

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

Admissions Requirements

Revised: October 29, 2018; September 11, 2018; 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 Program 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 6.2.1 p.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 or other official documentation of military service 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. TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
 - e. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
 - f. HOPE GPA after completion of 10th grade of 2.6 or higher
 - g. High school GPA of 2.0 for approved Entry Level Workforce Certificates
 - h. Completion of GED[®] with a score of 145 or higher on each section for placement into any certificate, diploma, or degree program
 - i. Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates
 - j. Accuplacer/Companion
 - k. 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:

- 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.

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

Attachment: 6.2.1p.a1.

**Technical College System of Georgia
List of Recognized Accreditation Agencies**

TCSG only accepts high school diplomas from secondary schools accredited by one of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:

- ┆ Regional accrediting agencies which include:
 - ┆ Middle States Association of Colleges and Schools
 - ┆ New England Association of Schools and Colleges
 - ┆ North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
 - ┆ Northwest Accreditation Commission
 - ┆ Western Association of Schools and Colleges
 - ┆ Southern Association of Colleges and Schools/Council on Accreditation and School Improvement

- ┆ Georgia Accrediting Commission
- ┆ Georgia Association of Christian Schools
- ┆ Association of Christian Schools International
- ┆ Georgia Private School Accreditation Council
- ┆ Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005)
- ┆ Southern Association of Independent Schools
- ┆ Florida Council of Independent Schools
- ┆ Florida Association of Christian Colleges and Schools
- ┆ Florida Council of Private Schools
- ┆ South Carolina Independent School Association
- ┆ Alabama Independent School Association
- ┆ Texas Private School Accreditation Commission
- ┆ Distance Education Accrediting Commission
- ┆ National Council for Private School Accreditation
- ┆ North American Christian School Accrediting Agency
- ┆ Tennessee Association of Christian Schools
- ┆ Florida Coalition of Christian Private Schools Accreditation

TCSG will accept a high school diploma from a public or private school that is not accredited by one of the above agencies but is regulated by a school system and state department of education.

Revised August 19, 2016

TCSG Program Placement Information

Assessments				
Test	Test Name	Diploma Scores	Degree Scores	Banner Code
Old SAT (through February 2016)	Critical Reading	270	290	S03
	Verbal	280	290	S01
	Math	310	380	S02
	Math placement into 1113		500	S04
	Math placement into 1131		600	S04
Accommodation for SEM: 32 points				
New SAT (after March 2016)	Reading Test	16	17	S33
	Writing and Language Test	15	17	S34
	Math Test	18	21	S35
	Math placement into 1113		26.5	S35
	Math placement into 1131		31	S35
Accommodation for SEM: 2 points				
PSAT Scores after March 2016	Reading Test	16	17	PS05
	Writing and Language Test	15	17	PS06
	Math Test	18	21	PS07
	Math placement into 1113		26.5	PS07
	Math placement into 1131		31	PS07
Accommodation for SEM: 2 points				
ACT	Reading	14	16	ACT3
	English	13	14	ACT1
	Math	14	17	ACT2
	Math 1113	NA	20	ACT2
	Math 1131	NA	21	ACT2
Accommodation for SEM: 2 points				

ELA Milestones	Reading/Writing (Dual Enrollment)	235	-	ELA
	ELA (Reading and Writing Only)	525	525	GME
Accommodation for SEM: 3 points				
GED	English	145	145	GEDR
	Math	145	145	GEDM
GED score required for placement into any certificate, diploma, or degree program is now 145.				
TABE 9-10 Levels M, D, or A	Reading		461	
	Math		442	
These are the minimum TABE 9-10 scores for entry level workforce certificate placement. The equivalent TABE 11-12 scores will be determined in 2019.				
HOPE GPA (after completion of 10th grade)	2.6 GPA			0100
	(Placement for English and Math)			
Previous AAS/AA/AS or higher	Placement in diploma/degree level courses			0200
Experienced Worker – Verified 2 Years Successful Experience in Same Field	Placement in entry level certificate programs			0400

