Admission Requirements

I. Policy Statement and Purpose

In accordance with Athens State University’s educational mission, this policy establishes the requirements and standards used for admitting students to the University at either the undergraduate or graduate level. The standards are based on comparable practices at other institutions of higher education, but also recognize the unique status of the University as an upper-division institution, in that any prospective student seeking admission to the University at either the undergraduate or graduate level must have prior college level credit as documented on official transcripts.

II. Applying for Admission – Undergraduate Students

A. Undergraduate Students – Degree Seeking

A prospective undergraduate student applying for admission to the University who plans to pursue a degree must complete an admissions application and must meet the requirements in one of the following categories. Regardless of the category of admission, the University reserves the right to determine the applicability of any transfer credit toward the fulfillment of a student’s degree requirements at Athens State. See the policy Transfer and Acceptance of Academic Credit for additional details.

- **Regular Transfer** – A student who has completed at least 60 hours of freshman and sophomore level college credit at regionally accredited two-year or four-year institutions with a cumulative transfer GPA of at least 2.0 on a 4.0 scale may be considered for admission. This category includes students that have earned an associate’s degree from a regionally accredited community college.

- **Joint Enrollment** – A student currently attending a community college who has completed at least 32 semester hours at a community college with at least a 3.0 grade point average (GPA) on a 4.0 scale may be jointly enrolled (i.e., take courses at both Athens State and the community college in the same term). **Joint enrollment requires the written permission of the instructional dean of the respective community college.** Courses taken at Athens State University may be used to fulfill community college degree requirements if approved by the community college. (Athens State courses approved for the fulfillment of requirements at the community college will still be transcribed on the Athens State University transcript.)

- **Early Admission** – A student who has completed at least 41 semester hours from regionally accredited institutions with a cumulative transfer GPA of at least 2.0 on a 4.0 scale, and who has met all General Education requirements (Areas I-IV in degree program requirements) prior to being admitted to Athens State University, may be considered for admission. This category applies when a student does not plan to receive an associate’s degree from a community college and does not need additional
courses offered at the community college level. **A student seeking early admission is required to supply all transcripts (official or unofficial) prior to meeting with the Director of Admissions, who must approve early admission.**

- **Students With Previous Degrees** – A student who has previously completed a baccalaureate degree at Athens State or another regionally accredited institution, and who plans to pursue a degree at Athens State, may be considered for admission. Students with previous degrees must complete all current catalog requirements for the major in the Athens State degree, and must complete a minimum of 33 semester hours in residency at Athens State University beyond the conferral date of the first degree. **No student may secure two degrees within the same graduation period.**

A student who has previously **completed** a degree or program at a regionally accredited technical college or institute or at a regionally accredited business or proprietary school may be considered for admission. **Students must submit official transcripts for review prior to admission.** During the admissions process, each student’s previous work will be reviewed to ascertain the entry study level of the student. In general, individual related subject courses and grades may not be directly transcribed. Technical programs completed at Council on Occupational Education (COE) accredited institutions may be potentially creditable; however, such credit may be awarded for a maximum of thirty-nine semester hours of non-graded credit depending on the particular technical program completed and the Athens State degree being pursued. These courses will not affect the total hours residency at Athens State required for the degree program, and credit earned through this method will not be used in determining the student’s institutional grade point average. Certain courses may be used as substitutions or waivers for specific courses in the Athens State University degree program.

- **International Students** – In addition to meeting the requirements for one of the above admission categories, an international student applying for admission as a degree seeking student must provide:

  - A letter requesting admission and stating the degree program the student plans to pursue at Athens State University;
  - Official documentation of the completion of TOEFL with a minimum score of 500 (written) or 173 (computer);
  - Official documentation showing proof of health insurance, including repatriation coverage, while in the United States;
  - A completed Affidavit of Support form;
  - A letter from a banking institution verifying current financial status.
  - A copy of a current I-20 if the international student is transferring from another institution in the U.S.

