

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: General Admissions Requirements

EFFECTIVE DATE: July 1, 2000; Revised April 13, 2010

The Admission Policies of Southwest Tennessee Community College support the mission of the college and are consistent with the educational purposes of the institution. Procedures for implementation of this policy will be followed in the admission of all students.

I. PROVISIONS FOR ALL TENNESSEE BOARD OF REGENTS INSTITUTIONS

A. POLICY DEVELOPMENT

The Southwest Tennessee Community College admission policies are consistent with the provisions of the Tennessee Board of Regents (TBR) Academic Policy No. 2:03:00:00 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Policies are submitted to Tennessee Board of Regents for approval.

Tennessee legislation prohibits enrollment in a state supported, post secondary college of a student who has not met Federal draft requirements. Eligible applicants must enroll for the draft.

B. POLICY REVISIONS

Changes to this policy shall, prior to implementation, be submitted to Tennessee Board of Regents for review and approval. The policy shall be reviewed at least annually by the academic and administrative staff of Southwest Tennessee Community College. Any proposed change shall be accompanied by a desegregation impact analysis.

Source of Policy: Student Affairs

Related Policy: N/A

Approved: _____
President

**Responsible Vice President for Student
Department:** Srvs/Enrollment Mgmt

TBR Policy Reference: 2:03:00:00

TBR Guideline Reference: N/A

Date: April 13, 2010

C. *MEDICAL OR HEALTH INFORMATION*

Proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccines, administered on or after the first birthday, is required from full time students born after December 31, 1956, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reason. By State law (TCA 49-6-5001), immunizations are not required if they “conflict with the parents’ or guardians’ (or individual’s over 18) religious tenets and practices, affirmed under penalties of perjury.” They are also not required if a qualified physician shall certify that administration of such immunization would be in any manner harmful to the person involved. Students entering Southwest Tennessee Community College on July 1, 2000 from Tennessee high schools will be presumed to have met the immunization requirements.

Effective July 1, 2011, students born after January 1, 1980 must provide proof of immunization against varicella (chicken pox).

II. PROVISIONS FOR SOUTHWEST TENNESSEE COMMUNITY COLLEGE

A. *GENERAL PROVISION*

1. Admission of Non-Tennessee Residents

Admission requirements for non-Tennessee residents are the same as those for Tennessee residents.

2. Residency Classification

Each student shall be classified as a resident or non-resident of the state of Tennessee according to Tennessee Board of Regents Policy No. 3:05:01:00.

3. Admission of Foreign Non-Immigrant Applicants

Admission of Foreign Non-Immigrant Applicants – An application for admission to Southwest Tennessee Community College and a non-refundable application fee are required along with documentation to support the following:

a. *Educational Level*

The educational level of foreign non-immigrant applicants must be at least equivalent to that of a U.S.A. high school graduate. A certified translation of foreign high school and college transcripts are required; transcripts from U.S.A high schools and colleges must also be submitted. Applicants under age 21 must submit ACT test scores (SAT also accepted).

b. Test of English as a Foreign Language (TOEFL)

If the applicant's native language is not English, a Test of English as a Foreign Language (TOEFL) score of 500 pencil-based test or 173 computer based test is required. If the applicant has completed coursework for regular academic credit at another U.S.A. institution, it may be used in lieu of the standardized examination score.

c. Financial Statement

The applicant must provide evidence of financial capability to pay registration fees, non-resident fees, living and other expenses.

d. Immigration Service Regulations

Southwest Tennessee Community College shall adhere to all Immigration Service regulations in the admission, enrollment, and readmission of foreign non-immigrant applicants.

e. Certification of Freedom from Tuberculosis and Proof of Vaccinations

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. Proof of two doses of Measles, Mumps and Rubella (MMR) is also required in accordance with State law (TCA 49-6-5001). Effective July 1, 2011, students born after January 1, 1980 must provide proof of immunization against varicella (chicken pox).

f. Medical and Hospitalization Insurance

(1) Foreign non-immigrant applicants with J, F, or M visas must have Accident and Sickness insurance with provisions for hospitalization, basic injury and sickness treatment, medically supervised repatriation, return of mortal remains and emergency evacuation. The *Accident and Sickness Insurance for Students Attending Member Institutions of the State University and Community College System of Tennessee* is recommended.

- (2) Acceptable proof of insurance coverage shall be a canceled check or money order from the recommended provider; a payment at Southwest Tennessee Community College for the Tennessee Board of Regents insurance program; an insurance card or policy from any other provider.
- (3) A student will be automatically enrolled in the Tennessee Board of Regents insurance program if no proof of adequate coverage is available and the enrollment fees will be added to other College 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 Tennessee Board of Regents’ *Accident and Sickness Insurance for Students Attending Member Institutions of the State University and Community College System of Tennessee* plan.

g. Holders of Visas Other Than J, F or M

Applicants with other visas must meet admission requirements in an appropriate category according to intended enrollment. A copy of the applicant’s visa, I-94 (for refugees), or resident alien card is an admission requirement and must be on file in the Admissions and Records Office.