CLASSIC ACCUPLACER Semester Subject Code and Course Number	Semester Course Title	Reading	Sentence Skills	WRITEPLACE R	Arithmetic	Elementary Algebra	College Algebra
Accommodation for SEM is available for each test on the student score reports. Below Admission Level Scores – Place in Adult Education							
Writing Score - Send to Adult Education*			39 or below	0-1			
Reading Score*		39 or below					
Math Score*					21 or below		
Diploma Level Scores:							
ENGL 09*	Learning Support English	40-54	40-59	2			
MATH 09*	Learning Support Math				22-33	20- 56	
ENGL 1010	Fundamen- tals of English I	55- 120	60- 120	3-8			
MATH 1011/1012	Business Mathematics /Foundations of Mathematics				34- 120		
MATH 1013	Algebraic Concepts				34- 120	23- 120	

Degree Level Scores:

ENGL 09*	Learning Support English	63 or below	69 or below	2-3			
Math 09*	Learning Support Math				22-120	20-56	
ENGL 1101	Composition and Rhetoric	64-120	70-120	4-8			
MATH 1100	Quantitative Skills and Reasoning					57-120	
MATH 1101	Mathematic Modeling					57-120	
MATH 1103	Quantitative Skills and Reasoning					57-120	
MATH 1111	College Algebra					57-120	
Math 1113/1131	Pre-Calculus/Calculus						70-120

Note: The * above represents the last two digits of whichever Math or English Learning Support the College offers (Writing, Reading, etc)

ACCUPLACER NEXT GENERATION Placement Scores (Min 200; Max 300)	Test Name	Entry Level TCC Placement Score	Diploma Placement Score	Degree Placement Score
	Reading (ANGR)	218 (SEM 11)	224 (SEM 10)	236 (SEM 7)
	Writing (ANGW)	222 (SEM 11)	236 (SEM 8)	249 (SEM 6)
	Arithmetic (ANGM)	223 (SEM 8)	229 (SEM 7)	
	Quantitative Reasoning (ANGQ): Math 1101/ Math 1103/Math 1111			245 (SEM 6)
	Advanced Algebra (ANGA): Math 1113			249 (SEM 6)

Entry Level Workforce Certificates - Approved 10/29/18

Placement in these certificates requires a minimum high school GPA Of 2.0 **OR** Classic Accuplacer Scores of Reading 36, Sentence Skills 30, Arithmetic 23 **OR** Next Generation Accuplacer Scores of Reading 218, Writing 222, Arithmetic 223 **OR** TABE 9-10 Scores of Reading 461, Math 442.

*The college has the discretionary authority to set a higher placement standard for any program on the entry level workforce certificate list.

