

Student Classification [on Admission Policy Review – October 2024](#)

Section:	300
Section Title:	Academic
Policy Number:	300-EE
Policy Name:	Student Classification on Admission
Approval Authority:	Provost/VP for Teaching, Learning & Growth
Responsible Executive:	Provost/VP for Teaching, Learning & Growth
Responsible Unit:	Office of the Provost
Date Adopted:	May 10, 1972
Date Revised:	September 2012

The Office of Admissions will identify students upon admission to Ramapo College by using standard and consistent codes and definitions.

Reason for Policy

To ensure that students are properly identified for the purposes of internal and external reporting and to assign ~~the Admissions eOffice as (Admissions)~~ responsible for this process.

To Whom Does The Policy Apply

Ramapo College faculty, staff and students.

Related Documents

Procedure

Contacts

Office of the Provost – 201-684-7532

Enrollment Management – 201-684-7309

STUDENT CLASSIFICATION ~~ON ADMISSION PROCEDURE~~

~~Ramapo College uses student types in our Student Information System to track and report on the classifications included in this policy and procedure. Ramapo~~
The Office of Admissions will use the following codes and definitions to identify students upon ~~enrollment~~ admission to the College:

B – Second Bachelors – Students who have completed a Bachelor's Degree in another discipline and who have been admitted to a program that leads to the completion of a second Bachelor's degree.

1 - Doctoral - Students who have been accepted and plan to matriculate in a doctoral level.

G – Graduate – Students who have been accepted and plan to matriculate in a graduate level program.

I – Internal Transfer – Undergraduate students who have been attending Ramapo College as non-matriculated students who are accepted to and plan to matriculate into a degree program.

Commented [1]: Recommendation to remove admission and broaden to all student types
Commented [2]: Joe will review all codes at file freeze

Commented [3]: Are students admitted into a certificate program? or do they simply accumulate credits/requirements and get a certificate?

Commented [4]: There are a few different types of certificates...Grad Certificate that is credit bearing, UG certs where students accumulate credits and faculty sign off on cert completion, UG certs that function like a minor, and Certs where there is no credit associated like IGG.

Commented [5]: It seems to me that if we want to classify certificates at all, then we would have to indicate that there is a certificate and then identify the type

M – Non-Matriculated – Students who have not been formally admitted and are not yet pursuing a degree, but are enrolled in classes. [This includes Dual Enrollment, Visiting Students.](#) Non-matriculated students are limited to 11 credits of course work in any term and may complete no more than 28 credits under this status. Registration beyond 28 credits requires formal application and admission to the college.

N – ~~First-year Freshmen~~ – Students [who are registered for 12 or more credits who are first-time freshmen](#) whose last educational experience was in high school [or attended a post-secondary institution and earned less than 15 credits from that post-secondary institution](#) ~~and who are registered for 12 or more credits.~~ (Students who completed advanced placement or college course work, [including Early College](#), during high school or who attended college for the first time in the prior summer term are considered [first-year freshmen.](#))

Commented [6]: Is there a max number of credits?

~~P – Pre-Matriculant – A limited number of students selected by the Office of Admissions who do not meet all admission requirements may be given a special opportunity to begin coursework on a pre-matriculated basis for one semester. Students are re-evaluated for matriculation after that semester. They are ineligible for financial aid until matriculated.~~

Commented [7]: Joe will confirm with Anthony if this is used in practice?

R – ~~Returning/Readmit~~ – ~~S~~Matriculated students who previously attended Ramapo College but have not been [matriculated in attendance](#) for more than two consecutive semesters [\(fall and spring\)](#).

S – Special Program – Students who are admitted into a special program at Ramapo College. Examples are Au Pairs and Friends of Ramapo.

T – Transfer – Students who attended another post-secondary institution after completing high school [who have been admitted to attend Ramapo College and earned at minimum 15 credits from the post-secondary institution.](#) ~~have been admitted to Ramapo.~~

Y- Graduate Non-Matriculated – Students who have not been formally admitted and are not yet pursuing a graduate degree. Non-matriculated students are limited to 8 credits of course work in any term and may complete no more than 8 credits under this status. Registration beyond 8 credits requires ~~formal~~ application and admission to the college.

9 - Certificate - Students who have been accepted and plan to matriculate in a credit-bearing certificate program.