Standard 2

Educational Programs

Admissions/Recruiting

**An institution that admits students by exception to its standard admission policies must:**

1. **Have written admission policies and procedures;**
2. **Apply them uniformly;**
3. **Provide documented evidence on how they are used;**
4. **Maintain records on student progress**
5. **Regularly evaluate the effectiveness of the procedures used in admitting students by exception.**

Applicants must possess a high school diploma or a GED to be admitted for all diploma Title IV eligible programs. Only if an applicant meets the Title IV Ability to Benefit “grandfathered test” may an applicant be admitted after passing the Wonderlic ATB test.

The institution on a rare occasion has admits students by exception to its standard admission policies however in the few instances where exceptions have been made, there are clearly stated admission policies and procedures which are applied uniformly. There are less than a five students who have been admitted under this exception.

The institution has documented evidence on how they are used and maintain records on student progress for those that have been admitted.

Once the student is admitted to by exception a follow-up protocol will be followed to evaluate the academic progress of the student. This protocol dictates that the Program Director will meet with the instructor and the student to assess the student’s progress before the end of each course. After this meeting is held, an *ATB Progress Report* form must be completed and filed. If the Program Director and instructor determine that the student is failing to attain the required learning objectives, tutoring services may be offered at the program director’s discretion or the student may be asked to withdraw.

Documented evidence of how these policies and procedures including the results of both ATB and SLE tests are maintained electronically and evaluated at least annually to determine their effectiveness.