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
TBR Policy 02:01:00:05

PURPOSE

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

POLICY

Introduction: Columbia State is committed to positively changing lives through teaching, learning, and service. The College develops admissions policies consistent with the TBR policy. The College offers many opportunities for education to all qualified applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status, or disability. To be admitted as a credit student, individuals must meet the requirements of admission to the category for which they are applying. The requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

Please note that some specialized programs have specific admission requirements in addition to the College's general admission requirements.

GENERAL REQUIREMENTS

I Admissions Application

A. All applicants, regardless of type, must submit an admissions application. Applicants are responsible for the accuracy of the information contained within the application. There is no application fee.

B. Individuals wishing to take non-credit courses do not need to apply for admission but enroll directly through Workforce and Continuing Education.

II. Residency Classification

A. All applicants will be classified as in-state or out-of-state according to the Residency and Lawful Presence policy (TBR Policy 3:05:01:00). Information concerning guidelines is found on the Admissions website.

III. Selective Service

A. Applicants who are born male and are between the ages of 18 and 26 must certify registration with the Selective Service System before they can register for classes. Visit Select Service System for more information.

IV. High School Transcripts

A. An official high school transcript must be submitted to the Office of Admissions. This requirement can be satisfied by:

1. An official transcript showing graduation from high school and final GPA. The high school transcript must be a "regular" or "honors" diploma. A special education diploma or certificate of attendance does not meet this requirement.

2. A home school transcript showing a date of graduation and final GPA. The transcript of a home school student should be an official copy from an affiliated organization. Independent home school students may need to provide additional documentation according to state law.

3. An official record of high school equivalency (such as HiSET® test transcript or GED® scores).

V. College Transcripts

A. For degree-seeking students, official transcripts from all prior colleges and universities must be submitted to the Office of Admissions.

B. Non-degree seeking applicants with prior credit must submit validation of eligibility for the courses desired if prerequisite learning is required.

VI. Immunizations

1. A. All first-time students under the age of 18 at the time of registration must submit a completed Immunization Health History Form with a parent or guardian's signature. This form provides information concerning measles, mumps, rubella (MMR), varicella, and hepatitis B infections and the recommended vaccines and immunization schedule by the Centers for Disease Control Advisory Committee. Columbia State Community College shall offer reasonable accommodations and exemptions for medical conditions and religious beliefs in accordance with state and federal law.

B. New students 18 years of age or older will acknowledge this information online before registering.

VII. Specialized Programs or Limited-Enrollment Programs

A. In addition to meeting the general admission requirements of Columbia State, certain specialized programs have additional admission requirements for acceptance into the program. Columbia State's website publishes the requirements for each specialized program.

VIII. Returning Students

A. Students who have previously taken credit courses at Columbia State and who return to the College after being absent for one semester (excluding summer) must file an application for readmission with the Admissions Office.

B. 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 Admissions Office.

IX. Placement Testing

A. Columbia State does not require standardized test scores for admission purposes. However, Columbia State Community College does utilize multiple measures including but not limited to test scores, transfer credit or high school grade point average for placement purposes.

B. Scores must be dated within five years prior to the first day of the semester of enrollment.

C. All students seeking credit must meet mandatory assessment and placement requirements prior to registering for courses with placement requirements.

X. International Student Admission

A. International student admission is governed by TBR policy 2:03:00:00.

B. Information concerning requirements is found on the Admissions website.

DEGREE ADMISSIONS

I. All degree-seeking applicants must provide official transcripts from all prior institutions attended. This includes all high school and college transcripts regardless of whether credits were earned. If the student has earned an associate degree or higher from a postsecondary institution accredited by an agency recognized by the U.S. Department of Education, Columbia State Community College shall not require an applicant to provide the institution with a copy of the

applicant's high school transcript, or general high school equivalency credential as a part of the institution's admission process.

II. Degree-seeking applicants who attended another college or university are classified as transfer students. Any student who does not meet the readmission of their last institution attended may be admitted on academic probation or another established condition.

CERTIFICATE ADMISSIONS

I. Columbia State offers programs that lead to certificate credentials. These programs are shorter in duration and prepare the student to meet workforce demands.

