

03-01-00 Admission to Nashville State

PURPOSE

This policy establishes admissions standards for community colleges governed by the Tennessee Board of Regents (TBR).

POLICY/GUIDELINE

A. Policy Development

1. Nashville State Community College provides opportunities for collegiate education to all qualified applicants without regard to their race, color, sex, religion, national origin, age, or disability.
2. Nashville State shall include its approved Admission Policy in its catalog.
3. Dual Enrollment admissions policies shall be developed in compliance with TBR Policy [Early Postsecondary Opportunities 2.01.00.05](#) and [T.C.A. § 49-6-3111](#).

B. Policy Revision

1. Any subsequent change to an approved admission policy shall, prior to implementation, be submitted to the Tennessee Board of Regents for review and approval.

C. Medical or Health Information

1. Nashville State shall comply with Rules promulgated by the Board of Regents regarding requirements for immunization against certain diseases prior to attendance at a system institution.
2. Immunization Rules:
 - a. Nashville State asks all applicants for admission to provide health information that establishes the applicant's compliance with the recommended immunization schedule for measles, mumps, rubella, and varicella for adults, issued by the Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP).
 - i. Proof of prior or current military service shall be considered proof of the recommended immunizations.
 - ii. Students with proof of graduation from a Tennessee high school after 2014 shall not be required to submit evidence of the recommended immunizations, except as specified below (2b, 2c, 2d).

- iii. Students enrolling in a course of study that is exclusively online and does not involve any experiential component shall not be asked to provide immunization information.
 - b. Except as otherwise required for specific programs of study, failure to provide documentation of recommended immunization shall not be a bar to admission; however, should the college experience an outbreak of a communicable disease, all students without documented immunization for the disease shall be presumed to be unimmunized and subject to immunization, quarantine or isolation recommendations for the purposes of public health disease control.
 - c. Notwithstanding the forgoing, any applicant to a program that involves interaction with children, such as a teacher education or early childhood education training program, must present proof of compliance with the recommended 2-dose immunization schedule for mumps, rubella, and varicella for adults, issued by the CDC-ACIP.
 - d. Notwithstanding the foregoing, any applicant enrolling in a school of nursing, laboratory technology, or any other allied health profession must present proof of compliance with the immunization schedule for healthcare personnel issued by the CDC-ACIP.
- 3. Information Provided to Students
 - a. Nashville State shall provide each new incoming student with detailed information concerning the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.
 - b. Nashville State shall provide each new incoming student with detailed information concerning the recommended immunization schedule for measles, mumps, rubella and varicella for adults issued by the Center for Disease Control Advisory Committee on Immunization Practices, and the availability and effectiveness of the recommended vaccines.
 - c. Each new incoming student shall return a completed waiver form indicating that the college has provided the information required in this section.
- 4. Exemptions
 - a. A student who is required to show proof of immunization under these rules may be exempted from the requirements only under the following circumstances:

- i. Where a physician licensed by the board of medical examiners, the board of osteopathic examiners or a health department certifies in writing that a particular vaccine is contraindicated for one (1) of the following reasons:
 - o The individual meets the criteria for contraindication set forth in the manufacturer's vaccine package insert.
 - o The individual meets the criteria for contraindication published by the CDC-ACIP.
 - o In the best professional judgment of the physician, based upon the individual's medical condition and history, the risk of harm from the vaccine outweighs the potential benefit.
- b. Where a parent or guardian or, in the case of an adult student, the student provides to the institution a written statement, affirmed under penalties of perjury, that vaccination conflicts with the religious tenets and practices of the parent or guardian or, in the case of an adult student, the student.

PROCEDURES

A. *Residency Classification.* Upon admission to the college, the Office of Admissions classifies each student as a resident or non-resident. Ordinarily, it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his or her educational degree.

All decisions regarding residency classification are made for the purpose of paying fees and tuition and are based on the Tennessee Board of Regents Policy No. 3:05:01:00. Copies of these policies are available in the Office of Admissions. The College may require proof of relevant facts regarding residency. The responsibility for residency classifications rests with the Director of Admissions, and all documentation should be submitted with an In-State Residency Application to the Office of Admissions. Students who disagree with the final decision may submit an appeal in writing to the Vice President of Student Affairs and Enrollment Management.

