

AP 250 – ADMISSIONS PROCEDURE

Associated Board Policy: 250.00 – Admissions

Procedure Owner: Director of Student Enrollment and Success

Related Procedures: AP 462 – Assessment and Placement

I. Procedure Scope and Purpose

This procedure outlines the process for admitting students to Cowley College. It applies to all prospective students, including degree-seeking, non-degree-seeking, high school, and international applicants. The procedure ensures that admissions decisions support student success and align with institutional and regulatory standards. Admission to Cowley College does not guarantee placement into specific courses; course placement is determined through the assessment and placement processes outlined in AP 462 – Assessment and Placement.

II. Definitions

New Student: An individual who has graduated from high school or earned a GED and is enrolling at Cowley College for the first time to pursue a degree or certificate.

Returning Student: A former Cowley College student who stopped out and is re-enrolling.

Transfer Student: A student who has previously attended another accredited college or university and is enrolling at Cowley College to continue their education.

Guest Student/Non-Degree Seeking Student: A student who is enrolled at another institution or is not pursuing a degree or certificate at Cowley College. Enrollment is limited to a maximum of twelve (12) credit hours under this classification.

High School Student (Concurrent Enrollment): A student currently enrolled in high school who is also taking college-level courses at Cowley College.

International Student: A student who is a foreign national temporarily residing in the United States to pursue a specific course of study at Cowley College, typically under an F-1 or M-1 visa.

III. Procedure

A. Regular Admissions

Students who are considered a regular applicant include New Students, Returning Students, Transfer Students, Guest Students and Non-Degree Seeking Students. The completion of an application is required for admissions. International guest students must provide a Letter of Permission from their home institution. Students work with the registrar or their advisor to change their classification.

B. Current High School Student Admissions Requirements

Cowley College welcomes high school students who wish to earn college credit while still in high school. To be admitted as a dual-enrolled student, you must meet the following requirements and complete all necessary steps.

1. Complete and submit a Dual Enrollment – High School Application.

2. Enrollment is open to high school sophomores, juniors, and seniors. Ninth-grade students may also be eligible if they are classified as educationally gifted and have a current Individualized Education Program (IEP).
3. Students must satisfy the minimum grade point average (GPA) and assessment requirements as outlined in the college's policy, AP 462 – Assessment and Placement.
4. Complete a Dual Enrollment Permission form, which includes signed permission from their high school principal, counselor and parent/guardian.

C. International Student Admissions Requirements

Cowley College welcomes and accepts for admission students from around the world that are able to meet certain academic, language, financial requirements, and U.S. Citizenship and Immigration Services (USCIS) requirements. International students studying online from their home country will follow the Regular admission requirements.

An international student (new or transfer) must successfully complete all steps for Admissions to Cowley College, including:

1. Complete an International Student Application for Admissions.
2. Pay applicable International Fee.
3. Provide Transcripts. Non-English transcripts must be evaluated. (In-Cred recommended)
4. Demonstrate English Proficiency
 - TOEFL: iBT = 60; PBT = 500; CBT = 173
 - TSE = 4 or higher
 - IELTS = 5 or higher
 - Duolingo = 85 or higher
 - Completion of the senior year from an accredited high school within the US., with a 2.0 or higher cumulative GPA average for all coursework.
5. Submit a Cowley College Affidavit of Sponsorship.

International students who score near the English Proficiency requirements may appeal to a committee convened by the VPAA or designee that consists of representatives from academics, athletics, and student services.

English Proficiency Requirement Appeal Request – attachment 1

NOTICE: Please be aware, Cowley College is an open admission college, and we have NO FORMAL agreements with any outside organization or individuals to assist you with gaining admission.

Cowley College will verify appropriate authorization for all students receiving federally funded services.

- D. Applications containing inconsistent, inaccurate, or potentially fraudulent information may be subject to additional review and documentation requirements and may result in denial.

IV. Effective Date(s)

This procedure first became effective: October 21, 2025

Revised: April 21, 2026

V. Signature and Title

This procedure is implemented by: Stefani Jones

Title: Director of Student Enrollment and Success