they must pay out-of-state fees. The designation of a student as "international" is determined by the Vice Chancellor for Academic Affairs.

### **Readmission of Former Students**

**The transcript must be sent directly from the college or university to the Admissions/Registrar's Office.** Former students must submit a readmission card (with the application fee waived). If the student has registered at another college or university since enrollment at BPCC, the student must request an official transcript from each institution, whether or not credit was earned. Former students must meet all admissions requirements from previous semesters before enrolling into the College.

To be eligible for unconditional readmission to BPCC, the student must have earned a 2.000 average on all work attempted, both at BPCC and at all other colleges and universities attended since attending BPCC. A student will be readmitted on scholastic probation if an overall 2.000 average has not been earned, or if the last semester average is not 2.000 and the student would have been granted continued enrollment the last semester at BPCC.

An applicant whose record does not meet unconditional readmission requirements and who has not been in residence at another college or university during the previous twelve months may be readmitted on scholastic probation.

## Provisional Admission

Former students must meet all admissions requirements from previous semesters before enrolling into the College.

Any applicant who does not have complete admission documents on file at the time of application may be granted provisional admission pending receipt of complete and satisfactory records. **A STUDENT ADMITTED PROVISIONALLY MAY HAVE HIS OR HER REGISTRATION CANCELED IF THE RECORDS, WHEN RECEIVED, DO NOT MEET THE ADMISSION CRITERIA. A PROVISIONALLY ADMITTED STUDENT HAS TEN (10) DAYS TO SUBMIT COMPLETE RECORDS.** International students are not eligible for provisional admission. **Students admitted provisionally *are not* eligible for federal financial aid.**

## Louisiana Resident Status

The residence status of an applicant or student is determined by the Admissions/Registrar's Office. Status is determined by evidence provided in the completed application for admission along with necessary supporting documentation.

An applicant or student who moves into Louisiana to attend BPCC, rather than to establish a residence, and enrolls at BPCC as a non-resident will continue to be so classified throughout attendance, unless it is demonstrated that the previous domicile has been abandoned and a Louisiana domicile established.

A resident student is defined as a student who has been domiciled in Louisiana continuously for at least one full year immediately preceding the first day of class of the semester or term for which residence classification is sought. "Domicile," the word employed for the purposes of this regulation, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for special or temporary purposes. Factors considered in establishing residence classification include the residence of the dependent's parents, tax returns, voting cards, and other financial information (particularly when emancipation is claimed), former domicile in Louisiana, and location of the source of an applicant's or student's income.

An international student on a student visa is classified as a non-resident.

**Incorrect Classification:** All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to college discipline.

## BPCC at NSU General Information

Bossier Parish Community College offers freshman level courses on the Northwestern State University campuses in Natchitoches and Leesville. Any first-time freshman (in-state and out-of-state) who does not meet the new admission criteria is encouraged to take classes through BPCC

at NSU. After completion of developmental classes with a least a "C" and the completion of 12 college credit hours with a 2.000 average (excluding developmental grades), BPCC at NSU students will be able to choose one of several options:

1. continue their education at NSU as transfer students;
2. continue their education at BPCC in Bossier City; or
3. continue their education at any community college or 4-year institution of their choice.

Students at BPCC at NSU will have the opportunity to engage in a multitude of college activities. They will be eligible to apply for financial aid. Students will have access to counseling services and health services. All BPCC at NSU students will pay Northwestern fees which will enable them to utilize the WRAC facility, to park on campus, and to enjoy athletic and cultural events by showing their NSU ID cards.

All BPCC at NSU courses will be taught at the Natchitoches and Fort Polk/NSU campuses during the day. Students interested in enrolling in BPCC at NSU will fill out an application, enclose \$15.00, and send them to:

BPCC at NSU,  
114 Kyser Hall  
Natchitoches, LA 71497

In addition, students must submit an official high school transcript and an immunization record. Males, ages 18-25, will need to provide proof of selective service registration.

For more information, contact Connie McConathy at 318-357-5362 in 114 Kyser Hall, NSU Campus, Natchitoches, LA 71497.