HOPE Career Grant Approved	TCSG Entry Level Workforce Certificate Approved*	HS Diploma or GED not Required		
	Yes		AZ71	Accounting Clerk Assistant
Yes	Yes	Not Required	AC31	Acute Care Nurse Aide
	Yes		AS21	Administrative Support Assistant
Yes	Yes		AE71	Advanced Child Development Specialist
Yes	Yes		AC81	Advanced Commercial Refrigeration
	Yes		AF71	Advanced Criminal Justice Specialist
	Yes		EMH1	Advanced Emergency Medical Technician
Yes	Yes		OSM1	Advanced Shielded Metal Arc Welder
Yes	Yes		ACK1	Air Conditioning Electrical Technician
Yes	Yes		AZ31	Air Conditioning Technician Assistant
	Yes		AL31	Advanced Law Enforcement
	Yes		ABM1	Auto Basic Maintenance and Detailing Technician
	Yes		AH31	Animal Healthcare Assistant
	Yes		AB51	Auto Collision Repair Assistant I
	Yes		AZ51	Auto Collision Repair Assistant II
Yes	Yes		AE41	Auto Electrical/Electronic Systems Technician
Yes	Yes		AE51	Auto Engine Performance Technician
Yes	Yes		AE61	Auto Engine Repair Technician
	Yes		ARA1	Auto Refinishing Assistant I
	Yes		AP71	Auto Refinishing Assistant II
Yes	Yes		AA71	Auto Transmission/Transaxle Technician Specialist
Yes	Yes		AC71	Automotive Chassis and Climate Control Specialist
Yes	Yes		ASG1	Automotive Chassis Technician Specialist
Yes	Yes		AH21	Automotive Climate Control Technician
	Yes		AH71	Automotive Collision Mechanical/Electrical Helper
	Yes		BA51	Baking and Pastry Specialist
	Yes	Not Required	BA71	Barbering Assistant
	Yes	Not Required	BST1	Barbering Assistant
Yes	Yes		BMO1	Basic Machining Operator
Yes	Yes		MS41	Basic Mechatronics Specialist
Yes	Yes		BM21	Basic Metal Fabricator
Yes	Yes	Not Required	FS31	Basic Shielded Metal Arc Welder
	Yes		BT41	Basic Timber Harvesting

	Yes	Not Required	BA21	Business Customer Services Technician
	Yes		CS61	Catering Specialist
Yes	Yes		CCW1	Certified Construction Worker
	Yes		CC81	Certified Customer Service Specialist
Yes	Yes		CM51	Certified Manufacturing Specialist
	Yes	Not Required	CN41	Certified Nurse Assistant
Yes	Yes		CW11	Certified Warehousing Distribution Specialist
Yes	Yes		CD61	Child Development Specialist
Yes	Yes		CS51	CNC Specialist
Yes	Yes	Not Required	CT61	Commercial Truck Driving
Yes	Yes	Not Required	CSQ1	Commercial Straight Truck & Passenger Driving
	Yes	Not Required	CT71	Commercial Truck Driving with Mine Safety
Yes	Yes		CW31	Commercial Wiring
	Yes		CA61	CompTIA A+ Certified Preparation
	Yes		CA71	CompTIA A+ Certified Technician Preparation
	Yes		CZ31	Crime Scene Fundamentals
	Yes		CJ71	Criminal Justice Fundamentals
	Yes		CJ21	Criminal Justice Specialist
	Yes		CP51	Culinary Professional Assistant
	Yes		DE21	Diesel Engine Service Technician
Yes	Yes		DTM1	Diesel Truck Maintenance Tech
	Yes		DE11	Diesel Electrical/Electronic Systems Tech
	Yes		DP21	Digital Photographer
	Yes		DA31	Drafters Assistant
Yes	Yes		EC31	Early Childhood Care and Education Basics
Yes	Yes		ECP1	Early Childhood Program Administration
Yes	Yes		EL11	Electrical Lineworker
Yes	Yes		EM81	Electrical Maintenance Technician
	Yes		EMJ1	Emergency Medical Technician
	Yes		ED31	Engineering Drafters Assistant
	Yes		ET31	Engineering Technician
	Yes	Not Required	FPW1	Food Production Worker 1
	Yes	Not Required	FP21	Food Production Worker
	Yes		FSF1	Forensic Science Fundamentals
	Yes		GC31	Garden Center Technician
Yes	Yes		GM31	Gas Metal ARC Welder
Yes	Yes		GM21	Gas Metal Arc Welding
Yes	Yes		GTA1	Gas Tungsten ARC Welder
Yes	Yes		GT31	Gas Tungsten Arc Welding
	Yes		GC41	General Construction Assistant
	Yes		GM41	General Maintenance Mechanic
	Yes		GDA1	Graphic Design Assistant
Yes	Yes		HAA1	Heating and Air Conditioning Installation Technician

