



### Undergraduate Admissions for First-Time Freshmen

Responsible Official: Vice President for Student  
Life and Enrollment

Responsible Office: Undergraduate  
Admissions

#### Policy Purpose

This policy specifies the admission process to East Tennessee State University for a first-time freshman undergraduate who is not an International Applicant.

#### Policy Statement

The Office of Undergraduate Admissions will consider a prospective student's completed application and required supporting documentation for undergraduate admission to East Tennessee State University (ETSU) and will issue a written Notice of Decision. This policy applies only to prospective students who apply as first-time freshmen and who are not International Applicants. The admission process for International Applicants is conducted pursuant to the Undergraduate Admissions Policy for International Applicants.

Admission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee.

I. Regular Admission of Freshmen under Age 21.

A prospective student who is under the age of twenty-one (21) as of the first day of classes of the term for which the individual is applying is eligible for Regular Admission if the individual's Official Transcript reflects the individual meets the minimum requirements of the ETSU Admission Criteria as published on the ETSU Admissions website.

II. Regular Admission of Freshmen Age 21 or Older.

The Office of Undergraduate Admissions will consider a prospective student who is age twenty-one (21) or older as of the first day of classes of the term for which the individual is applying for Regular Admission to ETSU if the individual's Official Transcript or HiSET score reflects degree completion or equivalent.

III. Early Admission prior to High School Graduation.

A prospective student is eligible for Early Admission to ETSU if the individual's Official Transcript reflects the individual has completed the 11th-grade year at an accredited U.S. high school and meets the minimum GPA and test score requirements as published on the ETSU Admissions website.

IV. Accreditation.

A. Public or Private High School Accreditation.

The Office of Undergraduate Admissions will only accept Official Transcripts from high schools that are approved by the applicable state department of education or that are approved by an accrediting agency approved at the state level.

If an applicant's high school does not meet the state approval or accreditation requirements, ETSU will only review an application after receiving documentation of the school's educational practices including, but not limited to, the required curriculum for graduation, required teacher certification, any external or third-party curriculum used, and use of state assessment practices and/or results. These submissions will be reviewed on a case-by-case basis by the Director of Undergraduate Admissions or designee. Applicants who cannot provide a satisfactory secondary school credential as defined by state law and as determined by the review process may substitute acceptable scores on either the HiSET or GED examination.

B. Home School Accreditation.

The transcripts of applicants who complete high school via home school will be accepted if all requirements listed on the Undergraduate Admissions website are met.

If a prospective student is enrolled in or has completed high school via homeschool or private high school that is not approved the individual may be admitted at the discretion of the Director of Undergraduate Admissions.

V. Accommodations.

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

VI. 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.

VII. Appeals.

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

VIII. 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 § 49-8-203 et. seq.

### Defined Terms

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

First-Time Freshman	A student who has not been enrolled in a regionally accredited organization after high school graduation.
International Applicant	Any individual who applies to ETSU who is not a U.S. citizen or U.S. permanent resident.
Notice of Decision	A written communication from the Office of Undergraduate 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.
Regular Admission	A potential admission option as a first-time freshman for any prospective student who has not enrolled in college courses following high school graduation or earning a high school equivalent (HSE) diploma, GED/HiSET.

### Policy History

## Effective Date

Initial: 05/25/2023

Revised:

## Procedure (s)

All prospective students should review the Office of Undergraduate Admissions website before applying to ETSU. The procedures for the application and review process are as follows:

I. Applications for Regular Admission of Freshmen under Age 21.

A. Procedure for Applying to ETSU.

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

1. submit a completed admission application;
2. pay the application fee; and
3. submit an Official Transcript that includes proof of regular/Standard accredited High School Graduation or official HiSET scores.

B. Procedure for Review of Application.

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 reviews the application and required documentation.

To determine whether to admit or deny a First-Time Freshman under 21, a member of the admissions team reviews the prospective student's Official Transcript and test score, as needed, to confirm where the individual's GPA and test score falls on the ETSU Sliding Admission Scale currently published on the Undergraduate Admissions website as follows:

ETSU Admission Criteria	
Applicant's High School GPA	Test Score Requirement
GPA of <u>2.3 or higher</u> based on a 4.0 scale	No Test Score Required
GPA of <u>2.299 or below</u> based on a 4.0 scale	valid official ACT of 17 or equivalent SAT scores required

II. Applications for Regular Admission of Freshmen Age 21 and older.

A. Procedure for Applying to ETSU.

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

1. submit a completed admission application;
2. pay the application fee; and
3. submit an Official Transcript that includes proof of regular/standard accredited high school graduation or official HiSET scores.

B. Procedure for Review of Application.

After a prospective student has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation required under this policy, a member of the admissions team reviews the application and required documentation. To determine whether to admit or deny a First-Time Freshman age 21 or older, a member of the admissions team reviews the prospective student's Official Transcript or HiSet scores to confirm degree completion.

III. Applications for Early Admission prior to High School Graduation.

A. Procedure for Applying to ETSU.

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

1. submit a completed admission application;
2. pay the application fee;
3. submit an Official Transcript with proof of official test score;
4. submit a written statement from the individual's high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation; and
5. submit a written endorsement from a high school counselor and written endorsement from a parent or guardian.

B. Procedure for Review of Applications.

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 reviews

the application and required documentation to verify the applicant has completed the individual's 11th- grade year at an accredited U.S. high school.

To determine whether to admit or deny a prospective student who applies for early admission, a member of the admissions team reviews the prospective student's Official Transcript and test scores to confirm the individual meets the minimum requirements currently published on the Undergraduate Admissions website as follows:

<b>Early Admission Minimum GPA and Test Score Requirements</b>	
Minimum Cumulative GPA	3.5 based on a 4.0 scale
Minimum Test Score	ACT Composite score of 25 or a comparable SAT score

IV. Procedure for Notification of Decision.

The Office of Undergraduate 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**

Initial: 05/25/2023

Revised:

**Related Form(s)**

N/A

**Scope and Applicability**

Primary: Academics

Secondary: Students