



Undergraduate Admissions	
Responsible Official: Provost	Responsible Office: Admissions

**Policy Purpose**

The policy provides information on admission to East Tennessee State University for domestic and international undergraduate students.

**Policy Statement**

- I. ETSU admission decisions are based on application, high school graduation or equivalency, academic performance in high school, assessment scores (ACT, SAT, or other), completion of high school requirements with grades earned in those courses, and/or transfer credit.
- II. East Tennessee State University will make reasonable accommodations which may include, but are not limited to, course substitutions and other academic adjustments when necessary to ensure equal access for students with disabilities. East Tennessee State University 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.
- III. Admission to ETSU does not guarantee admission to specialized or limited enrollment programs.
- IV. Admission Requirements by Type
  - A. **First-Time Freshmen**
    - A. Under 21 years of age
      - 1. Official documentation of High School Graduation or Equivalency
      - 2. Minimum High School Grade Point Average (2.3) or valid official ACT (19) or equivalent SAT Scores
      - 3. Required high school course requirements

Units	Course
4	English
2	Algebra
1	Geometry of other Advanced Math
1	Additional unit of advanced math
3	Natural/Physical sciences, including at least one unit with a laboratory in either biology, chemistry, or physics
1	United States History
1	Social Studies, from world history, world geography, ancient history, modern history, or European history
2	Foreign Language or American Sign Language (same for both units)
1	Visual or Performing Arts

- B. 21 years of age or older
  - 1. Official transcript showing graduation from high school [High School Equivalency (HSE)]

**B. Early Admission of First-Time Freshmen**

- A. Completed the 9th, 10th, and 11th grades with a minimum cumulative grade point average of 3.5 based on a 4.0 scale.
- B. An ACT Composite score of 25 or a comparable SAT score.
- C. A written statement from the high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- D. Written endorsements from the high school counselor and from parents or guardians.

**C. Freshman Admission by Exception**

- A. Applicants who are deficient in no more than two high school units may be admitted if they have a:
  - 1. Minimum ACT composite score of 21 (or equivalent SAT score) or
  - 2. ACT score of 19 or 20 (or equivalent SAT Score) and a minimum high school GPA of 2.5 on a 4.0 scale
- B. Applicants who do not meet the requirements outlined above may be admitted if they are:
  - 1. Tennessee residents with a minimum high school GPA of 2.0 on a 4.0 scale or an ACT composite score of 17 (or equivalent SAT score) or
  - 2. Non-residents of Tennessee with a minimum high school GPA of 2.3 on a 4.0 scale or an ACT composite score of 19 or higher (or equivalent SAT score)

**D. Transfer Students**

- A. Under 12 attempted college semester credits
  - 1. Official documentation of High School Graduation or Equivalency
  - 2. Minimum High School Grade Point Average (2.3) or valid official ACT (19) or equivalent SAT Scores
  - 3. Required high school course requirements

Units	Course
4	English
2	Algebra
1	Geometry or other Advanced Math
1	Additional unit of advanced math
3	Natura/Physical Sciences, including at least one unit with a laboratory in either biology, chemistry, or physics
1	United States History
1	Social Studies from world history, world geography, ancient history, modern history, or European history
2	Foreign language or American Sign Language (same for both units)
1	Visual or Performing Arts

- B. More than 12 attempted college semester credits
  - 1. Must provide official transcripts of credit from all institutions of higher education attended
  - 2. Must meet the grade point average requirements based on the number of attempted college-level credits below:

Attempted Credits	GPA
12-29	1.4
29.1-45.0	1.7
45.1-59.9	1.9
60+	2.0

- C. Transfer applicants who do not meet the standards outlined above and who have not been enrolled in any institution of higher education for a minimum of three years may be admitted through individual review by the Vice Provost for Enrollment or his/her designee.

**E. Readmission**

All former ETSU students who have not been enrolled for one major term (Spring or Fall) must apply for readmission. In order to be readmitted, students who have attended no other institution of higher education after enrollment at ETSU must be eligible to return to ETSU based on the university's retention standards or must have served the appropriate academic suspension period to be eligible for re-enrollment. In order to be readmitted, students who have attended another institution of higher education after enrollment at ETSU must meet the transfer admission requirements.

**F. Undergraduate Special Student**

- A. Application.

**G. Visiting/Transient Student**

- A. Enrolled in a degree program at another institution
- B. Intends to take a limited number of classes at ETSU
- C. Proof of "good standing" at their home institution by
  - 1. an official transcript or
  - 2. letter of good standing

**H. Dual Enrollment (limited to 11 semester credits per term)**

- A. Minimum high school GPA of 3.0 or higher on a 4.0 scale.
- B. Minimum ACT composite score of 19 with no sub-score below 19 or appropriate score on the Acuplacer exam or other approved exam.
- C. Approvals from the high school and a parent or guardian to enroll
- D. An official high school transcript.

