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Revision Responsibility: Vice President for Student Affairs  
Responsible Executive Officers: Vice President for Student Affairs

Source/Reference: [TBR Policy 2:03:00:00](#)  
[Columbia State Policy 02:19:00](#)  
[TCA § 4-58-101](#)  
[TCA § 49-7-110](#)  
[TCA § 49-50-801](#)

## **PURPOSE**

To establish criteria and procedures for admittance to Columbia State Community College in pursuit of credit bearing coursework.

## **POLICY**

- I. Enrollment Services is the unit responsible for administering general admission policies of Columbia State Community College. All students pursuing credit course work are required to complete an Application for Admission. Applicants must submit their application by the Academic Calendar deadlines in the *Catalog and Student Handbook*.
- II. Columbia State Community College 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 sponsored by Columbia State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies.

Director of Human Resources  
Pryor 108  
Columbia State Community College  
1665 Hampshire Pike  
Columbia, TN 38401  
Telephone 931.540.2521

- III. Some specialized programs have specific admission requirements in addition to the College's general admission requirements. Acceptance to the College does not constitute admission to these programs. More information is available in the *Catalog and Student Handbook*.

- IV. All U.S. citizens and non-citizens 18 through 25 years of age residing in the United States must register with Selective Service prior to registering for classes at the College. Exemptions include females, non-immigrant aliens on student, visitor, tourist or diplomatic visas, and active duty military.
- V. Columbia State requires all applicants for admission to provide health information that establishes that applicant's compliance with Rules promulgated by the Tennessee Department of Health. For more information related to compliance or exemptions, contact the Enrollment Services office or access the Immunization History Form available on the Admissions web page. Declination or exemptions of immunizations may not be an option in some programs based on clinical facility access requirements.
- VI. Information regarding the Tennessee Eligibility Verification for Entitlement Act (EVEA) [TCA § 4-58-101] and residency status related to qualification for in-state vs. out-of-state tuition is available on the Admissions web page.
- VII. International Students who are permanent residents must submit a copy of the front and back of their permanent resident card and meet all applicable admission requirements.
- VIII. All students (other than audit students) must meet mandatory assessment and placement requirements prior to registering for courses with placement requirements. More information is available in the *Catalog and Student Handbook*.
- IX. Senior Citizens and totally disabled persons admitted to the College may qualify for reduced tuition and fees rates (see "Institutional Fees and Refunds" in the *Catalog and Student Handbook*).
- X. After application is made to Columbia State and all supporting documentation is received, transfer credit evaluations are conducted (see "Acquiring Credit" in the *Catalog and Student Handbook*).
- XI. Non-degree seeking students may convert to degree-seeking by completing the remaining admission requirements.
- XII. Non-degree seeking students are not eligible for federal financial assistance.
- XIII. Prior to the last day to add a class a student may change from audit to credit; however, all admission requirements must be met. Credit students wishing to change to audit in lieu of dropping a course may do so by following the proper procedures for a change of registration status.

XIV. Applicants are defined by the following categories:

- A. **Undergraduate Degree Students** are students who have selected a program of study and are pursuing a degree or certificate.
- B. **Non-degree Students** are students who enter the College for professional development and personal enrichment and are not presently pursuing a degree or certificate.
- C. **Adult Special Students** are students at least 21 years of age who have **not** graduated from high school, or have **not** earned a High School Equivalency Diploma (GED<sup>®</sup> with a composite score of at least 450 or HiSET<sup>®</sup> with a composite of at least 45 and no sub-test score below 8) and who do not wish to be admitted as undergraduate degree students. Adult special students must present realistic academic goals for the attainment of particular skills or knowledge through selected courses and:
  - 1. Schedule an interview with the chief enrollment services officer (or designee) or campus coordinator where the student plans to attend.
  - 2. Submit a completed Application for Admission.
- D. **International Students** are students who are non-citizens and have selected a program of student and are pursuing a degree (see “Admission to the College” in the *Catalog and Student Handbook*).

