

Procedure: 5.2.5p. Eligibility and Admission Requirements for Credit-Bearing High School Diploma Programs

Revised:

Last Reviewed:

Adopted: July 16, 2024



I. PURPOSE

This procedure sets forth the eligibility and admissions requirements for Credit-Bearing High School Diploma programs.

II. RELATED AUTHORITY

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

O.C.G.A. § 20-4-18 – Management and Control of Adult Literacy and Postsecondary Technical Education Programs and Schools.

Title II of the Workforce Innovation & Opportunity Act.

Section 116 of the Workforce Innovation & Opportunity Act.

III. APPLICABILITY

All Technical Colleges offering Credit-Bearing Diploma Programs associated with the Technical College System of Georgia.

IV. DEFINITIONS

Adult Education Student: An individual who is eligible to participate in an Adult Education program as defined by Section 203(4) of the Workforce Innovation and Opportunity Act (WIOA) Section 203(4). Per WIOA 203(4), adult education students are:

- Individuals who are at least 16 years old and are not enrolled or required to be enrolled in secondary school under State law; and who—
- Are basic skills deficient; or
- Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or
- English language learners (even if they have degrees in their native countries).

Career Plus High School Diploma Program: A Credit-Bearing High School Diploma program for students 18 or older who meet the Career Plus High School (CPH) Diploma admission and eligibility requirements.

Dual Achievement Program: A Credit-Bearing High School Diploma program for students ages sixteen to 21 that meet the eligibility and admission requirements for the Dual Achievement Program (DAP).

Full Admission: Full admission into the Career Plus High School Diploma program and Dual Achievement Program allows students who meet the entry requirements to take both high school and postsecondary courses.

Provisional Admission: Provisional admission into the Career Plus High School Diploma program allows students who do not meet provisional entry requirements, as determined by their TABE score(s), to take high school and adult education courses. Provisionally admitted students cannot take postsecondary courses or HSE exams to satisfy Career Plus High School Diploma requirements.

V. PROCEDURE: Career Plus High School Diploma Eligibility and Admission Requirements

Adult Education Students may be fully or provisionally admitted into the Career Plus High School Diploma program. All fully and provisionally admitted students must meet the following eligibility requirements

- a. Students must be at least 18 years of age.
- b. Students between the ages of 18-20 must have no more than five (5) high school credits earned from a recognized K-12 school system.
- c. Students who are 21 and older may have any number of previously earned high school credits earned from a recognized K-12 school system.
- d. Students must be a resident of the state of Georgia to participate.
- e. Students must be withdrawn from the K-12 school system and home school study program and be registered in a participating Adult Education program funded through the Technical College System of Georgia.

Students are required to provide a Mathematics and a Language Arts score for program placement. One score must be from the current state-approved TABE assessment, but it may be combined with the GED®, HiSET, and prior high school credit options listed below. If a student does not have a GED score, HiSET score, or prior high school credits to satisfy the score requirements, they must provide TABE scores for both Mathematics and Reading.

- For **full admission**, one TABE 11&12 Math and/or one TABE 11&12 Reading test with a minimum score as listed below:
 - Math (minimum scores)
 - Level M or D: 496
 - Level A: 537
 - Reading (minimum scores)
 - Level M or D: 501
 - Level A: 537

- For **provisional admission**, one TABE 11&12 Math and/or one TABE 11 &12 Reading test with a minimum score as listed below:
 - Math (minimum score)
 - Level M: 470
 - Reading (minimum score)
 - Level M: 478
- GED® Mathematical Reasoning or Reasoning through Language Arts with a minimum score of 145.
- *HiSET*® Language Arts-Reading plus Language Arts-Writing must be combined to complete the Language Arts test requirement. A minimum score of 8 is required on both of the tests. To satisfy the math requirement, the *HiSET* Mathematics test also requires a minimum score of 8.
- Two awarded high school credits in Mathematics or Language Arts as demonstrated by an official high school transcript. One credit in Algebra and one credit in Geometry are required to satisfy the Mathematics requirement.

At the point of entry into postsecondary studies, students must meet:

- Other entrance criteria by the local college.

Provisional admission allows students to take high school courses only. Provisionally admitted students may also take adult education courses to remediate their skills to meet the minimum TABE scores for full enrollment.

During the provisional admission period, students may not take postsecondary courses or take High School Equivalency exams to satisfy Career Plus High School Diploma requirements.

Provisionally admitted students can be fully admitted once they complete their nine high school credits or earn the required TABE 11/12 score(s).

Dual Achievement Program Eligibility and Admission Requirements

For admission into the Dual Achievement Program, students must meet the following eligibility requirements:

1. Be between the ages of 16-21
2. Provide an official transcript with at least six of the nine required high school courses
3. Reside in the State of Georgia;
4. Be withdrawn from the K-12 school system or home school study program;
5. Be admitted and registered in a participating Dual Achievement Program funded through the Technical College System of Georgia; and
6. Sign Dual Achievement Program waiver.

The Dual Achievement Program does not offer provisional admission.

VII. RECORD RETENTION:

Documents regarding entry and admission into the Career Plus High School Diploma program

and Dual Achievement Program must be retained five years from the date the student withdrew from the program or was awarded their high school diploma.