

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

Admissions Requirements

Revised: 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: March, 14, 2017

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
Attachment: 6.2.1.a. Accreditation Agencies List
ACCUPLACER Cut Scores

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: None

VI. PROCEDURE:

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. 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.
4. 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).
5. 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
 - b. one of the following:
 - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
6. 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.

Assessment of Program Readiness

1. Effective November 1, 2016, technical colleges must utilize ACCUPLACER or COMPANION, the TCSG-approved assessment instruments when evaluating students' readiness for diploma, degree and certificate programs. However, in the place of ACCUPLACER or COMPANION, or General Education Development [GED[®]] scores of 165+ on English or Math, technical colleges may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments.
2. Assessment results will be valid for any current or previous tool utilized for placement purposes for a period of 60 months from the date of testing and 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 completing the corresponding portion of the TCSG-approved assessment instrument(s).
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. 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:

- a. 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.
- b. May enroll in classes only on a space-available basis.
- c. Must adhere to the specific institutional prerequisite requirements when selecting courses.
- d. 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:

- a. 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.
- b. Will be allowed to register for courses after course placement requirements have been met.
- c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

a. **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.

VI. RECORD RETENTION

Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule. http://www.georgiaarchives.org/records/retention_schedules