B. *Admission of International Non-Immigrant Applicants.* NSCC is authorized under federal law to enroll non-immigrant students on F-1 student status in its Associate degree programs and English as a Second Language (ESL) classes. Applicants are subject to meeting admissions deadlines, which can be found in the International Student Letter (PDF). Applicants should have the following credentials on file in the Office of Admissions one month prior to the start of the semester in which they wish to enroll:

1. *Application:* A completed application for admission.
2. *High School and Transfer Credentials:* Official copies of academic records of attendance from secondary schools, colleges, or universities accompanied by a certified English translation of these documents.
3. *Immunization and Health History:*
 - a. Show proof of two doses of measles, mumps, and rubella vaccination and two doses of Varicella (chickenpox) vaccination.
 - b. A certificate from a licensed physician or other medical authority verifying freedom from tuberculosis. This certificate must be submitted to the Office of Admissions within 30 days from the first day of classes to continue enrollment. If the student either has or potentially has tuberculosis requiring medical treatment, continued enrollment depends upon the decision of a licensed physician that the student's enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment.
4. *Testing requirements:* Official scores of the Test of English as a Foreign Language (TOEFL) for international students who are seeking an Associate degree. A minimum score of 500 on the paper-based version, a minimum score of 173 on the computer-based version, or a 61 on the internet-based version is required for admission. Course work completed at another United States college or university or graduation from a United States high school may be used in lieu of TOEFL.

Additional institutional placement assessment such as the Michigan Plus Language Proficiency Test and/or the math portion of the placement test is required of all international students (See Degree-Seeking Non-Immigrant Status other than F-1 section that follows). Any academic skills deficiencies must be removed through enrollment in college prep courses. Our TOEFL code number is 1149. International students who are non-degree seeking ESL students are not required to submit TOEFL scores, unless, after completing ESL requirements, they decide to be degree-seeking and/or take college-level courses. Non-degree ESL students will take the English language placement test for placement in ESL courses.

5. *Financial Requirements:* Satisfactory evidence of the financial capability to meet the expense involved while studying at NSCC. Applicants on F-1 status must also complete the appropriate form, provided by the college, showing financial capability. Completion of this form includes the student's intent to attend the college on a full-time basis (12 or more credit hours per semester) and states that no employment will be required to meet

expenses. International students will pay out-of-state fees and are not eligible for Title IV funding.

6. *Insurance Requirements:* All foreign non-immigrant students with F-1 visas must enroll in the TBR Student/Scholar Health & Accident Insurance Plan as a condition of admission and continued enrollment.

C. Admission to Medical, Nursing, and Allied Health Programs.

1. Nashville State shall require that all persons admitted to such programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant's compliance with the rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.

D. Readmission. Any former NSCC student who has not been enrolled for over one year and who wishes to return to the college is considered a readmit student. Students seeking a readmission status must:

1. *Application:* Submit an application for admission.
2. *College and High School Credentials:* Submit an official transcript from each college or university attended since leaving NSCC. If it has been more than five (5) years since attending NSCC, all transcripts must be resubmitted (high school, GED, college, etc.).
3. *Eligibility:* Be eligible for readmission under the college's admissions policy.
4. *Testing Requirements:* Students may take the placement assessment if they do not meet one of the following conditions:
 - a. Meet ACT requirement as outlined above under Degree Seeking Students.
 - b. Have previously earned college credit for first-term math or English.
 - c. If students do not meet the above criteria and do not wish to take the placement assessment, then students will be required to enroll in Learning Support co-requisite courses. The test for English as a Second Language may be reassessed if an applicant's native language is not English.
5. *Immunizations:* Submit the health history form for hepatitis B, chicken pox and measles, mumps and rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official

copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.

6. *Citizenship*: Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

E. Application Fee

1. TBR institutions are prohibited from charging an application fee.

Community College Degree Admission

A. Admission of First-Time Freshmen

1. *Application*: Submit a completed application for admission. All information must be completed on the application. Failure to submit a complete and accurate application delays processing your application.
2. *High School Credentials*: All applicants must graduate from a state approved high school, home school, or receive a high school equivalency diploma (such as the GED or HiSET) and submit to the Office of Admissions an "official" high school transcript or an "official" copy of high school equivalency scores. An "official" transcript is one that is mailed directly to the Office of Admissions by the high school guidance counselor or one that is submitted in an envelope sealed and stamped or initialed by the guidance counselor. An official high school equivalency transcript is one mailed directly to the Office of Admissions by the testing agency or one that is submitted in an envelope sealed and stamped or initialed by the testing agency. Electronic transcripts will also be accepted, as long as they are submitted through a secure electronic transcript provider.

