



### Undergraduate Admission Policy for Non-Degree Seeking Students

Responsible Official: Vice President for Student  
Life and Enrollment

Responsible Office: Admissions

#### Policy Purpose

This policy specifies the admission process to East Tennessee State University for non-degree seeking students.

#### Policy Statement

The Office of Admissions will consider a completed application for admission as a non-degree seeking student to East Tennessee State University (ETSU). The Office of Admissions will issue a written Notice of Decision after reviewing a prospective student's admission application and required supporting documentation as described hereinbelow. ETSU may charge a one-time non-refundable application fee.

#### I. Dual Enrollment.

A high school student who attends an accredited US public or private high school is eligible for dual enrollment if their Official Transcript reflects the individual:

- A. is classified as either an 11<sup>th</sup>-grade or 12<sup>th</sup>-grade high school student during the term in which the individual will be taking courses at ETSU;
- B. meets the minimum GPA requirements as published on the ETSU Undergraduate Admissions website; and
- C. meets the minimum test score requirements as published on the ETSU Undergraduate Admissions website.

Individuals accepted under this subsection may enroll in no more than eleven (11) credits per term at ETSU.

To enroll in a course that has a learning support requirement, an individual must present qualifying sub-scores as determined by the University Advisement Center that meet the learning support requirement of the desired course(s).

In limited circumstances, the Director of Admissions in their discretion may consider and approve 9<sup>th</sup>-grade or 10<sup>th</sup>-grade students for dual enrollment with the approval of the applicable department chair. In addition to meeting all other requirements for consideration of dual enrollment status, a 9<sup>th</sup>-grade or 10<sup>th</sup>-grade student must submit: (1) a written recommendation from the student's high school counselor; and (2) a written recommendation from a high school teacher who has previously taught the student in the subject in which the student wishes to take college credit.

II. Gifted/Talented.

A high school student who attends an accredited public or private high school in the state of Tennessee and who is accepted into a Gifted/Talented high school program is eligible to apply to take courses at ETSU if their Official Transcript reflects the individual:

- A. is a 9<sup>th</sup>-grade, 10<sup>th</sup>-grade, 11<sup>th</sup>-grade or 12<sup>th</sup>-grade student at an accredited public or private high school located in the state of Tennessee; and
- B. meets the minimum GPA requirements as published on the ETSU Undergraduate Admissions website.

Individuals accepted under this subsection may enroll in no more than eleven (11) credits per term at ETSU.

III. Undergraduate Special Student.

The Office of Admissions may admit an Undergraduate Special Student who intends to take a limited number of classes at ETSU.

IV. Visiting Student.

The Office of Admissions may admit a Visiting Student who intends to take a limited number of classes at ETSU.

V. Accreditation.

The Office of Admissions will only accept official transcripts from accredited high schools or home schools. If a prospective student is enrolled in or has completed high school via homeschool or private high school that is not accredited, the individual may be admitted in the discretion of the Vice President for Student Life and Enrollment or their designee.

VI. Accommodations.

To the extent possible and subject to the approval of the Director of Admissions or their designee and the applicable department chair or their designee, the Office of Admissions may grant accommodations and other academic adjustments when necessary.

VII. Discrimination.

In accordance with ETSU’s Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission 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.

VIII. Appeals.

If an individual is denied admission to ETSU, the individual may qualify to file an appeal. The written Notification of Decision will detail the process by which the prospective student may appeal the decision. The appeals process is governed by the Undergraduate Admission Appeals Policy.

IX. Residency.

A prospective student’s classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: Focus Act, TCA 49-8-101 et. al.

**Defined Terms**

*A defined term has a special meaning within the context of this policy*

Dual Enrollment	Enrolling in college courses in advance of high school graduation for which the student receives both high school and college credit.
Gifted/Talented	Enrolling in college courses in advance of high school graduation with certification of multidisciplinary team.
Notice of Decision	A written communication from the Office of Admissions to a prospective student notifying of admission or denial to ETSU.
Official Transcript	A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.
Undergraduate Special Student	A student who is (1) non-degree seeking and holds no degree or certificate; or (2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit.