All documentation must be received at least 30 days prior to the semester of enrollment.
A student applying for admission who does not meet all of the requirements (such as having slightly less than a 2.0 transfer GPA) in one of the above admissions categories can appeal to the Admissions Committee for admission to the University, and upon review and approval of the Committee may be admitted on probationary status (see the policy Standards of Academic Performance for additional details). All appeals to the Committee must use the standard form available from the Office of Admissions, and must include all information and materials as specified on the form. The Office of Admissions must receive the form and any supporting materials by the deadline set by the Office for each semester or term. Any student applying for admission to the Admissions Committee who fails to meet the deadline will be required to wait until the next semester or term to apply. The Admissions Committee meets only once per semester to review applications and appeals.

A student who has been suspended indefinitely from another institution during the current academic year will not be admitted to Athens State University. However, a student who has been out of school at least one year after being suspended indefinitely by another institution may be considered for admission subject to the requirements above.

Note: admission to certain programs offered by the University’s Colleges (for example, the Teacher Education Program in the College of Education) may require submission of additional forms or documentation as specified in the appropriate College’s section of the University catalog.

B. Undergraduate Students – Non-Degree Seeking

A student who does not meet the requirements for one of the above admission categories as a degree seeking undergraduate student and who wishes to pursue a limited objective (see below) may be admitted as a non-degree seeking student. Non-degree seeking students should apply directly to the Office of Admissions and must complete an admissions application. Records are kept of the work completed and credits are transferable. Non-degree seeking students are ineligible for financial aid, veteran’s benefits, or federal aid funding under Title IV.

Definition of Limited Objectives

- **Auditing** - Any individual may elect to attend classes on an audit basis. Credit is not awarded for audited classes. Placement in a course as an auditing student is on a space available basis. No change from audit to credit is allowed. A student who is currently attending high school or who has not earned a high school diploma or the equivalent may only audit courses at Athens State University.
- **Personal Enrichment** – An individual who wishes to attend Athens State University for personal enrichment or self-improvement will be limited to 6 semester hours per term with credit recorded in the same way as for a degree-seeking student.
- **Teacher Certification/Recertification** - A person holding a degree from another institution and who wishes to take courses at Athens State University for the purpose of fulfilling teacher certification requirements must submit one copy of all official transcripts from each institution previously attended. These transcripts are not evaluated or recorded but are used in determining teacher certification requirements.
• **Transient Student from Another Institution** - A student who is in good standing at another college or university who wishes to take courses at Athens State to transfer back to their home institution must submit a Transient Letter (“Letter of Good Standing”) from the home institution indicating the specific courses to be taken at Athens State. Upon completion of the course(s) at Athens State, the transient student must request that official transcripts be sent directly to the home institution, subject to the transcript requirements of the home institution. An international student who wishes to attend Athens State as a transient student must have a transfer clearance sheet from the current foreign student advisor. Transient students from another college or university are not eligible to receive federal aid funding from Athens State under Title IV.

C. **Undergraduate Students - Conditional Admission**

Prior to admission, any undergraduate student seeking admission in one of the above categories should provide official transcripts to the Office of Admissions from all institutions previously attended. If the Office of Admissions does not have all official transcripts by the beginning of a prospective student’s first semester or term, the student may be admitted conditionally for that term, providing unofficial copies of all transcripts have been submitted. If all official transcripts are not received by the end of the fifth week of the student’s first semester or term, the student will not be allowed to register for any subsequent terms until all official transcripts are received by the Office of Admissions.

III. Undergraduate Students – Enrollment in Graduate Courses

An undergraduate student actively enrolled in a bachelor’s degree program at the University and who meets the following requirements may be considered for enrollment into graduate courses.

- Be within six (6) hours of graduation;
- Be recommended by their Faculty Advisor;
- Have a minimum institutional GPA of 3.0 (4.0 scale);

The undergraduate student will be allowed to enroll for a maximum of six (6) hours of graduate coursework. Enrollment in courses in a given term is subject to space availability and/or cohort restrictions. Upon successful completion, this coursework may be considered as meeting the requirements for the student’s undergraduate degree. Enrollment in graduate courses does not constitute acceptance into a graduate program. Students will still be required to fulfill all admissions requirements for the specific graduate program.