Yes	Yes		HD31	Heavy Diesel Service Technician
	Yes		HD41	Help Desk Specialist
	Yes		HP31	Hospitality Operations Associate
	Yes		HRM1	Human Resource Management Specialist
Yes	Yes		IE41	Industrial Electrician
Yes	Yes		IF11	Industrial Fluid Power Technician
Yes	Yes		IC31	Infant/Toddler Child Care Specialist
	Yes		IT51	Introduction to Criminal Justice
	Yes		LS11	Landscape Specialist
Yes	Yes		LP11	Lathe Operator
Yes	Yes		LS21	Logistics Specialist
Yes	Yes		AM11	Mechatronics Specialist
	Yes		ME51	Microsoft Excel Application Professional
	Yes		MF41	Microsoft Office Applications
	Yes		MF51	Microsoft Office Application Specialist
Yes	Yes		MM21	Manufacturing Maintenance Specialist
	Yes		MWA1	Microsoft Word Application Professional
Yes	Yes		MP11	Mill Operator
Yes	Yes		ME61	Mobile Electronics Technician
	Yes		NT11	Nail Technician
	Yes		NS31	Network Support Specialist
	Yes		NT21	Network Technician
Yes	Yes	Not Required	CN21	Nurse Aide
Yes	Yes	Not Required	CN31	Nurse Aide
Yes	Yes	Not Required	NAT1	Nurse Aide TCC
	Yes		PPS1	Nursery/Greenhouse Technician
	Yes		OA31	Office Accounting Specialist
	Yes	Not Required	PC21	Patient Care Assistant
	Yes		PA61	Payroll Accounting Specialist
Yes	Yes		PR21	PC Repair and Network Technician
Yes	Yes		PS11	Photovoltaic Systems Installation/Repair Technician
Yes	Yes		PD71	Photovoltaic System Installation and Repair
Yes	Yes		PE71	Photovoltaic Systems Technician
Yes	Yes		PW11	Pipe Welder
Yes	Yes		RP11	Plumbing Technician Residential/Commercial
	Yes		PC51	Prep Cook
Yes	Yes		PC81	Programmable Control Technician I
	Yes		PS61	Project Success Control Tech
	Yes	Not Required	RC21	Residential Care Attendant
Yes	Yes		RW21	Residential Wiring
	Yes		RPS1	Restaurant Operations Specialist
Yes	Yes		RT41	Robotic Technician
	Yes		SSM1	Service Sector Management Specialist

	Yes	Not Required	ST11	Shampoo Technician
Yes	Yes		SM21	Shielded Metal Arc Welding
	Yes		SB51	Small Business Marketing Manager
	Yes		SUA1	Sustainable Urban Agriculture Technician
	Yes		TPS1	Tax Preparation Specialist
	Yes		THO1	Timber Harvester Operations
Yes	Yes		TA11	Tool and Die Specialist
Yes	Yes		VSM1	Vertical Shielded Metal Arc Welder Fabricator
Yes	Yes		IB71	Web Application Developer
	Yes		WP11	Wildlife Management Assistant

For Reference as Needed:

Semester Subject Code and Course Number	Compass Reading	Compass Writing	Compass Numeric	Compass Algebra
<i>Below Admission Level Scores - Send to Adult Education:</i>				
Writing Score - Send to Adult Education*		14 or below		
Reading Score - Send to Adult Education*	40 or below			
Math Score - Send to Adult Education*			16 or below	
<i>Diploma Level Scores:</i>				
ENGL 09*	41-69	15 - 31		
MATH 09*			17-25	
ENGL 1010	70 or higher	32 or higher		
MATH 1011/1012			26 or higher	
MATH 1013				28 or higher
<i>Degree Level Scores:</i>				
ENGL 09*	41-78	15 - 61		
Math 09*			17 or higher	0-36
ENGL 1101	79 or higher	62 or higher		
MATH 1100				37 or higher
MATH 1101				37 or higher
MATH 1103				37 or higher
MATH 1111				37 or higher
Math 1113/1131				