

**POLICY NO: 2:03:00:00**

**ADMISSIONS**

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# ***I. PROVISIONS FOR ALL INSTITUTIONS***

## ***A. POLICY DEVELOPMENT***

Each institution governed by the Tennessee Board of Regents shall develop an admission policy consistent with the provisions of this policy and Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submit it to the Tennessee Board of Regents for approval. Each institution shall include its approved admission policy in its catalog or other appropriate publications.

## ***B. POLICY REVISION***

Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval. Any proposed change shall be accompanied by a desegregation impact analysis.

## ***C. MEDICAL OR HEALTH INFORMATION***

Each institution may request applicants for admission to volunteer information as to their medical or health conditions for the purpose of providing them, once admitted, any reasonable assistance in mitigating the effects of conditions which may otherwise limit their participation in the institution's programs. Information thus provided shall remain confidential and participation by the student in any recommended program or service shall be voluntary.

# ***II. PROVISIONS FOR UNIVERSITIES, COMMUNITY COLLEGES, AND TECHNICAL INSTITUTES***

## ***A. GENERAL PROVISIONS***

### ***1. Admission of Non-Tennessee Residents***

Each university, community college, or technical institute may establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for residents of the state.

### ***2. Residency Classification***

Each university, community college, and technical institute shall, in the admission or readmission process, assign each student a residency classification using TBR Policy No. 3:05:01:00 (Guidelines for Classification for Fee Paying Purposes).

### ***3. Admission of Foreign Non-Immigrant Applicants***

Each university, community college, and technical institute will establish policies and procedures for the admission of foreign non-immigrant applicants in accordance with the following criteria:

a. *Educational Level.* The educational level attained must be comparable to that required of U.S. applicants.

b. *Test of English as a Foreign Language (TOEFL).* In order to determine an applicant's level of proficiency in the English language, each university, community college, and technical institute shall require that applicants whose native language is not English submit scores earned on the TOEFL or one of the other recognized comparable standardized examinations. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.

c. *Financial Statement.* In order to determine the international student's ability to pay registration fees, non-resident fees, living and other expenses, each institution shall require international applicant to supply evidence of financial capability.

d. *Immigration Service Regulations.* Institutions must adhere to all Immigration Service regulations in the admission, enrollment, and readmission of foreign non immigrant applicants.

e. *Certification of Freedom from Tuberculosis.* All foreign non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.

f. *Medical and Hospitalization Insurance.* Each institution must require that foreign non-immigrant applicants with J, F, or M visas have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the institution. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Institutions may require similar insurance coverage of all other foreign non immigrant applicants.

Institutions shall establish this requirement in policy and shall establish a process for:

- (1) Informing applicants for admission of the coverage required and of its approximate cost.
- (2) Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- (3) Automatically enrolling in the TBR Student/Scholar Health & Accident Insurance Plan those foreign non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

For the purposes of this policy, "adequate coverage" shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health & Accident Insurance Plan.

#### ***4. Admission to Specialized or Limited-Enrollment Programs***

Each university, community college, and technical institute shall develop specific policy and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. (Incorporates former TBR Policy No. 2:03:00:05 - see TBR Meeting September 30, 1983)

#### ***5. Admission to Medical, Nursing, and Allied Health Programs***

Each university, community college, and technical institute that offers medical, nursing, or allied health programs shall require that all persons admitted to such programs:

- a. Provide evidence through a health verification form which documents information that they are in good health and free from communicable diseases.
- b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

## ***6. Advanced Standing and Placement***

Each university, community college, and technical institute may develop policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction.

## ***7. Readmission***

Each university, community college, and technical institute shall develop policies and procedures for the readmission of students. These policies and procedures shall be consistent with TBR Policy No. 2:03:01:01 (Undergraduate Retention Standards).

## ***8. Application Fee***

Each university, community college, and technical institute may, with prior approval of the Board, charge a one-time non-refundable application fee.

## ***B. UNDERGRADUATE DEGREE ADMISSION***

Each university, community college, and technical institute shall develop policy and procedures consistent with this policy for the admission of students to undergraduate degree programs.

### ***1. Admission of First-Time Freshmen***

Applicants for degree admission as first-time freshmen shall be admitted using the following four (4) criteria:

a. *High School Graduation.* Except as provided for below in Section IIB.1.b, applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Examination.

b. *General Educational Development (G.E.D.) Certificate.* Applicants for degree admission as first-time freshmen may present a General Educational Development (GED) Certificate in lieu of a high school diploma provided that their GED score meets or exceeds the minimum score set by the institution.

c. *Standardized Examination Scores.* Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores. Universities will use the scores for admission, advisement, and as a component in the placement decision. Community colleges and technical institutes will not use the scores for admission purposes, but may use them for advisement

purposes as well as a component in the placement decision.

d. *High School Course Requirements.* In order to be eligible for degree admission as first-time freshmen at TBR universities, applicants shall, except as provided for in Section II.B.1.d(2) below, have successfully completed the following 14 units of high school courses (Specific high school courses which meet these unit requirements are listed in TBR Guideline A-015):