## PROCEDURES/DEFINITIONS

- I. **First-Time College Students** are Undergraduate Degree Students who have graduated from high school or who have earned a high school equivalency Diploma (GED with a composite score of at least 450 or HiSET with a composite score of at least 45) and have never attended college.
  - A. **High School Graduates** must meet the academic assessment requirements and submit the following:
    - 1. A completed Application for Admission.
    - 2. An official transcript reflecting graduation from high school. The high school must forward the transcript directly to the Enrollment Services office. Tennessee public high school graduates’ transcripts must include a notation indicating the student passed any required state proficiency examinations. The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (TCA § 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency, which the student would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute an acceptable High School Equivalency Diploma (GED<sup>®</sup> or HiSET<sup>®</sup>).

3. ACT or SAF test scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.
- B. Non-High School Graduates** must comply with academic assessment requirements and must:
1. Be at least 18 years old.
  2. Submit a completed *Application for Admission*.
  3. Submit an official transcript of scores for the High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8.) Certified copies must be forwarded directly to the Enrollment Services office at Columbia State from the issuing agency.
  4. Submit ACT, SAT, or other valid placement scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.
- II. Transfer Students** are Undergraduate Degree Students who have attended a different institution and are now pursuing a degree through Columbia State. Students who are on current dismissal from a previous institution may be admitted as a transfer student on probation. All transfer students must:
- A. Submit a completed Application for Admission.
  - B. Submit official transcripts from all previously attended institutions of higher education. Certified copies must be forwarded directly to the Enrollment Services office at Columbia State from the issuing institution. Transcripts submitted by the student may be used for advising and course selection, but are not acceptable for full admission and transfer of credit.
  - C. Submit an official high school transcript showing graduation or a High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8) if less than 60 semester credits have been transferred, or when deemed necessary for placement.
  - D. Undergo assessment and placement if the student does not meet a stated course prerequisite or basic academic competencies.
  - E. Students with ACT or SAT scores that are dated within five years of the first class day of the semester for which the student plans to enroll may choose to submit such scores for use in assessment of academic placement.
- III. Technical Certificate Students** are students interested in receiving a Technical Certificate. Applicants can be First-Time College Students, Returning, or Transfer Students and must satisfy admission requirements as stated above.

IV. **Undergraduate Special Students** are Non-Degree Students who have graduated from high school or who have earned a high school equivalency Diploma (GED with a composite score of at least 450 or HiSET with a composite score of at least 45), but do not wish to be admitted as undergraduate degree students.

- A. Submit a completed Application for Admission.
- B. Request that your official transcript from your most recently attended institution be sent directly to the Enrollment Services office.
- C. Request test scores, if needed, for course prerequisites.

V. **Transient Students\*** are non degree-seeking students enrolled in good standing at another college or university who wish to attend Columbia State for one specific semester and transfer the work back to the parent institution. A student who has been accepted at a college or university, but is to begin enrollment at a later semester may also qualify as a transient student. Transient students must submit the following:

- A. A completed Application for Admission.
- B. Request that your current college or university complete our [Transient Student Approval Form](#) and have it sent directly to the Admissions and Recruitment office (by mail or fax).

*\*Limitations: This classification may be used for only one semester unless special permission is given by the chief enrollment services officer.*

VI. **Academically Talented and Gifted Students** are Non-Degree high school students in grades 9 through 12 who may qualify under Chapter 395 of the Public Acts of 1983 as follows:

A. Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.

B. Academically talented/gifted students must submit the following:

1. A completed Application for Admission.
2. Signed letter of consent from student's parent/guardian.
3. Official high school transcript.
4. Signed letter of recommendation/consent from the high school's principal which includes verification that coursework with Columbia State is required in the student's Individual Education Program (IEP).
5. Immunization Health History Form