II. Certificate applicants who intend to earn credit are required to submit an official high school transcript. Certificate applicants with prior college credit are also required to submit official transcripts.

III. Some certificates are approved for financial aid.

VISITING (TRANSIENT) STUDENT ADMISSIONS

I. A visiting student is enrolled at another institution and wishes to enroll at Columbia State to take courses and transfer the credit back to their home institution.

II. A visiting student must submit an admissions application and submit a "Visiting Student Approval Form" to ensure that the student is eligible to enroll in a course or courses.

III. Visiting students are not eligible for financial aid at Columbia State. However, with the appropriate consortium agreement, students may receive aid from their home institution.

GENERAL NON-DEGREE ADMISSIONS

I. A general non-degree seeking student wishes to enroll for courses for own intellectual development without pursuing a degree or certificate.

II. A non-degree seeking student receives course credit.

III. General Non-degree applicants have earned a regular high school diploma or passed the HISET®/GED® test, or have earned prior college credit. Although official transcripts are not required, you may need to supply unofficial versions to prove eligibility for most courses that have prerequisite requirements. Course eligibility is determined by one or more of the following:

A. Acceptable ACT® or ACCUPLACER® test scores

B. A copy of college transcripts showing completion of course prerequisites

C. Earned college level degree

D. Approval of the Academic Dean of the course requested

IV. A non-degree seeking student is not eligible for financial aid.

ADULT SPECIAL ADMISSIONS

I. Adult Special applicants are students at least 21 years of age who have not graduated from high school, or have not earned a GED®/HISET® and who do not wish to be admitted as undergraduate degree students.

II. Adult special applicants must schedule an interview with the Chief Enrollment Services Officer (or designee) or Campus Administrator where the student plans to attend to discuss the rationale for courses planned.

III. Adult Special students are not eligible to receive financial aid.

AUDIT ADMISSIONS

I. An audit student wishes to attend a course but does not receive credit for the course or a grade.

II. An audit student must obtain approval of the Academic Dean of the division in which the course(s) is offered. Approval is granted on an individual class basis according to available space and may not be an option for all classes.

III. An audit student is not eligible to receive financial aid.

HIGH SCHOOL STUDENT ENROLLMENT ADMISSIONS

I. Dual Enrollment Admissions

A. A dual enrollment student is a current high school student who concurrently enrolls in college courses.

B. Dual Enrollment students must submit all of the following:

(1) An official high school transcript.
(2) Approval from an authorized official of the high school.
(3) Approval from a parent or guardian if the student is under 18 years old.

C. Dual enrollment students may qualify for certain state financial aid grants.

II. Middle College Admissions

A. A middle college student is a current high school student who concurrently enrolls fulltime in college courses beginning in the fall of their junior and is degree-seeking with the intent of completing an associate degree at the time of high school completion.

B. Middle college students must submit all of the following:

(1) An official high school transcript with a minimum 3.0 high school grade point average.
(2) Approval from an authorized official of the high school.
(3) Approval from a parent or guardian if the student is under 18 years old.

B. Middle college students may qualify for certain state financial aid scholarships.

D. An MOU with the student's Local Education Agency or District must be on file and recorded with the Tennessee Student Assistance Corporation for the student to participate in the Middle College Scholarship program.

III . Academically Talented and Gifted Admissions

A. An academically talented and gifted high school student in grades 9 through 12 who are academically talented/ gifted may qualify for enrollment under Chapter 395 of the Public Acts of 1983.

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

(1) A signed letter of consent from student's parent/guardian.
(2) An official high school transcript.
(3) A signed letter of recommendation/consent from the high school's designee verifying that coursework with Columbia State is required in the student's Individual Education Program (IEP).

II. Academically talented and gifted students are not eligible for financial aid.

New Policy created November 2018 and submitted to TBR; approved by TBR November 2019 and Published by College; updated April 2020; updated per TBR Policy, reviewed/accepted by Cabinet, approved and signed by the President, August 31, 2021. Revised October, 2023. Revised July 2026. reviewed/accepted by Cabinet, approved and signed by the President July 20, 2026.