**(1) Minimum Unit Requirements**

English, 4 units

Algebra I and Algebra II, 1 unit of each

Geometry or other advanced mathematics course with Geometry component, 1 unit

Natural/Physical Sciences, 2 units; 1 unit must be in a laboratory course in biology, chemistry, or physics

United States History, 1 unit

Social Studies, 1 unit

Foreign Language, 2 units in same language

Visual/Performing Arts, 1 unit

**(2) Limitations of Applicability**

The minimum high school unit requirements listed above are required of all persons admitted to universities as first-time freshmen except as provided for below:

(a) *Applicants Who Graduated from High School or Who Earned a General Educational Development (GED) Certificate Prior to 1989*

Applicants who graduated from high school or who received a General Educational Development (GED) Certificate prior to 1989 are admissible without regard to the high school unit requirements.

(b) *Applicants with an Honors Diploma in General Education from a Tennessee Public High School*

Applicants with an Honors Diploma in General Education from a Tennessee public high school [*Rules, Regulations, and Minimum Standards for the Governance State of Tennessee, Book One, Chapter 0520-*

1-3-06(1)(e)] are considered to have met all high school unit requirements.

*(c) Applicants Who Graduated from High School and Have an Enhanced ACT Composite Score of 26 or Higher*

Applicants who graduated from high school and have an Enhanced ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. Deficiencies in those units must, normally be removed within the first 30 hours after initial enrollment.

*(d) Applicants Who Received a General Educational Development (GED) Certificate in 1989 and Thereafter or an American Council on Education (ACE) External Diploma*

Applicants who received a General Educational Development (GED) Certificate in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. Deficiencies in those units must, normally be removed within the first 30 hours after initial enrollment.

*(e) Handicapped Applicants*

The qualifications and needs of applicants who volunteer information about a handicapping condition will be assessed on an individual basis. Assessment will include an evaluation of the applicant's potential for success in college and the determination of any exceptions which maybe warranted to the provisions of Section IIB.1(d) of this policy.

*(f) Out-of-State Applicants*

Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

*(g) Admission by Exception*

A university may grant *admission by exception* to individuals lacking one (1) or two (2) of the required units if the individuals - through an approved procedure - have demonstrated that they have high potential for academic success. If a university wishes to employ Admission by Exception, it must first submit for approval by the Chancellor a procedure which, at a minimum, incorporates the following: stipulation of a committee or office to review requests for admission by exception and stipulation of criteria (e.g., ACT scores, high school GPA, etc.) that would appropriately represent high potential for academic success sufficient to warrant the exception. Deficiencies in the required units must be removed soon after initial enrollment according to a schedule prescribed by the institution.

*(h) Alternative Standards for Degree Admission*

See Section IIB.4 on pages 15 and 16.

## ***2. Early Admission of First-Time Freshmen***

Each university, community college, and technical institute may develop procedures for the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of applicants in this category shall be the following:

- a. *High School GPA.* Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- b. *Standardized Examination Score.* Applicants must have an Enhanced ACT composite score of at least 22.
- c. *Prescribed Courses.* Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- d. *Endorsements.* Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

## ***3. Admission of Transfer Students***

Each university, community college, and technical institute shall establish policy and procedures for the admission of transfer students that are consistent with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate condition.
- c. Institutions must develop policy and publish criteria regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by examination, military and other formal training, and experiential learning. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.
- d. Applicants with college credit earned prior to Fall 1989 are admissible without regard to the minimum high school unit requirements.

- e. Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
- f. Applicants with an associate degree (AA, AS) *designed for transfer* to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.
- g. Applicants who enrolled in college for the first time in Fall 1989 or thereafter and have 59 or fewer semester hours of transferable credit are eligible for degree admission provided that any high school unit deficiency be removed within the first 30 semester hours after initial enrollment. (See TBR guideline A-015.)

#### ***4. Alternative Standards for Degree Admission***

Each university may develop alternative standards and procedures for granting degree admission to an approved number or percentage of applicants each year who would not otherwise qualify for such admission. While such standards may vary from institution to institution, the following general provisions shall apply at all institutions:

- a. Persons admitted under alternative standards are subject to the minimum high school unit requirements specified in Section IIB.1.d above.
- b. The number or percentage of students admitted under these standards in a calendar year may not exceed the number or percentage approved by the Tennessee Board of Regents.

#### ***5. Admission of Non-Degree Students to Degree Admission Status***

Each university, community college, and technical institute may develop policy and procedures for granting degree admission to non-degree students. To be eligible for Degree Admission status, non-degree students, as defined in Section IID below, must meet all the applicable provisions of Section IIB.1.a-d above.

#### ***6. Admission to Nursing Programs***

- a. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to TBR nursing programs. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in nursing programs. Institutions may vary in their requirements based on their analysis of student success characteristics. Admission is based on an institution's requirements and the available spaces in a program.
- b. All TBR nursing programs have adopted the following core performance standards proposed by the

Southern Council on Collegiate Education for Nursing (1993). Admission to and progression in nursing programs is not based on these standards; instead, they will be used to assist each student in determining whether accommodations or modifications are necessary. Each of these standards is reflected in nursing course objectives and provides an objective measure for students and advisors to make informed decisions regarding whether the student is "qualified" to meet requirements. Copies of these standards will be available to every applicant and student.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably. Each program has written procedures by which students who identify potential difficulties with meeting the standards can receive appropriate assistance and guidance.