**Other new applicants**

### **Division for Innovative Learning**

Bossier Parish Community College offers six fast-track, accelerated associate degree programs and one certificate of technical competency that will allow adults to finish their college degree. These online programs allow working adults to work on courses at convenient, flexible times and locations.

**Six associate degree options:**

- Business Administration
- Computer Information Systems
- General Studies
- Health Care Management
- Information Network Security Specialist
- Telecommunications

One certificate of technical competency option:

- Help Desk Support

The classes are fast-track, allowing students to finish a course in 4 weeks. The courses are taught totally online which provides for great flexibility. Financial aid is available for those who qualify.

For information, email to [call@bpcc.edu](mailto:call@bpcc.edu) or by phone at 318-678-6050. Students can also visit [www.bpcc.edu/callstudents](http://www.bpcc.edu/callstudents) for detailed information on being an accelerated student.

**» More Information**

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**PACE:**

Program of Adult Courses for Enrichment (PACE) is available for students who wish to schedule part-time study, who have not been enrolled in high school or college for the past three years, and who do not desire to work toward a degree. PACE students may be permitted to schedule courses for credit without submitting scholastic credentials needed to determine admissibility to the College. Students enrolled under PACE may schedule up to 6 hours a semester and may earn a maximum 15 hours. Students who wish to work toward a degree or continue enrollment after completing 15 hours under PACE may apply for regular admission to the College and must submit the required admissions credentials at that time. Credit and grades earned as a PACE student are included on the official transcript. Students enrolling in PACE must be non-degree seeking and are not eligible for financial aid.

Early Entrance – Students in EXCEL are not eligible for financial aid.

**1. EXCEL (EXploring College ELectives)**

Students currently enrolled in high school or home schooled in a SBESE approved home school may qualify to attend BPCC if the following requirements are met:

1. Grade point average of 3.000 (out of a 4.000 system); and
2. ACT (American College Test) composite score of 19; and
3. A letter from the high school counselor or principal recommending them for enrollment as an EXCEL student (Home schooled students must have a letter from someone outside the home who is aware of the student's academic progress); and
4. An official high school transcript. Documentation of approval for home schooling from SBESE-Louisiana State Board of Elementary and Secondary Education (or out-of-state equivalent); and
5. Earned a minimum of 12 Carnegie units toward high school graduation. Home schooled students must submit a list of successfully completed courses.
6. Students must meet all College admission and registration requirements and procedures including the College Code of Student Conduct.

7. Students must have an ACT math subscore of 20 to take MATH 102 and an ACT English subscore of 18 to take ENGL 101. Students must meet all other course prerequisites as published in the BPCC catalog.
  8. Students pay \$100 per course tuition, book costs, and fees.
2. **High School Early Start Program (formerly Dual Enrollment)**  
Students currently enrolled in high school or home schooled in a SBESE approved home school may earn Carnegie units and BPCC college credits by meeting the following requirements:
1. Have high school counselor or principal fill out and sign the Early Start Program application\*\*
  2. Student and parent sign Early Start Program application
  3. **Must** have taken ACT test.
  4. Provide ACT score sheet and a current, official high school transcript. Both documents must be submitted before students will be allowed to register.
  5. If attending classes ON the BPCC campus, student must provide a copy of immunization card and selective service form (if age 18), and meet all College admission/registration requirements and procedures including the College Code of Student Conduct.
  6. Submit all documents to the Department of Off-Campus Studies, Building A. Application dates vary from year to year.
  7. Public high school students pay zero tuition. Private and home schooled students pay \$100 per three-hour course. Students must receive high school credit to qualify for tuition reductions. Students are responsible for book costs.
  8. Students must have an ACT math subscore of 20 to take MATH 102 and an ACT English subscore of 18 to take English 101. Students must meet all other course prerequisites as published in the BPCC catalog.

\*\*Obtain from high school counselor or BPCC Department of Off-Campus Studies, Bldg. A-Room 127.

For more information, please refer to <http://bpcc.edu/catalog/current/genadmissionreq.html>