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Policy Implementation: Director of Admissions  
SACSCOC Standard: 10.5

## Undergraduate 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 the undergraduate 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 the undergraduate level must have prior college level credit as documented on official transcripts.

### II. Applying for Admission- 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 University.** (See [Transfer and Acceptance of Academic Credit](#) for additional details.)

#### A. General-Unconditional Admission Requirements

- a. Minimum 36 transferable semester hours prior to term of admission from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education; and
- b. Minimum 2.0 cumulative transfer GPA on a 4.0 scale; or received an Associate in Science or Associate in Arts degree from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education; and
- c. Eligible to return to previously attended colleges or universities.



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- d. Submit completed Admissions application and payment of non-refundable application fee; and
- e. Submit official transcript(s) from all previously attended colleges or universities received by Athens State. \*  
\*Course work taken from all colleges/universities outside of the United States must be evaluated by a current member of the National Association of Credential Evaluation Services (NACES).

#### **B. RN-BSN- Unconditional Admission Requirements**

- a. Minimum 36 transferable semester hours (may include earned and courses in-progress) prior to term of admission from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education; and
- b. Minimum 2.0 cumulative transfer GPA on a 4.0 scale; and
- c. Eligible to return to previously attended colleges or universities; and
- d. Submit current, unencumbered RN License; and
- e. Submit completed Admissions application and payment of non-refundable application fee; and
- f. Submit official transcript(s) from all previously attended colleges or universities received by Athens State. \*  
\*Course work taken from all colleges/universities outside of the United States must be evaluated by a current member of the National Association of Credential Evaluation Services (NACES).

#### **C. General- Conditional Admission Requirements**

- a. Minimum 36 transferable semester hours (may include earned and courses in-progress) prior to term of admission from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education; and



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- b. Minimum 2.0 cumulative transfer GPA on a 4.0 scale; or received an Associate in Science or Associate in Arts degree from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education; and
- c. Eligible to return to previously attended colleges or universities; and
- d. Submit completed Admissions application and payment of non-refundable application fee; and
- e. Official or unofficial transcript(s) documenting minimum 36 transferable semester hours (may include earned and courses in-progress) received by Athens State.

Note: A student who is admitted under the conditional admission category will be denied eligibility to enroll in subsequent terms until all regular admissions requirements are met.

#### **D. Restricted Admission Requirements**

A degree-seeking student who does not meet the admission requirements for regular admission (e.g., does not meet minimum GPA, earned hours, general education hours, or is not eligible to return to previously attended college or university) may be granted restricted admission after an individual assessment review by the Director of Admissions. Admissions reviews will only be performed once the following required documents have been submitted.

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Submit a decision appeal letter to the Director of Admissions; and
- c. Submit official transcript(s) from all previously attended colleges or universities received by Athens State; students whose transcripts show courses in-progress will not be reviewed or considered for restricted admission.



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Note: Restricted admission students may receive academic restrictions/conditions, may be admitted on academic probation, may be ineligible for financial aid, and/or may be expected to follow a specific plan for academic success. Students who fail to follow the conditions/plan will be denied eligibility to enroll for subsequent terms.

#### **E. Readmission of Former Students in Good Standing Admission Requirements**

A degree-seeking student 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:

- a. Complete a readmission application.
- b. If the returning student has attended another college or university during the absence from Athens State University, official transcripts must be provided to the Office of Admissions.

#### **F. Permanent Resident Students Admission Requirements**

In addition to meeting the requirements for one of the above admission categories, a Permanent Resident Student applying for admission as a degree seeking student must provide:

- a. A copy of their Permanent Resident Card

#### **G. International Students Admission Requirements**

- a. F-1 Visa International Student



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In addition to meeting the requirements for one of the above admission categories, an F-1 Visa International student applying for admission as a degree seeking student must provide:

- i. Official copies of transcripts from each college/university attended in the United States, and/or an official copy of the course-by-course evaluation performed by an evaluation agency that is a member of NACES for any college credit taken outside of the United States; and
- ii. Official documentation of the completion of TOEFL with a minimum score of 500 (pBT), 62 (iBT) or 173 (cBT) if transferring from outside the United States; or Duolingo score of 90; and
- iii. Official documentation showing proof of health and life insurance while in the United States; and
- iv. A letter from a banking institution verifying financial status; and
- v. Copies of visa, I-94, and current I-20; and
- vi. A completed Affidavit of Support form; and
- vii. A completed Transfer Clearance form.

Note: All documentation must be received at least 30 days prior to the semester of enrollment.

b. Non-Resident International Student

An international student who is staying in their home country and taking online courses at Athens State University. In addition to meeting the requirements for any admission categories, student must provide:

- i. Official copies of transcripts from each college/university attended in the United States, and/or an official copy of the course-by-course evaluation performed by an evaluation agency that is a member of NACES for any college credit taken outside of the United States; and



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- ii. Where English is not the official language of the country, official documentation of the completion of TOEFL with a minimum score of 500 (pBT), 62 (iBT) or 173 (cBT) if transferring from outside the United States; or Duolingo score of 90.