### Core Performance Standards for Admission and Progression

- (1) Critical thinking ability sufficient for clinical judgement.
- (2) Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- (3) Communication abilities sufficient for interaction with others in verbal and written form.
- (4) Physical abilities sufficient to move from room to room and maneuver in small spaces.
- (5) Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- (6) Auditory abilities sufficient to monitor and assess health needs.
- (7) Visual ability sufficient for observation and assessment necessary in nursing care.
- (8) Tactile ability sufficient for physical assessment.

### ***C. GRADUATE AND PROFESSIONAL DEGREE ADMISSION***

Universities shall develop policy, procedures, and specific criteria for admitting applicants to graduate and professional degree programs. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.

### ***D. NON-DEGREE ADMISSION***

Each university, community college, and technical institute shall develop policy and procedures for admitting applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission. Policies shall include any conditions of enrollment and any term or overall credit-hour limitations. Applicants who are eligible for non-degree admission include:

### ***1. Persons Not Previously Enrolled in College***

#### **a. High School Graduates**

b. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.

c. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in GED preparatory courses only.

d. High school students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983:

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process."

e. High school students who have completed their sophomore year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined as follows:

Dual enrollment is the enrollment of a high school student in one or more specified college course for which the student will be awarded both high school and college credit and Joint enrollment is the enrollment of a high school student in one or more college course for which the student will earn only college credit.

### ***2. Persons with College Credit but Not a Degree***

Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.

### ***3. Persons with a College Degree or Certificate***

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the institution in a particular field but who wish to take additional courses.

#### ***4. Senior Citizens and Disabled Persons***

Totally and permanently disabled persons and persons 65 years of age or older. No fees other than a service fee in the amount authorized by the Tennessee Board of Regents may be charged. In the case of disabled persons, the institution may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person. Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.

#### ***E. AUDIT AND NO-CREDIT ADMISSION***

Each university, community college, and technical institute shall develop policy and procedures for the admission of persons wishing only to audit courses or to take credit courses on a no-credit basis. The following provisions shall apply:

##### ***1. Space Available Basis***

Admission may be limited or denied based on the availability of space in the individual classroom.

##### ***2. Senior Citizens***

Senior citizens age 60 or older may audit courses or take credit courses on a no-credit basis free of any charge.

##### ***3. Disabled Persons***

Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge. Institutions may, however, require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.

### ***III. PROVISIONS FOR TENNESSEE TECHNOLOGY CENTERS***

All Tennessee Technology Centers shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:

#### ***A. APPLICANTS NOT ENROLLED IN HIGH SCHOOL***

Applicants not enrolled in high school are eligible for admission provided that:

1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.
2. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.

### ***B. APPLICANTS ENROLLED IN HIGH SCHOOL***

Applicants enrolled in high school are eligible for admission provided that:

1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee Technology Center. Such agreements are subject to the approval of the Chancellor or his designee.
2. Enrollment is limited to one (1) occupational area.

### ***C. ADMISSION OF FOREIGN NON-IMMIGRANTS***

Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.

### ***D. USE OF STANDARDIZED TESTS***

Tennessee Technology Centers may require applicants for admission to be tested. The test results will be used by the school to assist the applicant in selecting a suitable program.

### ***E. ADMISSION TO PRACTICAL NURSING PROGRAM***

1. Admission to the Practical Nursing program is not automatic even though the applicant may be otherwise academically qualified and recommended by the Nursing Advisory Committee.
2. Applicants seeking admission to the Practical Nursing program must:
  - a. Make application for admission to the area school.
  - b. Submit evidence of high school graduation or GED equivalency.
  - c. Have attained a passing score on an appropriate admission test. The admission test, and minimum score shall be determined by the Executive Sub-Council of the Tennessee Technology Center Directors.

- d. Submit evidence of a recent physical examination by a licensed physician or nurse practitioner.
  - e. Submit written references.
  - f. Report for enrollment upon notification of acceptance.
3. The Nursing Advisory Committee shall review all applications for admission to the Practical Nursing program and recommend qualified applicants for acceptance.
  4. Qualified applicants not accepted into the class for which they applied may be considered for admission to a subsequent class.

Sources: TBR Meeting, August 16, 1974; September 29, 1978; June 27, 1980, September 30, 1983<sup>(1)</sup>; December 16, 1983; June 27, 1986; September 16, 1988; December 2, 1988; June 30, 1989; December 7, 1990; March 20, 1992; March 19, 1993; September 17, 1993; June 23, 1994; December 8, 1994; December 15, 1995; March 7, 1997; June 19, 1998; September 22, 2000; April 2, 2004

1. The admission policy was revised in its entirety on September 30, 1983, superseding the previous policy and all amendments thereto.