

Policy Title: Undergraduate Admissions

Policy Type: Academic **New/revised:** Revised

Old Policy #: TBR 2:03:00:00

Approval level: ☒ Board of Trustees
☐ President
☐ Vice President
☐ Other (specify here)

Purpose: This policy provides information on admission to East Tennessee State University for domestic and international undergraduate students.

Policy

I. General Provisions

- A. This policy has been developed consistent with the provisions of Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap) and the Americans with Disabilities Act of 1990 and submitted to the East Tennessee State University Governing Board for approval.
- B. East Tennessee State University does not discriminate against students, employees, or applicants for admission or employment 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 with respect to all employment, programs, and activities.
- C. Medical or Health Information
 - 1. All enrolling students will be required to provide health information that, at a minimum, establishes the student's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance and compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization practices.
 - 2. Prior to full-time enrollment, the student must provide documentation of receipt of required immunizations or provide medical positive quantitative serology immunity reports.
 - 3. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
 - 4. Admission to some programs may have additional requirements.
Exemptions:
Information regarding immunizations, including exemptions, will be posted on the University Health Services website.

II. General Admission Provisions

- A. Admission of Non-Tennessee Residents

1. The University has the authority to establish minimum criteria for the admission of residents of states other than Tennessee which exceed the minimum criteria established for Tennessee residents.
- B. Residency Classification
 1. ETSU shall, in the admission or readmission process, assign each student a residency classification using approved regulations for classifying students in-state or out-of-state for the purposes of paying university fees and tuition and for admission purposes.
- C. Admission to Specialized or Limited Enrollment Programs
- D. ETSU has the authority to limit enrollment in particular courses or programs for which there is limited space availability or are specialized in nature.
- E. These limitations will be based on selective criteria appropriate to the course or program which apply equally to all prospective students.
- F. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to certain undergraduate programs.
 1. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to continue in these academic programs.
 2. Individual programs may make adjustments to the admission criteria based on an analysis of student success characteristics with appropriate approval.
- G. ETSU charges a one-time application fee. This fee may be waived at the discretion of the institution.
- III. Undergraduate Admission Categories
 - A. Admission of First-Time Freshmen
 1. Applicants for degree admission as first-time freshmen shall be considered for admission using the following criteria.
 - a. High School Graduation or Equivalency—Except as provided for below (f.1.), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school.
 - b. Minimum High School Grade Point Average—Applicants for degree admission as first-time freshmen must meet established minimum high school grade point average and/or ACT or SAT scores.
 - c. High School Course Requirements
 - i. The following high school units are required for students who are not yet 21 years of age and who graduated from high school in 2012 or before.
 - 4 units of English
 - 2 units of Algebra
 - 1 unit of Geometry or other advanced math
 - 2 units of Natural/Physical Sciences, including at least one unit with a laboratory in either biology, chemistry or physics
 - 1 unit of United States History
 - 1 unit of Social Studies from world history, world geography, ancient history, modern history, or European history
 - 2 units of the same foreign language
 - 1 unit of Visual or Performing Arts

- ii. The following high school units are required for students who are not yet 21 years of age and who graduated from high school in 2013 or after.
 - 4 units of English
 - 2 units of Algebra
 - 1 unit of Geometry or other advanced math
 - 1 additional unit of advanced math
 - 3 units of Natural/Physical Sciences, including at least one unit with a laboratory in either biology, chemistry or physics
 - 1 unit of United States History
 - 1 unit of Social Studies from world history, world geography, ancient history, modern history, or European history
 - 2 units of the same foreign language
 - 1 unit of Visual or Performing Arts
 - d. Standardized Examination Scores
 - i. Applicants for admission as first-time freshmen who are under the age of 21 must present ACT or SAT scores from an exam taken in the past five (5) years. Applicants who are 21 years of age or older may submit ACT or SAT scores or scores from an approved nationally normed standardized assessment of mathematics, reading and writing.
 - ii. These scores may be used in the admissions process, advisement, and as a component in placement decisions, including placement into Learning Support.
- B. Early Admission of First-Time Freshmen
 - 1. The minimum requirements for applicants in this category are as follows.
 - a. Completed the 9th 10th and 11th grades with a minimum cumulative grade point average of 3.5 based on a 4.0 scale;
 - b. An ACT Composite score of 25 or a comparable SAT score;
 - c. 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; and
 - d. Written endorsements from their high school counselors and from their parents or guardians.
- C. Freshman Admission by Exception
 - 1. Freshman Applicants under the age of 21 who are deficient in high school units may be admitted under special circumstances based upon ACT or SAT scores and high school grade point average. The requirements include:
 - a. Minimum ACT composite score of 21 (or equivalent SAT score) and up to two unit deficiencies.
 - b. ACT score of 19 or 20 (or equivalent SAT Score) and a minimum high school GPA of 2.5 on a 4.0 scale with up to two unit deficiencies. Vice Provost for Enrollment reviews these applications for admission
- D. Alternative Admission
 - 1. A limited number of freshman applicants under the age of 21 who do not meet the requirements outlined above may be admitted through alternative admission. The requirements include:

