

**3.4.3** The institution publishes admissions policies consistent with its mission.  
**(Admissions policies)**

**Compliance Status:** Compliance

The College of Coastal Georgia's admission standards are fully in keeping with its mission as a public institution in the USG. Additionally, the College complies with the admissions policy set by the University System's Board of Regents, which is intended to assure the nondiscriminatory processing of the application for admission to any college by any student at least 16 years of age who seeks access to quality instruction to enhance his or her capabilities – Sections 3.1-3.10 of the *Board of Regents Academic Affairs Handbook*.

Effective Summer Session 2011, new admissions criteria will be implemented for traditional and non-traditional degree-seeking students, as well as non-baccalaureate degree-seeking students – details on each admission category follow. The new evaluation standards were reviewed and approved by the President's Cabinet and in compliance with USG guidelines. Further, the College has developed institutional and program-specific admission policies that are appropriate for its institutional mission and vision.

### **Traditional Freshmen**

The following policies apply to first-time freshmen, as well as to those who have not earned the equivalent of 30 semester hours of transferable college credit who are considered baccalaureate-degree seeking students. Students who apply for Associate of Arts, Associate of Science or pre-baccalaureate degree programs fall into this category. Students applying for traditional freshman admission must meet the following criteria:

- *Required High School Curriculum*

Substantial completion of the USG's Required High School Curriculum (RHSC) requirements and graduation from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission as stipulated in [Section 3.2.3](#) of the USG *Academic Affairs Handbook*. Substantial completion means that first-time freshmen must have no more than a three course deficiency from full completion of the RHSC.

- *Freshmen Index, Admissions Tests and HSGPA*

A designated score on the Freshman Index, as defined in [Section 3.2.5](#) of the USG *Academic Affairs Handbook*, of 1850 or greater (which must include no less than 350 on either portion of the SAT I or no less than 14 on either portion of the ACT). Calculation of the Freshman Index requires completion of the SAT I or ACT, and therefore such standardized tests are required as a condition of admissions.

- To exempt placement testing for Learning Support, a student must score an SAT I minimum of 430 Verbal/Critical Reading and 400 Mathematics or an ACT composite minimum of 17 English and 17 Mathematics. Additionally, applicants who are recent high school graduates (within 5 years) must have a Grade Point Average (GPA) of 2.0 or better.
- *Learning Support*

For students whose scores fall below the entrance examination thresholds required for exemption from Learning Support, admission may be authorized upon successful COMPASS placement test scoring. (The purpose of the COMPASS placement test is to determine if a newly admitted student is prepared to start in college-level courses or needs Learning Support course work before attempting college-level courses. The COMPASS placement test is a computerized assessment test.) Minimum level scoring required by the institution follows:

COMPASS Placement Test	Minimum Score to Exempt LS
Reading	78
English	70
Mathematics	40

Students who fail to meet or exceed minimum placement test scores will be required to enroll in Learning Support classes. However, no applicant shall be admitted if he or she places into **three** learning support classes.

- *Home-Educated Students*
  - For home-schooled students or graduates of a high school that is not regionally or state- accredited, the following supporting documentation must be provided: Copy of the Declaration of Intent to Home school as filed with local school board
  - Official ACT or SAT I scores. A minimum composite score of 17 on the ACT English and ACT Mathematics must be met to be considered for admission; the minimum score for the SAT I is 430 Reading and 400 Mathematics
  - An Academic Portfolio for Foreign Language (if taken)
  - Portfolio of Extra-Curricular Activities and Academic Achievements during high school that support academic preparedness for college. This portfolio should include awards received, academic accomplishments, and activities in which you participate (church, volunteer, civic, and athletic activities, etc.)
  - Affidavit from primary teacher and student certifying completion of high school and date of high school graduation, and a copy of transcript
  - Two letters of recommendation from non-family members (Tutors, Employers, Clergy, Civic Leaders)

**Non-Traditional Freshmen**

For non-traditional freshmen (defined as having been out of high school at least five years and whose high school class graduated at least five years ago; holding a high school diploma from an accredited or approved high school as specified in [Section 3.2.3](#) of the *USG Academic Affairs Handbook*, or have satisfactorily completed the GED; and having earned fewer than 30 transferable semester credit hours), admission may be authorized upon successful COMPASS placement test scoring at or above the minimum level required by the institution as noted above. Students who fail to meet or exceed minimum placement test scores will be required to enroll in Learning Support classes. However, no applicant shall be admitted if he or she places into three learning support classes.

For students who have satisfactorily completed the GED and have earned fewer than 30 transferable semester credit hours, admission is acceptable if the student's high school class has graduated and may be authorized upon successful COMPASS placement test scoring at or above the minimum level required by the institution as noted above. Students who fail to meet or exceed minimum placement test scores will be required to enroll in Learning Support classes. However, no applicant shall be admitted if he or she places into three learning support classes.

Non-traditional students must have an admissions GPA of 2.0 or better or seek a waiver for extenuating circumstances. These admissions guidelines are intended to be inclusive of various options and considerations. Waivers may be granted only in rare situations when extenuating circumstances warrant such consideration and such waivers may only be granted in based on non-traditional student policies – [Section 3.4](#), *USG Academic Affairs Handbook*.