Visiting Student      A student who is regularly enrolled and in good standing at another institution while taking courses to transfer to their regular institution.

### Policy History

Effective Date:      March 24, 2017

Revised Date:      January 25, 2018  
June 30, 2021

Previous Policy:      Undergraduate Admissions

### Procedure (s)

All prospective non-degree seeking students should review the Office of Admissions website before applying to ETSU. The procedures for the application process, review process, and notification process, are as follows:

I.      Procedures for Applying to ETSU.

A      Dual Enrollment.

The procedure for a prospective student to apply to ETSU under this section is as follows:

1. submit a complete admission application;
2. submit Official Transcripts; and
3. submit the required forms from the Office of Admissions dual enrollment packet that must be completed by both a high school counselor and a parent/guardian.

B.      Gifted/Talented.

The procedure for a prospective student to apply to ETSU under this section is as follows:

1. submit a complete admission application;
2. submit Official Transcripts; and
3. provide proof of Gifted Talented designation.

C.      Undergraduate Special Student.

The procedure for a prospective student to apply to ETSU under this section is as follows:

1. submit a complete admission application; and
2. pay the application fee.

D. Visiting Student.

The procedure for a prospective student to apply to ETSU under this section is as follows:

1. submit a complete admission application;
2. pay the application fee; and
3. submit an Official Transcript or letter of good standing from the individual's home institution.

II. Procedure for Review of Applications.

A. Dual Enrollment.

After a prospective student has:

1. submitted a completed admission application;
2. paid the application fee (if required); and
3. submitted supporting documentation required by this policy

a member of the admissions team will review the application and required documentation. To determine whether to admit or deny the prospective student, a member of the admissions team confirms the minimum requirements for admission to dual enrollment as currently published on the Undergraduate Admissions website is met: (1) the prospective student is classified as either 11<sup>th</sup>-grade or 12<sup>th</sup>-grade high school student during the term in which the individual will be taking courses at ETSU; (2) has a minimum high school GPA of 3.0 or higher on a 4.0 scale as currently published on the Undergraduate Admissions website; (3) has a 19 ACT Composite/990 SAT Total Score or equivalent composite/total score on the PreACT, PreSAT, individual Accuplacer subject exam, or another approved exam as currently published on the Undergraduate Admissions website; and (4) has the required documentation from a high school counselor or parent/guardian.

B. Gifted/Talented.

After a prospective student has:

1. submitted a completed admission application;
2. paid the application fee (if required); and
3. submitted supporting documentation required by this policy

a member of the admissions team will review the application and required documentation. To determine whether to admit or deny the prospective student, a member of the admissions team confirms the minimum requirements for admission under gifted talented status as currently published on the Undergraduate Admissions website is met: (1) the prospective student is classified as either 9<sup>th</sup>-grade, 10<sup>th</sup>-grade, 11<sup>th</sup>-grade or 12<sup>th</sup>-grade high school student during the term in which the individual will be taking courses at ETSU; (2) has a minimum high school GPA of 3.0 or higher on a 4.0 scale as currently published on the Undergraduate Admissions website; and (3) has the required documentation from a high school counselor or parent/guardian as published on the ETSU undergraduate website.

C. Undergraduate Special Student.

After a prospective student has:

1. submitted a complete admission application; and
2. paid the application fee

a member of the undergraduate admissions team processes the application.

D. Visiting Student.

After a prospective student has:

1. submitted a complete admission application;
2. submitted a letter of good standing; and
3. paid the application fee

a member of the undergraduate admissions team reviews the letter of good standing to ensure the letter states the student is in good standing and then processes the application.

III. Procedure for Notification of Decision.

The Office of Admissions sends a Notification of Decision to the prospective student within five (5) business days after an admission decision is made.

### Procedure History

Effective Date: March 24, 2017

Revised Date: January 25, 2018  
June 30, 2021

## Related Form(s)

N/A

## Scope and Applicability

Primary: Academics

Secondary: Students