



<b>Undergraduate Admissions Policy for Second Bachelor's Degree (Domestic Applicants)</b>	
Responsible Official: <b>Vice President for Student Life and Enrollment</b>	Responsible Office: <b>Admissions</b>

### Policy Purpose

This policy specifies the admission process to East Tennessee State University (ETSU) for an applicant who: (1) is a Domestic Applicant as defined in this policy; (2) has previously earned a bachelor's degree from ETSU, a US regionally accredited institution, or a foreign institution; and (3) is seeking admission to earn a second bachelor's degree.

### Policy Statement

The Office of Admissions will consider the application of a Second Bachelor's Applicant who is a Domestic Applicant for admission to ETSU. The Office of Admissions will issue a written Notice of Decision after reviewing a prospective student's admission application and required supporting documentation as described hereinbelow. Admission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee. The admission process for International Applicants is conducted pursuant to the Undergraduate Admissions Policy for Second Bachelor's Degree (International Applicants).

I. Second Bachelor's Applicants.

The Office of Admissions will consider a Second Bachelors Applicant for admission to ETSU if the individual meets the minimum requirements as published on the Undergraduate Admissions website.

II. Accreditation

The Office of Admissions will only accept official transcripts from regionally accredited organizations.

III. Accommodations

To the extent possible and subject to the approval of the Director of Admissions or their designee and the applicable department chair or their designee, the Office of Admissions may grant

accommodations or other academic adjustments when necessary.

#### IV. Discrimination

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

#### V. Residency

A prospective student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: Focus Act, TCA 49-8-101 et. al.

### **Definitions**

*A defined term has a special meaning within the context of this policy.*

Domestic Applicant	Any individual who applies to ETSU that is a U.S. citizen or U.S. permanent resident
International Applicant	Any individual who applies to ETSU who is not a U.S. citizen or U.S. permanent resident
Notice of Decision	A written communication from the Office of Admissions to a prospective student notifying of admission or denial to ETSU
Official Transcript	A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.
Second Bachelor's Applicant	Any individual who: (1) is a Domestic Applicant; (2) holds a bachelor's degree from a US regionally accredited institution or an equivalent to a bachelor's degree from an approved Ministry of Education foreign institution; and (3) applies to ETSU for admission to a second bachelor's degree.

### **Policy History**

Effective Date: 8/15/2022

Revision Date:

## Procedure

All prospective students should review the Office of Admissions website before applying to ETSU. The procedures for the application and review process are as follows:

I. Procedure for Applying.

The procedure for a prospective student to apply for admission under this policy is as follows:

- A. submit a completed admission application;
- B. pay the application fee (if required); and
- C. submit supporting documentation.

II. Procedure for Review of Applications.

After an individual has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation, a member of the admissions team will review the application and required documentation. To determine whether to admit or deny the applicant, a member of the admissions team confirms the applicant meets the minimum requirement of holding a bachelor's degree from a regionally accredited institution as currently published on the Undergraduate Admissions Website.

III. Procedure for Notification of Decision.

The Office of Admissions sends a Notification of Decision to the prospective student within five (5) business days after an admission decision is made.

## Procedure History

Effective Date: 8/15/2022

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## Related Form(s)

## Scope and Applicability

Primary: Academics

Secondary: Students