4. Admission to Specialized or Limited-Enrollment Programs

Southwest Tennessee Community College has specific admission policies and procedures for admission of students to certain programs. Limitations are based upon selective criteria appropriate to each program and applies equally to all prospective students, provided that preference for admission, when admission, when all else is equal, is given to residents of the State of Tennessee. See Southwest Tennessee Community College catalog regarding specific requirements for admission to individual programs.

5. Admission to Nursing and Allied Health Programs

The allied health and nursing programs of Southwest Tennessee Community College require that all persons admitted:

- a. Provide evidence through a health verification form that they are in good health and free from communicable diseases.
- b. Are, with reasonable accommodation, physically and mentally capable of performing the essential functions of the programs as defined in writing by the academic department.

6. Advanced Standing and Placement

Southwest Tennessee Community College has policies and procedures for granting admissions with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed school, and credit earned through non-collegiate sponsored instruction. Policies and procedures are listed in Southwest Tennessee Community College Policy No. 2:00:00:00/16, entitled *Alternative Credit*.

7. Readmission

Southwest Tennessee Community College requires a former student who has not been enrolled for one year to submit a new application for admission. Degree seeking students must have all credentials on file prior to being readmitted. Each readmitted applicant who is degree seeking must submit official transcripts from all institutions attended during the period of non-enrollment. If the student is returning in a different admission category, he or she must meet requirements of the new category. Applicants must meet academic standards consistent with Tennessee Board of Regents Policy No. 2:03:01:01 and Southwest Tennessee Community College Policy No. 2:03:01:01/10 entitled *Retention and Progression Standards*.

8. Application Fee

Southwest Tennessee Community College with the approval of the Tennessee Board of Regents charges a one-time non-refundable application fee. This fee is waived for students who attended Shelby State Community College or State Technical Institute at Memphis.

B. *UNDERGRADUATE DEGREE ADMISSION*

Applicants for admissions to Southwest Tennessee Community College must submit an application, pay a one-time non-refundable fee and meet requirements in an appropriate category as noted below.

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 in the next section (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.

The transcript of a Home Schooled applicant must be an official copy from an affiliated organization as defined by the State law (TCA 49-50-801) or be accompanied by a certificate of registration with the superintendent of the local education agency where the student would otherwise have attended.

The transcript of an American Council on Education (ACE) External Diploma awarded by a state-approved high school will also be accepted.

b. General Educational Development (GED) Certificate

Applicants for degree admission as first-time freshmen may present a GED Certificate in lieu of a high school diploma provided that their score is passing as indicated by the administering program.

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. Southwest Tennessee Community College will not use scores for the purpose of admission but for advisement and as a component in the placement decision.

2. Early Admission of First-Time Freshmen

For the admission of applicants who have completed their junior year (11th grade) in high school, the following are requirements for Southwest Tennessee Community College:

a. High School GPA

Applicants must have 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. Endorsements

Applicants must provide written endorsements from their high school counselors and from their parents or guardians.

3. Admission of Transfer Students

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended. Course equivalent to Southwest Tennessee Community College's will be accepted in the student's degree program if the grade of "C" or higher was earned. A maximum number of credit hours equivalent to two-thirds of the student's academic program will be accepted.
- b. The applicant's grade point average on transferable courses must be at least equal to that which Southwest Tennessee Community College requires for the readmission of its own students. Applicant's who do not meet the Southwest Tennessee Community College standards may be admitted on academic probation. See Policy No. 2:03:01/10, *Academic Retention and Progression Standards*.
- c. Southwest Tennessee Community College awards transfer credit from collegiate and non-collegiate institution, examination, military training and experiential learning. Policies and procedures are consistent with national standards of good practice and the requirements of appropriate accrediting bodies and are outlined in Southwest Tennessee Community College Policy No. 2:00:00:00/16, *Alternative Credit*.

4. Alternative Standards for Degree Admissions

Southwest Tennessee Community College has an open admission policy and does not need to grant degree admission by Tennessee Board of Regents alternative standards.

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

To be eligible for Degree Admission status at Southwest Tennessee Community College, non-degree students, as defined in Section IID below, must meet all the applicable provisions of Section IIB.1.a-c (Admission of First-Time Freshmen) or IIB.3.a-c (Admission of Transfer Students).

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 Southwest Tennessee Community College nursing programs. Students must meet the application criteria outlined in Southwest Tennessee Community College Policy No. 2:03:00:00/7, entitled *Nursing and Allied Health Programs Admissions*, be reviewed and accepted for admission, and make satisfactory progress to be continued in nursing programs. Requirement at Southwest Tennessee Community College are based on the College's

analysis of student success characteristics. Admission is based on requirements set and the available spaces in the nursing class.

- b. Southwest Tennessee Community College has adopted 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 are 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 faculty in consultation with the Americans with Disabilities (ADA) Officer will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably. Students will be provided assistance and guidance by the ADA Officer, should they identify potential difficulties with meeting the standards.

Core Performance Standards for Admission and Progression

- (1) Critical thinking ability sufficient for clinical judgment.
- (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 to 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*

Southwest Tennessee Community College does not have graduate and professional degree programs.