IV. **Applying for Admission – Graduate Students**

Applications for graduate programs of study are considered on a competitive basis as related to all the elements of the application package. Applicants who submit complete applications and the required supporting materials by the posted deadlines will be considered for the priority deadlines. Regular admission review will begin after the priority deadline and will continue on a rolling basis until programs are full.
A. Graduate Students – Degree Seeking

Due to the advanced nature of graduate-level programs, different requirements and standards are used for admission to graduate programs at the University. The requirements and standards which follow are based on comparable practices at other institutions of higher education that offer programs at the graduate level.

A prospective degree-seeking student applying for admission to graduate programs at Athens State University must:

- Submit a completed graduate admissions application and pay any required application fees. The application fee will be waived for Athens State alumni or students who will be graduating from Athens State University at the end of the semester during which the application is submitted.

- Submit official transcripts from all colleges or universities attended (excluding Athens State) at the undergraduate or graduate level, with transcripts from at least one regionally accredited college or university documenting conferral of a bachelor’s degree, or transcripts from at least one regionally accredited college or university documenting in-progress courses AND an official letter from that college or university confirming bachelor’s degree conferral when the in-progress courses are completed.

- Official transcripts must indicate that the student is in good standing at all institutions attended and document the minimum overall grade-point average as required by the program.

- Submit official test scores as required by the particular program (e.g., GMAT, GRE) and any additional documents as required by the program (see below).

- Submit all additional documents required by the program selected on the graduate application. If the program requires additional documents or allows prospective students to apply by submitting portfolios in lieu of test scores, all required supporting documents must be submitted as part of a complete application.

- Meet all published deadlines for submission of application materials.

Submission of an application and all required documents does not guarantee admission to the program until all requirements for admission to the program are reviewed and verified by the department offering the program.

Students admitted into any graduate program offered by the University will be allowed to register for graduate courses in a given term subject to space availability and/or cohort restrictions.
Unconditional (Standard) Admission for Degree-Seeking Graduate Students

Students seeking unconditional (standard) admission to the graduate program must:

- Meet the minimum overall grade-point average required department offering the program, AND,
- Have an earned bachelor’s degree in a field approved by the department offering the program AND;
- Have earned the minimum total score on the appropriate admissions exam (i.e., GMAT or GRE) as required by the department offering the program within the last five (5) years; OR
- Submit a professional portfolio in lieu of exam scores if allowed by the department offering the program (student seeking admission using portfolio may be admitted unconditionally only after departmental review and approval); AND
- Meet all other program specific requirements.

Conditional Admission for Degree-Seeking Graduate Students

Following departmental review of composite factors (bachelor’s degree, GPA, GMAT score, etc.), students who demonstrate reasonable potential for success in the program and who have a minimum cumulative GPA of 2.50 may be admitted conditionally. Conditional status will be removed upon successful completion of a minimum of 9 semester hours of graduate coursework with a minimum GPA of 3.0.

Students who have earned a bachelor’s degree in a non-related field but who otherwise satisfy all requirements for standard admission will also be admitted conditionally. Conditional status will be removed upon successful completion of all required undergraduate prerequisite courses as determined by departmental review. Students who lack undergraduate prerequisite courses will not be allowed to register for graduate courses until all prerequisite courses are completed.

International Students

In addition to meeting the requirements listed above for Unconditional or Conditional Admission, all international students will be required to meet all F-1 VISA requirements for admission into any Graduate Program.

B. Graduate Students –Non-Degree Seeking

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable. Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
V. **Readmission of Former Students (Undergraduate and Graduate) in Good Standing**

A degree-seeking student at either the undergraduate or graduate level who has previously attended Athens State University, is currently in good standing, and is returning after an absence of two or more semesters (excluding summer term) will be required to complete a graduate readmission application. If the returning student has attended another college or university during the absence from Athens State, **official transcripts** must be provided to the Office of Admissions.

VI. **Responsibility for this Operating Policy**

A. **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Vice President for Enrollment and Student Services as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed.

B. **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for Enrollment Management and Student Support Services.