

TEXAS STATE TECHNICAL COLLEGE SYSTEM  
**SYSTEM OPERATING STANDARD**

<b>No. ES.4.07</b>	<b>Page 1 of 6</b>	<b>Effective Date: 07/25/07</b>
<b>DIVISION:</b>	<b>Educational Services</b>	
<b>SUBJECT:</b>	<b>Admission of Students</b>	
<b>AUTHORITY:</b>	<b>Minute Order #43-94</b>	
<b>PROPOSED BY:</b>	<i>Original Signed by Francette Carnahan</i>	
<b>TITLE:</b>	<b>Vice Chancellor for Educational Effectiveness</b>	<b>Date: 07/25/07</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Francette Carnahan</i>	
<b>TITLE:</b>	<b>Vice Chancellor for Educational Effectiveness</b>	<b>Date: 07/25/07</b>
<b>APPROVED BY:</b>	<i>Original Signed by Bill Segura</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 07/25/07</b>

**STATUS:** Approved by Leadership Alliance 7/25/07

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Approved by M/C 07/24/97	Revised December 18, 1989
Revised 06/18/97	Completed November 18, 1985, Minute
Revised 05/22/97	Order 21-86

**POLICY**

It is the policy of Texas State Technical College to admit applicants who declare their intention to enroll in the college upon satisfactory completion of all requirements.

## **PERTINENT INFORMATION**

Admission requirements "should be clearly expressed and openly published, and should explain both general and specific requirements," based on the Standards of the College Delegate Assembly, Southern Association of Colleges and Schools. In the criteria for accreditation published by the Southern Association of Colleges and Schools, it is further stated that "To be admitted to degree programs, students must show evidence of high school graduation or other successful experiences which demonstrate their ability to make satisfactory progress at a particular institution."

House Bill 1147 of the 69th Texas Legislature specifies that each student will declare Oath of Residency for tuition purposes.

The Code of Federal Regulations (CFR) Title 34, Chapter VI, Part 600 of the Department of Education establishes the rules and procedures that the Secretary of Education uses to determine whether an educational institution qualifies in whole or in part as an eligible institution of higher education under the Higher Education Act of 1965, as amended (HEA). These rules and regulations state in part that an "eligible institution" is one that ". . . Admits as regular students only persons who — (i) Have a high school diploma; (ii) Have the recognized equivalent of a high school diploma; or (iii) Are beyond the age of compulsory school attendance in the State in which the institution is physically located . . ."

The Southern Association of Colleges and Schools (SACS) requires the following of its members: "To be admitted to degree programs, applicants must show evidence of high school graduation or other successful experiences which reasonably predict their ability to make satisfactory progress at the institution. Each institution must assess and justify the appropriateness of experiences offered in lieu of a high school diploma."

## **DEFINITIONS**

**Degree-Seeking Student.** A student who is pursuing an AAS, or Level I Certificate, or a Level II Certificate Program. External articulation majors are included.

**Exceptional Admission Students.** Students admitted who do not meet the requirement for admission as Regular Students, but can present sufficient evidence indicating their capability to do college level work.

**Level I Certificate Program.** A program of 15-42 semester credit hours.

**Level II Certificate Program.** A program of 43-59 semester credit hours.

**Non-Degree-Seeking Student.** A student who is not pursuing an AAS, a Level I Certificate, or a Level II certificate. Undeclared majors are included.

**Regular Students.** Students enrolled or accepted for enrollment at a TSTC college for the purpose of obtaining an associate's degree or certificate.

TSI. Texas Success Initiative.

## **DELEGATION OF AUTHORITY**

Presidents are authorized to establish procedures to meet the requirements of this System Operating Standard.

## **OPERATING REQUIREMENTS**

The admission of each student into the college will be in accordance with institutional procedures which includes the completion of the appropriate forms. In order to register into a specific program, a student must satisfy program entry requirements.

Colleges shall specifically include the following statement in college catalogs, student handbooks, and official recruiting publications.

"Equal opportunity shall be afforded within the Texas State Technical College System to all employees and applicants for admission or employment regardless of race, color, sex, religion, national origin, age, or disability."

### **Admission Categories**

Prospective students may be admitted to any TSTC college as regular students under the following conditions:

- A. High School Graduate - Graduation from a high school accredited by a state department of education and/or recognized regional accrediting association.
- B. College Transfer - Prior attendance at a regionally accredited college or university.
- C. GED - Successful completion of the General Education Development test (GED) as certified by a state education agency.
- D. Individual Approval A – Students age 18 or older, or age 17 and attending a course of instruction to prepare for the high school equivalency examination, who can present sufficient evidence indicating their capability to do college level work.

Prospective students not admissible to any TSTC college as regular students may be admitted as exceptional admission students under the following conditions providing they can present sufficient evidence indicating their capability to do college level work:

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- A. Individual Approval B - Students age 16 or older who are currently attending a high school and do not have a diploma or GED; or students age 16 or 17 who are graduates of unaccredited or home high schools.
- B. Individual Approval C - Students age 16 who are no longer attending high school or students age 15 or younger who are currently attending high school.

**Admission Enrollment Procedures**

Prior to enrollment at any TSTC college, prospective students must complete the following Admission Enrollment Procedures:

- A. Submit an application form which includes an Oath of Residency and a declaration of intent to enroll as a degree/certificate-seeking or non-degree/certificate-seeking student.
- B. Comply with testing requirements by:
  - 1. Submitting TSI Test scores or scores from an approved TSI alternative test; or
  - 2. Submitting documentation of TSI exemption or waiver; or
  - 3. Taking a TSI-administered placement test.
- C. Submit the following required documents based on the appropriate admission category:
  - 1. High School Graduate - An official copy of the high school transcript.
  - 2. College Transfer - Official copies of transcripts from all previously attended institutions of higher education.
  - 3. GED - A GED Certificate or official score report.
  - 4. Individual Approval
    - a. Category IA –
      - (1) Individual Approval Form
    - b. Category IB –
      - (1) Exceptional Admission Form which includes appropriate authorization; and
      - (2) College-level scores in the areas of writing and/or reading and/or mathematics on an approved assessment instrument.

- c. Category IC -
  - (1) Exceptional Admission Form which includes appropriate authorization; and
  - (2) College-level scores in the areas of writing and/or reading and/or mathematics on an approved assessment instrument; and
  - (3) Completion of an information session with a designated TSTC College official.
- D. Students seeking admission to specific programs must also satisfy any established and approved program entry level standards.
- E. TSTC colleges entering into contractual agreements with independent school districts, businesses and/or other entities for the delivery of courses to specific student populations may develop supplemental requirements and documentation to meet the conditions of the agreement. In such cases, the supplemental requirements and documentation will be in addition to the minimum requirements stated in these operating requirements.

### **International Students**

Prospective students who are not U.S. citizens and do not have permanent resident status must meet the basic requirements for admission as specified by the TSTC System policy on Admission and Enrollment of International Students.

### **PERFORMANCE STANDARDS**

- 1. College procedures, consistent with this System Operating Standard, exist, are up-to-date, and are followed.
- 2. All documentation required for admission of each student is present by the end of the first term of enrollment and is retained in the student's permanent file.
- 3. Admission requirements are published in catalogs, student handbooks, and other appropriate and published documents.

**COLLEGE OPERATING PROCEDURE**

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<b>OFFICE OF RESPONSIBILITY:</b>		
<b>APPROVED BY:</b>		
<b>TITLE:</b>		<b>Date</b>
<b>FORWARDED TO SYSTEM OFFICE ON</b>		