An academically talented/gifted student in grades 9-12 in public or private high schools in Tennessee whose program of study is planned on an individual basis by a multidisciplinary team may, with the endorsement of the high school and the university, enroll for prescribed courses

and earn university credit if the student has a GPA of 3.0 on a 4.0 basis and if such a placement is part of the student's planned Individual Education Plan. A student with unique talents may be granted permission to enroll in specific courses with approval of the Director of Admissions.

### **I. International Student**

Students who are not U.S. citizens or U.S. permanent residents (international students) are required to submit proof of successful completion of secondary education. Applicants who have attended institutions of higher education must submit official transcripts from all institutions attended.

- A. Applicants under the age of 21 who graduated from a U.S. high school must submit official ACT or SAT scores.
- B. Applicants who completed secondary education in countries other than the U.S. are not required to submit ACT or SAT scores.
- C. Applicants whose first language is not English must provide proof of English proficiency by submitting one of the following:
  - 1. Paper-based TOEFL score of 500, computer based TOEFL score of 173, or internet based TOEFL score of 61.
  - 2. Proof of successful completion of level 112 English in an approved ELS program.
  - 3. ACT reading and English scores of 19.
  - 4. SAT evidence-based reading score of 500 on the new SAT or critical reading score of 450 on the old SAT.
  - 5. Two semesters or three quarters of college-level English composition from an accredited U.S. institution of higher education with a grade of C- or better.
  - 6. Evidence of English proficiency as demonstrated through successful completion of writing-intensive courses from an accredited U.S. institution.
  - 7. Minimum of one year of attendance as an exchange student in or graduation from a U.S. high school as reflected on an official high school transcript.
  - 8. Results from another nationally recognized, comparable, standardized English proficiency exam that indicates requisite English proficiency.
- D. Students who cannot demonstrate satisfactory proficiency in English may be offered conditional admission to study English at the ELS Language Center at ETSU.

### **J. Second Undergraduate Degree**

Official transcripts from all institutions of higher education attended.

Authority: Tennessee Code 49-7-10 Americans with Disabilities Amendment Act of 2008 Section 504 of the Rehabilitation Act of 1973 (Non-discrimination on the Basis of Handicap); Tennessee Code Annotated, Section 49-6-1009, amended 2019.

## **Definitions**

**Dual Enrollment** Enrolling in college courses in advance of high school graduation for which the student receives both high school and college credit.

First-Time Freshman	A student who has not been enrolled previously for work creditable toward a bachelors or associate degree or certificate in any college, university, or technical institute since they graduated from high school but who is now enrolled for work creditable toward such a degree.
Official Transcript	An official transcript is one that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third party providers are also accepted.
Transfer Student	A student who last attended another institution from which credit is acceptable toward the degree or certificate in progress by the student.
Undergraduate Special	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/Transient 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: February 23, 2018

#### Procedure (s)

- I. General Admission Procedures include the following:
  - A. Student submits application form, official transcript(s), and fee.
  - B. Office of Admissions receives application, verifies transcript, and determines admission type by checking requirements for admission or readmission.
    1. Freshman
      - a. Review high school transcripts for GPA and high school units or high school equivalent (HSE) score
    2. Transfer
      - a. Review high school transcripts for GPA and high school units or high school equivalent (HSE) score
      - b. Review college transcripts from all regionally accredited institutions (review based on hours attempted, GPA, and course descriptions that are found and reviewed from College Source)
    3. Readmission
      - a. Review college transcripts from all regionally accredited institutions (review based on hours attempted, GPA, and course descriptions that are found and reviewed from College Source) if the student attended another institution after last enrollment at ETSU
      - b. Review GPA and academic standing on last term of ETSU enrollment

- 4. Dual Enrollment
  - a. Review high school transcripts for GPA
  - b. Review ACT/SAT or other approved exam scores
- 5. International Student
  - a. Reviews high school transcript for GPA or college transcript for GPA to determine eligibility
  - b. Reviews proof of English proficiency
- 6. Undergraduate Special Student
  - a. Not admitted to an undergraduate degree program
- 7. Visiting/Transient Student
  - a. Reviews verification that student is in “good standing” at home institution
- C. If documents are missing, the Office of Admissions sends a notification letter to the student and continues to follow-up with the student via email until an admission decision is made or the student notifies ETSU that they will not be attending ETSU.
- D. Office of Admissions indicates admission decision in the student database.
  - 1. Admit
  - 2. Admit by exception
  - 3. Deny
- E. Office of Admissions sends appropriate communication regarding admission to students.

Procedure History

Approval Date: Marcy 24, 2017  
 Effective Date: August 24, 2020  
 Revised Date: January 25, 2018, January 6, 2020, August 31, 2020

Related Form(s)

N/A

Scope and Applicability

Primary: Academic  
 Secondary: Students