- a. Tennessee residents must have a minimum high school GPA of 2.0 on a 4.0 scale or an ACT composite score of 17 (or equivalent SAT score).
 - b. Non-residents of Tennessee must have a minimum high school GPA of 2.3 on a 4.0 scale or an ACT composite score of 19 or higher (or equivalent SAT score).
 - E. Admission of Freshmen aged 21 or older
 - 1. Freshman applicants age 21 or older who are high school graduates and provide an official high school transcript certifying the receipt of a regular, state, or honors diploma are eligible for admission.
 - a. Admitted students age 21 or older without ACT/SAT scores less than five (5) years old will be required to complete a placement exam prior to enrollment.
 - F. Admission of Students with a High School Equivalency Diploma (HSE)
 - 1. Applicants for freshman degree admission may present either the GED or the HiSET exam in lieu of a high school diploma. In addition applicants under the age of 21 must provide ACT or SAT test results.
 - 2. Students must provide an official copy of HSE results that indicate a passing score on the battery of tests and a passing score on each subsection of the test.
- IV. Admission of Transfer Students
 - A. Applicants for degree admission as transfer students will be considered for admission using the following criteria.
 - 1. Evaluation of transfer coursework and grade point average on college-level coursework.
 - 2. Students who have completed fewer than 12 semester credit hours will be considered for admission based on their high school record consistent with the freshman admission policy.
 - B. Transfer applicants must provide official transcripts of credit from all institutions of higher education previously attended.
 - C. Transfer applicants must provide proof of high school completion either by an official high school transcript or HSE results.
 - D. Transfer applicants may be required to meet certain transfer GPA requirements for a subset of courses for admission to specialized programs at the discretion of the department offering the program.
 - E. Students will be considered for admission in a manner that is consistent with ETSU's academic retention standards and readmission criteria for its native students.
 - F. Transfer applicants must meet the grade point average requirements based on the number of attempted college-level hours below:

Attempted Hours	GPA
12-29	1.4
29.1-45.0	1.7
45.1-59.9	1.9
60+	2.0
 - G. Transfer applicants who do not meet the standards outlined above and who have not been enrolled in any institution of higher education for a minimum of three years may be admitted through individual review by the Vice Provost for Enrollment or his/her designee.

- H. Grades transferred to ETSU will not be reflected in the student's overall GPA at ETSU. Courses completed at other institutions will be counted toward the cumulative number of hours earned but the grades will be entered in such a way that they are not calculated in the student's overall ETSU GPA.
 - I. Additional information about transfer of credit is available in the "transfer of credit" policy.
- V. Readmission
 - A. All former ETSU students who have not been enrolled for one major term (Spring or Fall) must apply for readmission.
 - 1. In order to be readmitted, students who have attended no other institution of higher education after enrollment at ETSU must be eligible to return to ETSU based on the university's retention standards or must have served the appropriate academic suspension period to be eligible for re-enrollment.
 - 2. In order to be readmitted, students who have attended another institution of higher education after enrollment at ETSU must meet the transfer admission requirements outlined above.
- VI. Undergraduate Special Student Admission
 - A. This admission is available to persons over 18 years of age. Students admitted as Undergraduate Special Students are not required to submit full application materials (official transcripts or standardized test scores). This category applies to persons who:
 - 1. Plan to enroll only in undergraduate courses
 - 2. Are not admitted into an undergraduate degree program
 - 3. Plan to enroll in a limited number of courses
- VII. Visiting Student Admission

The classification of Visiting Student is provided to persons enrolled in a degree program at another institution who wish to take a limited number of classes at ETSU. Students must be in "good standing" at their home institution and provide proof through either an official transcript or letter of good standing.
- VIII. Admission of Joint/Dual Enrollment of high school students and academically talented/gifted students
 - A. Dual enrollment: a high school student taking one or more college course(s) for which the student will be awarded both high school and college credit.
 - B. Joint enrollment: a high school student taking one or more college course(s) for which the student will earn only college credit.
 - C. A high school student who has completed his/her sophomore year in high school may be admitted for either joint enrollment or dual enrollment to complete university courses based on the following criteria:
 - 1. The applicant must have a minimum 3.2 high school GPA on a 4.0 scale.
 - 2. The applicant must have a minimum ACT composite score of 19 with no subscore below 19 or appropriate score on the Acuplacer exam or other approved exam.
 - 3. The applicant must have approval from the high school and, if under the age of 18 years, approval from a parent or guardian to enroll.
 - 4. The applicant must submit an official high school transcript.
 - 5. The student may not enroll in more than seven (7) semester hours per term.
 - 6. The student must meet any prerequisite requirements to enroll in a specific course.