**Career Associate Students**

This category includes students in career associate programs which do not lead to baccalaureate admissions.

- *Required High School Curriculum*

Students need to have completed of the USG's Required High School Curriculum (RHSC) requirements at and graduation from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission as stipulated in [Section 3.2.3](#) of the *USG Academic Affairs Handbook*. Substantial completion means that first-time freshmen must have no more than a three course deficiency from full completion of the RHSC.

- *Freshmen Index and Minimum HSGPA*

These applicants are not required to meet a minimum Freshman Index. However, applicants who are recent high school graduates (within 5 years) must have a High School Grade Point Average (HSGPA) of 2.0 or better. Further, to exempt placement testing for Learning Support, a student must score an SAT I minimum of 430 Verbal/Critical Reading and 400 Mathematics or an ACT minimum of 17 English and 17 Mathematics.

- *Learning Support*

For students who whose SAT I or ACT test scores fall below the entrance examination thresholds required for exemption from Learning Support (LS), admission may be authorized upon successful COMPASS placement test scoring at or above the minimum level required by the institution:

COMPASS Placement Test	Minimum Score to Exempt LS
Reading	78
English	70
Mathematics	40

Students who fail to meet or exceed minimum placement test scores will be required to enroll in Learning Support classes. However, no applicant shall be admitted if he or she places into three learning support classes.

### Transfer Students

A student with 30 transferable semester credit hours will be considered a transfer student. Students transferring with fewer than 30 semester hours or not having completed college-level English and mathematics may be subject to the freshman admission requirements.

Transferable hours are defined according to the policies of the University System ([Section 3.3](#), *USG Academic Affairs Handbook*) and the College. Transfer GPA is defined as the GPA calculated on ALL hours graded at regionally accredited institutions, to include courses that were failed and classes that will not be used towards degree requirements at the College. Institutional credit courses, CPC deficiency makeup courses, and vocational courses may not be used towards meeting graduation requirements. Students completing non-transferable associate degrees at regionally accredited institutions will be evaluated on an individual basis to determine their eligibility for admission.

Transfer students must submit transcripts from all colleges and universities attended. Failure to report previous college attendance is considered to be sufficient cause for cancellation of any credits earned and possible expulsion from this college. They must also be in good academic standing and eligible to continue or return to any previous institution attended.

### Dual Enrollment Options for High School Students

The College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of several organized programs.

- Move On When Ready is a program designed for exceptional students who seek to enroll full-time (12 semester hours or more) at the College to replace their Junior and/or Senior year of high school. Students can enroll only in courses approved by the high school counselor and the USG. Tuition is funded through the Georgia Department of Education; students are responsible for all books, supplies and some institutional fees.

Admission requirements include:

- Must be a Georgia resident
  - Must be following an academically rigorous curriculum at an accredited high school
  - High school grade point average 3.5 or higher
  - SAT I Critical Reading of 600 and SAT I Mathematics of 600 or ACT English 21 and Mathematics 21
  - Permission of parent and high school official
  - On track toward completion of high school graduation requirements.
- ACCEL is a program designed for exceptional students who seek to enroll at the College to replace some or all of courses taken during their Junior or Senior year of high school. Students can enroll only in courses approved by the high school counselor and those listed in the [Course Directory published by the Georgia Students Finance Commission](#). Tuition for this program is funded through the Georgia Student Finance Commission (HOPE). Students will be granted a small book allowance based on the hours enrolled, but will be responsible for additional cost for books, supplies and some institutional fees.

Admission requirements include:

- Must be a Georgia resident
  - Must be following an academically rigorous curriculum at an accredited high school
  - High school grade point average 3.0 or higher
  - SAT I Critical Reading of 500 and SAT I Mathematics of 500 or ACT English 21 and Mathematics 21
  - Permission of parent and high school official
  - On track toward completion of high school graduation requirements
- Joint Enrollment is for applicants who would like to supplement their high school curriculum by taking college-level courses in addition to work they are completing at the high school. Students must meet the same academic requirements as an ACCEL applicant. The student will be responsible for meeting the cost of attendance through private means and will normally not be eligible for state or Federal programs.
  - Early Admission is an option for applicants who demonstrate very high academic abilities through their SAT I or ACT scores (700 SAT I Mathematics and 700 SAT I Critical Reading or 31 ACT Mathematics and 31 ACT English); they may be permitted to enroll in college courses at the discretion of the institution even though they have not met the regular admission standard.

**Program-Specific Admissions Policies**

Admission to the College does not guarantee admission to specific major programs of study. Students seeking admission to limited access programs (business administration, health informatics, radiologic science, teacher education, and nursing) need to meet higher admission requirements. All of these programs require completion and submission of an additional application. Generally, students are accepted into baccalaureate programs after successful completion of the 60-hour core.

