

# Procedure: 6.2.1p

## Admissions

### Requirements

**Revised:** October 25, 2022; March 9, 2021; October 29, 2018; September 11, 2018; July 30, 2018; July 4, 2018; May 8, 2018; March 14, 2017; July 20, 2016; May 17, 2016; July 15, 2015; January 7, 2012; February 3, 2011; November 9, 2010; March 4, 2010; September 4, 2008; June 1, 2006; August 25, 2003; September 25, 2001; June 18, 2001; July 6, 1995; March 2, 1995; and January 2, 1992.

**Last Reviewed:** August 1, 2023; October 3, 2022; October 6, 2020; December 6, 2019; and May 8, 2018.

**Adopted:** August 4, 1989.



#### **I. PURPOSE:**

The Technical College System of Georgia is committed to assisting each student to achieve their maximum potential. All students applying to a Technical College will be admitted after satisfying one of the Academic Criteria listed in this procedure. Students will then be advised and allowed to register in accordance to the academic standards applicable to their chosen program.

Per the Statement of Equal Opportunity, the System and its constituent Technical Colleges will not discriminate in admissions.

#### **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. § 20-2-690 – Educational Entities; Requirements for Private Schools and Home Study Programs; Learning Pod Protection.  
TCSG State Board Policy 6.2.1. – Admissions.  
TCSG State Board Policy 2.1.1. – Statement of Equal Opportunity.

#### **III. APPLICABILITY:**

All work units and Technical Colleges are associated with the Technical College System of Georgia.

#### **IV. DEFINITIONS:**

**Admissions Process:** Admission to a Technical College System of Georgia college is a process that consists of an evaluation of the prior academic experience.

**Eligible Applicants:** Individuals 16 years or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades who seek access to quality instruction at the postsecondary level.

## **V. ATTACHMENTS:**

6.2.1p.a1. Accreditation Agencies List

## **VI. PROCEDURE:**

### **A. Required Academic Criteria**

1. To be admitted by all Technical Colleges, applicants must satisfy one of the six academic readiness paths below:
  - a. High school graduates must submit an official high school transcript, including graduation date, that reflects the student has met the attendance, academic, and/or assessment requirements for the state's Board of Education or equivalent agency.
    - i. High school diplomas/transcripts must be issued from a state-recognized secondary institution.
    - ii. Applicants with diplomas from secondary schools outside the United States must have their transcripts translated and evaluated for equivalency by an approved outside evaluation organization.
    - iii. High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are only recognized for programs not requiring a high school credential or equivalency.
  - b. Submission of an official transcript reflecting that the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g., GED, HiSET, Career Plus HSE).
  - c. Exceptions to requirements 1 or 2 include those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or high school equivalency for admission, as listed in the Attachment 6.2.1p.a2 Program Placement Information.
  - d. Submission of an official transcript from one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion of a minimum of 12 semester or 18 quarter credit hours of coursework at the postsecondary level or successful completion of a college level math and English course.
- a. Applicants who were home schooled who attended an accredited program must submit:
  - annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years;
  - The final progress report or transcript must include the graduation date.

- b. Applicants who attended a non-accredited high school or home school must submit an official transcript and one of the following:
  - Official scores from an assessment instrument meeting college established required minimums per Attachment 6.2.1a2
  - Successful completion of 12 hours of college coursework for credit that appear on an official college transcript
2. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.
3. Exception: Presidents of Technical Colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. Presidents may waive the high school diploma/high school equivalency requirement for individuals participating in a TCSG approved workforce development course/cohort.

## **VII. RECORD RETENTION**

All records shall be maintained per the Georgia Records Retention Schedule maintained by the Georgia Archives, University System of Georgia.

**Attachment: 6.2.1p.a1.**

## **Technical College System of Georgia List of Recognized Accreditation Agencies**

TCSG only accepts high school diplomas from secondary schools accredited by one of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:

- Institutional accrediting agencies which include:
  - Middle States Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - Northwest Commission on Colleges and Universities
  - Accrediting Commission for Schools Western Association of Schools and Colleges
- Cognia (note: formed as the result of the 2019 merger of AdvanceED and Measured Progress)
- Georgia Accrediting Commission
- Georgia Association of Christian Schools
- Association of Christian Schools International
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study Inc. (note: ACIS merged with the Georgia Accrediting Commission in 2005)
- Southern Association of Independent Schools
- Florida Council of Independent Schools
- Florida Association of Christian Colleges and Schools
- Florida Council of Private Schools
- South Carolina Independent School Association
- Alabama Independent School Association
- Texas Private School Accreditation Commission
- Distance Education Accrediting Commission
- National Council for Private School Accreditation
- North American Christian School Accrediting Agency
- Tennessee Association of Christian Schools
- Florida Coalition of Christian Private Schools Accreditation

TCSG will accept a high school diploma from a public or private school that is not accredited by one of the above agencies but is regulated by a school system and state department of education.

**Revised October 17, 2022**

