In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran’s status, military status, or membership in any other group protected under local, state, or federal law.

Peirce College has an open admissions policy. To be admitted to Peirce College as a matriculated student, all required official documents must be on file with Peirce College. Students who have completed the admissions process but not yet submitted all required official documents are considered non-matriculated and may enroll for up to 15 credits. Students will be notified about final acceptance into a matriculated program after review of the official documents.

Admissions Requirements
Peirce College has an open admissions policy, whereby the College will accept any student who applies and who submits the following documents:

- A completed application for admission with application fee.
- An official transcript documenting high school graduation or a copy of the GED or state equivalency diploma and scores.
- Official college transcripts for transfer evaluation if the student has previously attended college. The College reserves the right, in its sole discretion, to accept or deny credits. It is the student's responsibility to submit to the College all transcripts for courses from other institutions which the student wishes to be considered for transfer credit within 30 days of completion of the Peirce College Application for Admission.

Peirce College reserves the right to require students who may benefit to take a reduced course load. Please refer to the Placement policy, which appears in this section of the Handbook.

Full-time Students
Full-time students enrolled in a degree or certificate program are required to take no fewer than 12 credit hours per 14-week period.

Part-time Students
Part-time students enrolled in a degree or certificate program are enrolled in fewer than 12 credits per 14-week period.

Application Fee
A non-refundable application fee must be submitted with the application. The fee is valid for a one-year period.

COMPUTER / INTERNET REQUIREMENTS FOR STUDENTS
All students are required to own or have access to a personal computer (PC) with Internet access. Students who do not own a personal computer and are using a computer such as one at the College or at work are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes. Students should consult with his/her Financial Aid Specialist to determine eligibility of Financial Aid funds for a computer purchase.

MAC
Peirce College does not support MAC and does not provide any software for MAC.

Software required in certain IT classes is available only for Windows. If you are using a Macintosh computer to participate in desktop application, programming or networking courses, you will need to have access to a Windows-based operating system. Mac users can run Windows through Boot Camp or through virtualization products such as VirtualBox, VMware Fusion, or Virtual PC.
ORIENTATION COURSE REQUIREMENT

Peirce 101 is a one-credit hour course designed to orient students to the College’s services and adjust to college study. Peirce 101 is offered only in the online format and can be paid for with Financial Aid (for students who meet Financial Aid eligibility requirements).

All new, returning, and transfer students must complete Peirce 101 within their first 14 weeks of enrollment at the College. Students must earn a grade of “P” or “pass” in the course. Students who do not meet this requirement will not be permitted to continue enrollment at the College.

To register for Peirce 101, students can contact the Admissions Office at 888.GO.PEIRCE, ext. 9214, contact their Program Advisor, or register through https://my.peirce.edu.

For more information about Peirce 101 or other support services for first year students, please visit the First Year Initiative website at http://www.peirce.edu/FirstYearInitiative/default.aspx.

PLACEMENT POLICY

Students who are admitted or readmitted to the College without approved transfer credit (i.e. a grade of “C” or above from an accredited college) in English 101 and/or college-level math are required to take a skills assessment. The College uses the assessment to place students in the appropriate level of English and/or math for initial coursework. The assessment is generally administered on the computer and measures grammar and math skills. A paper and pencil version of the assessment and special accommodations for disabled students are available.

Students receiving a score of 70% or better in the assessment(s) will select college-level courses with the guidance of an Enrollment Representative. Students receiving a score less than 70% will be required to take and pass English 101 and/or college level math in a 14-week format. Students who do not pass English 101 and/or college level math in the 14-week format must repeat these courses in the following academic session. Please refer to the Academic Progress policy, which appears in SECTION I of this Handbook and the Course Repeat policy, which appears in SECTION II of this Handbook.

Students may waive the assessment(s) requirement, resulting in automatic enrollment in the 14-week format for English 101 and/or college level math, as applicable.

RE-ADMITTANCE

Students who have been on inactive status for a full calendar year may apply for re-admittance by completing and submitting a Peirce College application.

The Admissions Office, the Business Office, Student Financial Services, and the Program Manager, Student Services will review the application and determine, in their sole discretion, whether re-admittance is appropriate.

Students reapplying must meet all current Peirce College entrance requirements (includes students who applied and never enrolled in classes). Students re-admitting to the College are required to pay the $50.00 application fee. Please refer to the Placement policy, which appears in this section of the Handbook.

Each re-admitted student will confer with an Enrollment Representative to discuss the student’s academic schedule. The student will return to the College under the most current degree program requirements and College policies.

Students who were previously dismissed due to a poor academic history must meet with the Program Manager, Student Services to complete an Educational Development Plan (EDP) prior to re-admittance.
For re-admitted students, technical courses, such as computer courses, will be applied toward a student's degree program requirements only if the courses are not more than six years old. Courses more than six years old will be reviewed by the Faculty Chair/Program Manager, Information Technology to determine if credit will be granted. At the sole discretion of the College, general education, business, and legal courses may be applied toward a re-admitted student’s degree program requirements regardless of when they were taken.

**Students who were academically dismissed** are restricted to no more than one re-admittance. In addition, students who were academically dismissed may be required to follow academic conditions determined by the Dean of Students. Students who fail to meet these conditions will be dismissed from the College.

**CREDITS FROM PEIRCE JUNIOR COLLEGE**

Grades for courses taken at Peirce Junior College and Peirce College are reflected in students’ academic records including transcripts. Students may request a copy of their official Peirce Junior College transcript as well as their Peirce College transcript. For information on ordering transcripts, please refer to the **Transcript Request** policy, which appears in **SECTION IX** of this Handbook.