**Biological Sciences**

- *Coastal Ecology and Pre-Professional Tracks*
  - An overall GPA of 2.0 with a minimum 2.5 GPA in Area F
  - Successful completion of the Regents' examination
  - Transfer students must be accepted to the College and meet the requirements for admission to a baccalaureate program. A minimum of 30 hours of upper division level credit (3000-4000) courses must be obtained in residence at the College
  - No separate application is necessary
  
- *Secondary Education Track*

Prior to enrolling in the Fifth Semester that begins the teacher candidate's professional education sequence of course work, students are required to be admitted to the Teacher Education program. Applications for admission to the Teacher Education Program are completed in March prior to the Fifth Semester. Successful prospective teacher candidates must meet the following criteria:

- A cumulative grade point average of 2.5 or higher
- Successful completion of all three Georgia Assessments for the Certification of Educators® (GACE®) Basic Skills tests
- Successful completion of the Regents' examination
- A grade of "C" or better in all Area F courses
- Completion of Areas A-F in the core curriculum
- A successful criminal background check
- Successful completion of three disposition evaluations
- Proof of insurance for tort liability purposes
- Students must have an overall GPA of 2.5 for acceptance into education program and must maintain an overall GPA of 2.75 in all education courses
- Transfer students must be accepted to the College and meet the requirements for admission to a baccalaureate program
- A minimum of 30 hours of upper division level credit (3000-4000) courses must be obtained in residence at the College

**Business Administration Program**

Students ordinarily apply to the BBA program as sophomores who have successfully earned at least 45 credit hours, or as transfer students who have earned at least an associate's degree and who meet the program pre-requisites. To be considered for admission to the BBA degree program, students must have earned:

- A minimum of 60 credit hours in Areas A-F – (a) Essential Skills, 9 hours; (b) Institutional Options, 4 hours; (c) Humanities/Fine Arts, 6 hours; (d) Science and Mathematics, 11 hours; (e) Social Sciences, 12 hours; and (f) Business Administration, 18 hours
- A grade of “C” or better in all Area F courses and MATH 2112
- An institutional GPA of 2.5 or higher
- A cumulative grade point average of 2.7 in Area F – Business Administration courses

**Health Informatics Program**

Students ordinarily apply to the program as sophomores who have successfully earned at least 45 core curriculum credit hours, or as transfer students who have earned at least an associate's degree and who meet the program pre-requisites. To be considered for admission the program, students must have earned:

- A minimum of 62 credit hours in Areas A-F – (a) Essential Skills, 9 hours; (b) Institutional Options, 4 hours; (c) Humanities/Fine Arts, 6 hours; (d) Science and Mathematics, 11 hours; (e) Social Sciences, 12 hours; (f) Health Informatics, 18 hours; and (g) Physical Education, 2 hours
- A grade of C or better in all Area F courses and MATH 2112
- An institutional GPA of 2.5 or better
- A GPA of 2.7 in Area F – Health Informatics courses (18 credit hours)

**Nursing Program**

Bachelor of Science in Nursing (BSN) track applicants must meet the College's entrance requirements. Applicants must apply for admission to both the College and the Department of Nursing. For transfer students: Official transcript(s) for all college work attempted must be received in the College Admissions Office and an unofficial copy in the Nursing Department Office by the announced deadline.

In order to be considered for admission to the BSN Track, pre-licensure applicants must have met the following requirements:

- A cumulative grade point average of 2.75 or higher
- Earned a minimum grade of “C” in the English, Mathematics and Science courses
- Science courses older than five years will be reviewed by the Department of Nursing Chair and may need to be retaken
- GPA in the science courses is a primary consideration in evaluating the student's record for acceptance into the program
- Returned the nursing application to the Department of Nursing by the specified deadline
- Successfully complete the Regents' and TEAS examinations

### Teacher Education Program

Prior to enrolling in the Fifth Semester that begins the teacher candidates' professional education sequence of course work, students are required to be admitted to the Teacher Education program. Applications for admission to the Teacher Education Program are completed in March prior to the Fifth Semester.

Successful prospective teacher candidates must meet the following criteria:

- A cumulative grade point average of 2.5 or higher
- Successful completion of all three Georgia Assessments for the Certification of Educators® (GACE®) Basic Skills tests
- Successful completion of the Regents' Test
- A grade of "C" or better in all Area F courses
- Completion of Areas A-F in the core curriculum
- A successful criminal background check
- Successful completion of three disposition evaluations
- Proof of insurance for tort liability purposes

College admission policies for the aforementioned applicant categories, as well as for [non-degree, auditing, international, Amendment 23 admissions](#) (persons 62 years of age & older) and [students with disabilities](#) are found in the *2010-2011 College of Coastal Georgia Catalog*, on the College of Coastal Georgia's [Admissions](#) web page.

**Supporting Documentation**

[\*USG Board of Regents Academic Affairs Handbook, Section 3.2\*](#)

[\*USG Board of Regents Academic Affairs Handbook, Section 3.4\*](#)

[\*USG Board of Regents Academic Affairs Handbook, Section 3.3\*](#)

[\*2010-2011 College of Coastal Georgia Catalog\*](#)

[\*Georgia Students Finance Commission Course Directory\*](#)

[\*Future Students, Admissions, College of Coastal Georgia web page\*](#)