

6.2.1 Procedure:

OFTC Admissions Requirement

Admission to Oconee Fall Line Technical College (OFTC) is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. OFTC is committed to assisting each student to achieve at his/her maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

In accordance with the Statement of Equal Opportunity, OFTC will not discriminate in admissions.

Definitions

Admissions Process

Admission to OFTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Eligible Applicants

Individuals 16 years of age or older or dually enrolled high school students in the 9th, 10th, 11th or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admissions.

Required Academic Criteria

To be admitted by a technical college, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
 - Secondary schools must be accredited by an agency included on the TCSG-approved accreditation agency list.
 - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
 - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing

required for a high school diploma in that state are not recognized for admission purposes.

2. Submission of an official transcript reflecting the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g. GED, HiSET, Career Plus HSE).
3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or high school equivalency for admission as listed on the attachment 6.2.1p.a2.
4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
5. Applicants who were home schooled in the state of and did not attend a recognized accredited program must:
 - Submit a Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to Utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
 - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report or transcript should include the graduation date.
6. Applicants who were ~~of~~ home schooled outside the state of Georgia and did not attend a recognized accredited program must:
 - a. Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report or transcript must include the graduation date and one of the following:
 - Submit PSAT, SAT or ACT scores that meet the TCSG system and college minimum requirements for program readiness.
 - ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.

Note: OFTC's President may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

B. Assessment of Program Readiness

1. OFTC will evaluate students' readiness for degree, diploma, and certificate programs. OFTC will accept a student's official entrance score on the following

validated assessment instruments if the scores meet the required minimums listed on the attachment 6.2.1p.a2.

- SAT
- ACT/Pre-ACT
- PSAT
- TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
- TABE 11/12 scores of 501 in Reading for Levels M and D and 496 for Mathematics on Levels M and D. A score of 536 for Reading if using Level A and 537 for Mathematics if using Level A.
- Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
- HOPE GPA after completion of 10th grade of 2.6 or higher
- High school GPA of 2.0 for approved Entry Level Workforce Certificates
- GED® Math or Reading must meet the minimum passing score if used for placement into any certificate, diploma, or degree program
- HiSET® Math, Reading, or Language Arts must meet the minimum passing score if used for placement into any certificate, diploma, or degree program.
- Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates
- Accuplacer/Companion
- Compass/Asset

* A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements.

2. Assessment results will be valid for any current or previous tool utilized for placement purposes for a period of 60 months from the date of testing and are transferable to any TCSG college.
3. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.
4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

C. Admissions Categories

Minimum admissions requirements shall be established for each program.

Students shall be admitted to a technical college in one of the following categories: Regular; Provisional; Learning Support; Pending; Special; or Transient.

1. Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

*Note: Dually/Joint/Dual Enrollment enrolled students are not eligible for Provisional Admission status.

3. Academic and Learning Support Status

Applicants who do not achieve regular cut scores in English, math and reading at the technical certificate of credit or diploma level are granted academic support status and are referred to the OFTC Adult Education Department. Students who do not achieve regular cut scores in English, math, algebra and reading at the associate degree level must take the appropriate learning support course. Students may not take occupational courses until achieving Provisional status.

4. Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential-seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- b. May enroll in classes only on a space-available basis.
- c. Should adhere to the specific institutional prerequisite requirements when selecting courses.
- d. Will not be eligible for any financial aid.

5. Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll. • A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.

- b. Will be allowed to register for courses after course placement requirements have been met.
- c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

6. Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Record Retention

Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule.

Adopted: October 27, 2011

Reviewed:

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