

# Procedure: 6.2.1p (V.B.1.)

## Admissions Requirements

**Revised:** July 30, 2018; July 24, 2018; May 8, 2018; March, 14, 2017; July 20, 2016; May 17, 2016; July 15, 2015; January 7, 2012; February 3, 2011; November 9, 2010; March 4, 2010; September 4, 2008; June 1, 2006; August 25, 2003; September 25, 2001; June 18, 2001; July 1995; March 1995; January 1992

**Last Reviewed:** May 8, 2018

**Adopted:** August 4, 1989



### I. PURPOSE:

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

In accordance with the Statement of Equal Opportunity, the System and its constituent technical colleges will not discriminate in admissions.

### II. RELATED AUTHORITY:

State Board POLICY: 6.2.1. Admissions

State Board POLICY: 2.1.1. Statement of Equal Opportunity

O.C.G.A. § 20-2-690

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

**Admissions Process:** Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

**Eligible Applicants:** Individuals 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admissions.

## **V. ATTACHMENTS:**

6.2.1p.a1. Accreditation Agencies List

6.2.1p.a2. TCSG Placement Chart

## **VI. PROCEDURE:**

### **A. Required Academic Criteria**

To be admitted by all technical colleges, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
  - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission as listed on the attachment 6.2.1p.a2.
4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
  - a. Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
  - b. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
  - a. annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and one of the following:
    - PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
    - ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

## **B. Assessment of Program Readiness**

1. Technical colleges must evaluate students' readiness for degree, diploma, and certificate programs. Technical colleges may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the attachment 6.2.1p.a2.
  - a. SAT
  - b. ACT
  - c. PSAT
  - d. General Education Development [GED®] scores of 165+ on English or Math
  - e. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
  - f. HOPE GPA after completion of 10<sup>th</sup> grade of 2.6 or higher
  - g. High school GPA of 2.0 for approved Entry Level Workforce Certificates
  - h. Accuplacer/Companion
  - i. Compass/Asset

\*A student possessing an Associate's degree of higher from a regionally accredited institution shall be exempted from placement requirements.

2. Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.
3. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.
4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

## **C. Admissions Categories**

Minimum admissions requirements shall be established for each program. Students shall be admitted to a technical college in one of the following categories: Regular, Provisional, Special, Pending, or Transient.

1. Regular Status  
Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.
2. Provisional Status  
Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

- All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Note: Dually/Jointly/Move On When Ready enrolled students are not eligible for Provisional Admission status.

3. Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

4. Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
  - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- Will be allowed to register for courses after course placement requirements have been met.
- These applicants are not eligible for federal financial aid until a final high school transcript has been received.

5. Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

## VII. RECORD RETENTION

Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule. [http://www.georgiaarchives.org/records/retention\\_schedules](http://www.georgiaarchives.org/records/retention_schedules)