

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**ESTABLISHING AND MAINTAINING LIMITED ENROLLMENT PROGRAM  
ACCEPTANCE LISTS**

**CONDITIONS WHICH REQUIRE ESTABLISHING A PROGRAM  
ACCEPTANCE LIST**

1. A program is limited to a specific number of students.
2. The number of applicants is larger than the number of spaces available.

**PROCEDURES USED TO ESTABLISH AND MONITOR ACCEPTANCE LISTS**

When the number of applicants exceeds the number of spaces available for a program, an acceptance list is established for the next semester or year the program begins. The need for an acceptance list is evaluated by monitoring the admission-counseling-registration process.

Although fewer students may enroll than the number admitted, an acceptance list may be maintained for a second year. If there is an early indication that applicants admitted will not maintain interest, additional applicants are accepted prior to the time of regular registration. When it is determined that additional applicants must be admitted for each available space and that this number does not exceed the space available, an acceptance list no longer is maintained. The monitoring process continues for these programs so that any change in the pattern will be identified early.

**MAINTAINING ACCEPTANCE LISTS**

An applicant's name will be placed on the acceptance list as of the date the application, the minimum requirements and all supporting materials have been received and reviewed. Applicants to programs for which special requirements have been established will be notified, in writing, of these requirements and methods for meeting the requirements.

If an applicant is not eligible for a program at the time the student applies for admission, the applicant will be sent a letter indicating which requirements are still needed to be admitted and the program application is returned to the student.

Due to limited space, it is expected that students will enroll at the time admission is granted. If an applicant does not accept a place in the program at the time admission is granted, his/her name will be removed from that academic year's acceptance list. The applicant may request that their name be placed on a list for a future academic year. This request will be honored if space is available for the year requested. Placement on the list will be as of the date the second request is filed in the Office of Admissions.

Normally, priority for placement on acceptance lists and admission to programs will be given in the following order:

1. The date the College receives a valid application to the program.
2. The student's cumulative grade point average for college level prerequisite and additional courses.
3. Residency status:
  - a. Applicants who are residents of the College district.
  - b. Applicants who are residents of the State of Michigan, but who reside outside the College district.
  - c. Applicants who reside outside the State of Michigan.
  - d. Non-immigrant aliens (Aliens who are approved by the Immigration and Naturalization Service to attend institutions of higher education in the United States). Applications received from non-qualified students are returned and may be resubmitted after the entry requirements are complete.
4. Veteran or veteran spouse status (see 1091).

Revised—Administrative Committee  
February 12, 1980  
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July 23, 1998  
May 6, 2003  
Reviewed—Dean of Student Services  
October 31, 2005  
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May 17, 2016