### **III. Applying for Admission- Certificate-Seeking**

An individual who wishes to pursue completion of one of the undergraduate-level certificate programs offered by Athens State may be admitted as a certificate-seeking student and should limit enrollment to courses required for the certificate, or prerequisites for these courses. Individuals admitted as certificate-seeking students are not eligible for financial aid.

#### **A. Certificate Seeking Admission Requirements**

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. May require official transcript(s) from all previously attended colleges or universities.

### **IV. Applying for Admission– Non-Degree Seeking**

An individual who does not intend to pursue one of the degree or certificate programs offered by the University may be admitted as a non-degree seeking student to pursue a limited goal. An individual applying as a non-degree seeking student must complete an admissions application, and may be required to submit official transcripts depending on the goal type (see below). All attempted coursework is recorded on the Athens State transcript and earned credits may be



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transferable. Some non-degree seeking student types are eligible for financial aid (see below).

Note: Any student wishing to change from non-degree seeking to degree- or certificate-seeking must fill out a new application and must meet the admission requirements as specified in the previous sections.

**A. Provisional Certificate in a Teaching Field** (Currently Employed Teachers only, formerly Alternative Baccalaureate-level Certificate “ABC”) Admission Requirements

Employed teachers seeking admission to complete coursework needed to meet requirements for the provisional certificate in a teaching field issued by the Alabama State Department of Education must provide documentation of employment and teaching subject to permit course registration. Financial aid may be available to eligible students that are admitted under this category.

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Submit official documentation from Alabama State Department of Education and/or school where employed specifying provisional eligibility and teaching subject being pursued.

**B. Level 3 Certification – “Master’s Equivalent Technical Education 3”** (Currently Employed Vocational/Technical Teachers only) Admission Requirements

Employed technical education teachers seeking admission to complete coursework needed to meet requirements for the Master’s Equivalent Technical Education 3 Certificate are not eligible for financial aid.



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- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Supporting documentation from Alabama State Department of Education specifying required courses.

**C. Teacher Certification Development** (Persons who have a current teaching certification but need additional coursework to develop or maintain certification) Admission Requirements

Individuals seeking admission to complete coursework needed to maintain or develop a current teaching certification are not eligible for financial aid. Official transcripts are required to ensure coursework is not repeated.

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Supporting documentation or a written statement specifying required courses; and
- c. Official transcript(s) from all previously attended colleges or universities received by Athens State.

**D. Recertification** (Persons who have an expired teaching certification and need coursework for teaching recertification) Admission Requirements

Individuals seeking admission to complete coursework needed to fulfill teacher recertification for renewal of an expired certification may be eligible for financial aid. Official transcripts are required to ensure coursework is not repeated.

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Documentation of expired teaching certification and supporting documentation or a written statement specifying required courses; and
- c. Official transcript(s) from all previously attended colleges or universities received by Athens State.





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#### **E. Personal Enrichment/Professional Enhancement Admission Requirements**

A person who wishes to attend Athens State University for personal enrichment or professional enhancement will generally be limited to 6 semester hours per term. A person wishing to take course(s) for personal enrichment or professional enhancement must either show completion of any required prerequisites on official transcripts or receive approval to enroll in the course(s) from the College with oversight for the course(s). Students admitted for personal enrichment/professional enhancement are not eligible for financial aid.

- a. Submit completed Admissions application and payment of non-refundable application fee.

#### **F. Transient/Visiting Student from Another Institution Admission Requirements**

A student seeking a degree and in good standing at another college or university can take courses at Athens State for one semester as a transient student. Transient students from another college or university are not eligible to receive federal aid funding from Athens State under Title IV.

- a. Submit completed Admissions application and payment of non-refundable application fee; and
- b. Submit an official transient letter, form, and/or official transcripts from the appropriate representative at the home institution:
  - i. Documenting the student is in good standing at the home institution;



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- ii. Indicating the semester of attendance and specific course(s) to be taken at Athens State; and
- iii. Verifying the student has appropriate prerequisites for the Athens State course(s), and/or confirming that the student accepts responsibility for the outcome if prerequisites cannot be verified.

Note: Transient students are responsible for submitting a request for official transcripts to be sent directly to the home institution upon completion of the course(s) at Athens State (subject to the transcript requirements of the home institution).

An F-1 international student who wishes to attend Athens State as a transient student must also have a transfer clearance sheet from the current international student advisor.

## **V. Responsibility for this Operating Policy**

### **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 Provost/Vice President for Academic Affairs 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 by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**



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The President has assigned the responsibility of implementing this policy to the Director of Admissions.