- VII. **Audit Students** are Non-Degree students who wish to sit in a credit course without earning credit. Students who wish to audit a course(s) must obtain approval of the dean of the academic division in which the course(s) is offered. Approval is granted on an individual class basis according to available space and is limited to unrestricted classes. Audit students must submit the following:
- A. A completed Application for Admission.
- VIII. **Dual enrolled students** are Non-Degree high school juniors or seniors seeking to enroll in college courses as Dual Enrollment students while completing high school. These students may take classes as approved by the high school and for which the student meets the prerequisites as defined in the *Catalog and Student Handbook* (see the “Course Descriptions”). Dual Enrollment courses will not be expected to count toward the students’ high school diploma unless the student has made prior arrangement with the high school and/or local board of education. Dual Enrollment students must submit the following:
- A. A completed Application for Admission.
  - B. Official high school transcript.
  - C. A completed [Dual Enrollment Consent Form](#)
  - D. Immunization Health History Form
- IX. **Readmission Students** are students who have previously taken credit courses at Columbia State and who return to the College after being absent for one semester (excluding summer). Students are required to file an application for readmission with the Enrollment Services office. Students who have attended other institutions of higher education since last attending Columbia State must have all of these institutions send official transcripts to the Enrollment Services office.
- X. **Freshman-Current Dual Enrollment Students** are high school students admitted as Non-Degree students who wish to continue at Columbia State after graduation from high school. Students must reapply for admission and be formally admitted to the College as First-time Freshman Students.
- XI. **International Students:** Columbia State is authorized under Federal law to enroll non-immigrant students. Before admission and issuance of an I-20 form to apply for an F-1 student visa, the following must be submitted:
- A. Completed Application for Admission.
  - B. Official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents. Minimum admission requires completion of secondary school. See [Columbia State Policy 02:19:00](#) (Transfer Credit) regarding process for International transfer credit.

- C. All applicants whose native language is not English must submit Test of English as a Foreign Language (TOEFL) scores or the equivalent directly from the testing agency. Scores more than two years old are not acceptable. The minimum score of 500 is required on the paper based TOEFL, 173 on the computer based TOEFL or 61 on the internet based TOEFL. Additional institutional placement assessment may be required of all international students.
- D. Financial support to show financial capability of first year fees which consist of the current cost of attendance for an out-of-state, full-time, off-campus, housed student. Amounts typically increase each year. Expenses do not include tuition/fees for the optional summer term. Transportation to/from the college is not included. Additional funds are required for spouse and or dependents.
- E. Tuberculosis immunization certification from a licensed physician or other qualified medical authority; must be certified at least 30 days prior to registering. Failure to submit such certification may result in denial of enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, enrollment will be conditioned upon the determination by a licensed physician that enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment.
- F. All Applicants must submit proof of two doses of Measles, Mumps, and Rubella (MMR) and Varicella (chicken pox) vaccines.
- G. All applicants must complete a waiver form provided by the College that includes detailed information about Hepatitis B infection.
- H. All applicants must submit documentation substantiating official status with the US Citizenship and Immigration Service (Passport, Visa, I-20s, I-94, etc.)
- I. Additional requirements for International Students admission include:
  - 1. As a condition of admission and continued enrollment, students must purchase health insurance coverage through the TBR's Student/Scholar Health and Accident Insurance Plan if they do not otherwise have adequate coverage. Adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health and Accident Insurance Plan.
  - 2. Students must become familiar with the regulations of the US Citizenship and Immigration Service and assume responsibility for complying with these regulations. Documents are due to the Enrollment Services office by November 15 for the Spring semester or July 15 for the Fall semester.



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**Tennessee Board of Regents (TBR) and University of Tennessee Admission Standards**

Admission will be granted to freshmen applicants who hold a regular high school diploma and/or meet any additional requirements as stated below based on the Tennessee Diploma Project of 2009. The diploma will reflect a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. Applicants who graduated prior to the adoption of the Tennessee Diploma Project in 2009 are exempt from the diploma requirements. These courses include the following:

English	4 credits
Mathematics	
Algebra I and II	2 credits
Geometry or Higher	1 credit
Additional Math	1 credit
Natural Science	3 credits
United States History*	1 credit
Social Studies	3 credits
(Including United States History and Geography, World History and Geography, U. S. Government and Civics and Economics)	
Single Foreign Language	2 credits
Physical Education Wellness	1.5 credits
Fine Arts	1 credit
Personal Finance	.5 credit
Electives (consisting of math and science, career and technical education, fine arts, humanities, advanced placement, or international baccalaureate).	3 credits

\*Required by TCA § 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United States History and three semester hours of Tennessee History.