7. A student with unique talents may be granted permission to enroll in specific courses with approval of the Director of Admissions.
- D. An academically talented/gifted student in grades 9-12 in public or private high schools in Tennessee whose program of study is planned on an individual basis by a multidisciplinary team may, with the endorsement of the high school and the university, enroll for prescribed courses and earn university credit if such a student has a GPA of 3.2 on a 4.0 basis and if such a placement is part of the student's planned Individual Education plan. Students may register for no more than seven (7) credits when enrolled in this program.
- IX. International Student Admission
- A. Students who are not U.S. citizens or U.S. permanent residents (international students) are required to submit proof of successful completion of secondary education. Applicants who have attended institutions of higher education must submit official transcripts from all institutions attended.
1. International freshman applicants under the age of 21 who graduated from a U.S. high school must submit official ACT or SAT scores.
 2. International freshman applicants who completed secondary education in countries other than the U.S. are not required to submit ACT or SAT scores.
 3. International applicants whose first language is not English must provide proof of English proficiency by submitting one of the following:
 - a. Paper-based TOEFL score of 500, computer based TOEFL score of 173 or internet based TOEFL score of 61.
 - b. Proof of successful completion of level 112 English in an approved ELS program.
 - c. ACT reading and English scores of 19.
 - d. SAT evidence based reading score of 500 on the new SAT or critical reading score of 450 on the old SAT.
 - e. Two semesters or three quarters of college-level English composition from an accredited U.S. institution of higher education with a grade of C- or better.
 - f. Evidence of English proficiency as demonstrated through successful completion of writing-intensive courses from an accredited U.S. institution.
 - g. Minimum of one year of attendance as an exchange student in or graduation from a U.S. high school as reflected on an official high school transcript.
 - h. Results from another nationally recognized, comparable, standardized English proficiency exam that indicates requisite English proficiency.
- B. Students who cannot demonstrate satisfactory proficiency in English may be offered conditional admission to study English at the ELS Center on ETSU's campus. Admission must be granted and financial documentation and degree information must be received prior to the issuance of an I-20 or IAP-66 form needed to obtain a visa.
- C. Students enrolled pursuant to an F visa must have and maintain medical and hospitalization insurance as a condition of initial and continued enrollment at the institution.
1. In addition, the following procedures have been established:
 - a. In the letter of admission, in the I-20, and in the DS-2019, all international, nonimmigrant students will be informed of this

requirement, of the extent of coverage required, which may vary slightly from year to year, and of the approximate cost to obtain the coverage.

- b. All international, nonimmigrant students will be required to enroll in the Student Comprehensive Health Insurance Plan. The only exception to this requirement will be international, nonimmigrant students who have a scholarship that includes the purchase of an insurance policy on their behalf. This policy must meet or exceed the level of coverage provided to participants in the Student Comprehensive Health Insurance Plan.
 - c. Students will be covered for twelve months. Exception to this rule will be made in the case of international students who abandon their F status, by leaving the U.S., by changing to another nonimmigrant status, or by adjusting status to that of an immigrant.
 - d. Students under Practical Training will not be required to purchase the coverage. Students under Practical Training, however, may purchase the coverage during the period of training.
 - e. Once the insurance premium is paid, there will be no refunds.
- X. Second Undergraduate Degree Admission
 - A. Students who hold a bachelor's degree from ETSU or any other regionally accredited institution of higher education may apply to earn a second bachelor's degree. Applicants for second undergraduate degree admission must submit official transcripts from all institutions of higher education attended.
 - B. Academic requirements for the successful completion of a second undergraduate degree can be found in the policy for academic degree requirements.
- XI. Enrollment of Disabled Persons and Persons Over 60 Years of Age
 - A. Disabled persons who are domiciled in Tennessee and who have a permanent disability which totally incapacitates them from employment and persons 60 years of age or older may audit courses without the payment of regular maintenance fees. The student is responsible for any course or online fees associated with the class.
 - B. Disabled persons described above and persons 65 years of age or older who are domiciled in Tennessee, may enroll for credit without the payment of regular maintenance fees. The student is responsible for a service fee required to defray the cost of record keeping and any course or online fees associated with the class.