

V. B. 1. Admissions



Nondiscrimination

In accordance with the [Statement of Equal Opportunity](#), the System and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era' or citizenship status (except in those special circumstances permitted or mandated by law).

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

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Presidents of Technical Colleges may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

Required Academic Criteria

A GED or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to the Technical College unless otherwise specified by the program's standards. Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization (suggested agencies). Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is accredited by regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools), the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the

Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of intent to home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
- Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Presidents of Technical Colleges may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

Assessment

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.

All Technical Colleges must utilize COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, 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. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college. Each Technical College will develop its own retesting policy and charges may apply.

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.

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; Learning Support; Special; or Transient.

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.

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.

Learning Support Status

Applicants who score below the provisional cut scores in English, math and reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

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 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.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

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

References

[Official Code 20-2-690](#)

[Programs of Study](#)

[Accreditation Agencies List](#)

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Code: 05-01-01

Approved

Technical College System of Georgia

List of Recognized Accreditation Agencies

High School Accreditation

TCSG only accepts high school transcripts from the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:

Regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools), the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of

Independent Schools and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

Student Types

Beginning – A student who has not previously attended any postsecondary institution.

Transfer – A student who has previously attended a postsecondary institution.

Transient – A student who is permitted to enroll on a space available bases to complete work to be transferred back to the student's home institution.

Returning – A student that was previously enrolled and applying to the same college.

Dually Enrolled Adult Education – A student enrolled in Adult Education courses and credit classes during the same enrollment term.

High School – A student concurrently enrolled in high school and a Technical College.