D. *NON-DEGREE ADMISSION*

Southwest Tennessee Community College admits applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission. Non-degree students are not eligible to receive financial aid. Non-degree students who wish to change to degree seeking status must meet all applicable requirements as stated in the provisions of Section IIB.1.a-c (Admission of First-Time Freshmen) or IIB.3.a-c (Admission of Transfer Students). Students must meet all course prerequisites and may enroll in an unlimited number of credit hours provided that no more than 18 are taken each semester without special approval from the appropriate Dean. 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 and are not currently enrolled in high school.
- d. High School students who are currently attending an accredited public or private high school or home school affiliate may dually enroll in courses which will allow them to begin their college education while simultaneously earning a high school diploma. To participate, 9th and 10th graders must have a cumulative high school grade point average of 3.2 based on a 4.0 scale or the equivalent, a letter of recommendation from the applicant's high school principal and meet course requirements for courses which they wish to enroll. Eleventh and twelfth graders may enroll in courses for which they have met the course requirements. Students dually enrolled will be classified as non-degree seeking. After receiving a high school diploma or General Education Development (GED) certificate and meeting the mandatory placement criteria for degree seeking students, a student may request a change from non-degree to degree-seeking status.

2. Persons with College Credit but not a Degree

Persons with a college credit but not a degree 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 academic probation upon the recommendation of the Academic Appeals Committee.

3. Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by Southwest Tennessee Community College in a partner field and who wish to take additional courses.

4. Senior Citizens and Disabled Persons Domiciled in Tennessee

Totally or permanently disabled persons and senior citizens age 65 and above who are domiciled in Tennessee. No fees other than a service fee in the amount authorized by Tennessee Board of Regents may be charged. In the case of disabled persons, Southwest Tennessee Community College requires an affidavit or certificate of disability from a physician or from the agency compensating the disabled person to be on file in the office of Disabled Student Services.

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*

Students who wish to audit and receive no-credit for a course must meet requirements outlined in Policy No. 2:03:00:00/8, *Audit Classes*. The following provisions shall apply to those applicants who wish to audit or take course at Southwest Tennessee Community College on a no-credit basis:

1. Space Available Basis

Admission will be limited or denied based on the availability of space in the individual classroom. Registration for audit at Southwest Tennessee Community College can be accomplished only during the late registration period.

2. Senior Citizens

Senior citizens are 60 or older may audit and take credit courses on a no credit basis. The student will have to pay the application fee (if not previously paid), the international educational fee and the campus access fee.

3. Disabled Persons

Totally and permanently disabled persons may audit and take credit course on a no credit basis free. In the case of disabled persons, Southwest Tennessee Community College requires an affidavit or certificate of disability from a physician or from the agency compensating the disabled person to be on file in the Office of Student Disability Services.

F. High School Course Deficiencies

Applicants who enrolled in Southwest Tennessee Community College for the first time in Fall 1989 or thereafter and have 59 or fewer semester hours of transferable credit must comply with Guideline A-015 regarding Minimum High School Unit Requirements and must submit a high school transcript in addition to college transcripts to Southwest Tennessee Community College.

Southwest Tennessee Community College notifies students about the policy regarding high school deficiencies. It is recommended that these deficiencies be removed within the first 30 semester hours after initial enrollment. . Courses taken to remove deficiencies in the affected subjects also apply toward fulfillment of general education requirements.

The 14 high school unit requirements as designated by the Tennessee Board of Regents are:

(1) Minimum Unit Requirements are as follows:

English (4 units); Mathematics – Algebra and Advanced Math Sequence Algebra (2 units) and Advanced Mathematics (1 unit), or Integrated Math Sequence (3 units); Natural/Physical Sciences (2 units); U.S. History (1 unit); Social Studies (1 unit); Visual/Performing Arts(1 unit) and Foreign Language (2 units in the same language). Students whose primary language is not English will be deemed to have satisfied the minimum unit requirements in foreign language if they demonstrate proficiency in English through achieving satisfactory scores on the TOFEL Examination or other recognized instrument as designated by Southwest Tennessee Community College.

(2) Limitations of Applicability

All units are required of students graduating 1989 or thereafter who plan to earn a transfer degree except as noted below:

- (a) Applicants who graduated from high school or who earned a General Educational Development Certificate (GED) prior to 1989.
- (b) Applicants with an Honors Diploma in General Education from a Tennessee Public High School 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 are considered to have met all high school unit requirements except those in foreign language and visual or performing

arts. Deficiencies in those units should be removed within the first 30 semester hours after initial enrollment.

- (d) 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 should be removed within the first 30 semester hours after initial enrollment.
- (e) Applicants with 60 or more transferable semester hours are eligible for degree admission at Southwest Tennessee Community College without regard to the minimum high school unit requirements.
- (f) Handicapped Applicants who volunteer information to the Office of Student Disability Services about a special condition will be assessed on an individual basis and any exceptions warranted will be made.
- (g) Out-of-State Applicants are subject to the same high school unit requirements as in-state applicants.