Admission will be granted to freshmen applicants who hold a recognized diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by TBR are exempt from diploma requirements, with the exception of those in T.C.A. § 49-7-110.

The transcript of a non-public high school (including home-schools, private schools and church-related schools) student should be an official copy from an affiliated organization as defined by state law (T.C.A. § 49-50-801 and T.C.A. § 49-6-3050).

Transcripts from independent home-schooled students must be accompanied by certification of registration with the superintendent of the local education agency that the student would have otherwise attended.

Applicants must graduate with a regular diploma or higher. Those applicants unable to provide a satisfactory secondary school credential may substitute acceptable high school equivalency scores. The minimum acceptable score for the GED is 450 with no sub-score less than 410. The minimum acceptable score for the HiSET is 10.

Tennessee public high school graduates' transcripts must include a notation indicating the student passed any required state proficiency exams, beginning with the class of 1983.

3. *Immunization:* Submit the health history form for Hepatitis B, Chicken Pox/Varicella, and Measles, Mumps, and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of the State Health Department or military immunization forms will be accepted in lieu of the health history form.
4. *Selective Service:* Male applicants between the ages of 18 and 26 must show proof of Selective Service registration. Applicants must meet this requirement prior to registration. Selective Service registration forms may be obtained from the Office of Admissions.
5. *Citizenship:* Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.
6. *Testing Requirements:* Nashville State will not use standardized scores for admission purposes, but may use them for advisement and placement purposes, in accordance with TBR Learning Support Policy No. 2:03:00:02.
 - a. Applicants may submit ACT or SAT scores that are no more than five years old to determine placement level. Request your report (<http://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html>) from American College Testing, Inc. NSCC's ACT code is 3983.
 - b. Testing for English as a Second Language will be required if the applicant does not have college level placement scores and the native language is not English.
 - c. Applicants have the option to undergo placement testing through NSCC to determine college level readiness.

- d. Applicants that do not submit standardized scores or take the college placement exam will automatically be enrolled in Learning Support co-requisite courses. Enrollment in those courses is mandatory due to the absence of test scores.

B. High School Course Requirements

1. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma.
2. Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum by the TBR who hold a high school diploma are exempt from the diploma requirements with the exception of those in T.C.A. § 49-7-110.
3. Admission will be granted for students who submit a high school diploma from a church-related school or home school as defined by T.C.A. § 49-50-801 and T.C.A. § 49-6-3050.
 - a. Church-related or home school students who do not present valid ACT, SAT, or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility consistent with TBR Learning Support Policy No. 2.03.00.02.
4. Out-of-State Applicants. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

C. Admission of Transfer Students

1. *Application:* Submit a completed application for admissions. All appropriate spaces must be completed on the application. Failure to submit a complete and accurate application will result in a delay in processing your application.
2. *Transfer Credentials:* Submit transcripts from all previously attended institutions. Transcripts should be mailed directly to the Office of Admissions from the sending institution. Electronic transcripts will also be accepted as long as they are submitted through a secure electronic transcript provider. For the convenience of the applicant, the college will accept "official" transcripts hand carried by the applicant, when they are in an envelope sealed by the Records Office of the previous college attended. If the seal has been tampered with in any way, the "official" designation of the transcript will be voided, and the applicant will be required to submit another "official" transcript. An initial evaluation of the transcript will be completed. Credentials must include a complete record of credits earned and college record of grades. Transcripts with "in progress" grades will be deemed unofficial. College prep course work taken at other TBR institutions will be

posted to the applicant's NSCC record and be considered in the number of attempted hours but are not counted as hours earned toward the program of study.

3. *High School Credentials:* Students are required to submit an "official" high school transcript, "official" GED score report or state approved high school equivalency exam results. If the student has earned an associate degree or higher from a postsecondary institution accredited by an agency recognized by the U.S. Department of Education, the student is not required to provide the official high school transcript, or HiSET/GED certificate showing a passing score. See "First-time Student" Item 2 for more details.
4. *Immunizations:* Submit the health history form for Hepatitis B, Chicken Pox and Measles, Mumps and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.
5. *Testing Requirements:* Applicants will have transcripts evaluated for proof of competency in the areas of reading, writing, and mathematics. Applicants lacking acceptable college level work in those areas may do one of the following:
 - a. Submit ACT or SAT scores that are no more than five years old.
 - b. Take the college placement exam to determine college level readiness.
 - c. Automatically be enrolled in Learning Support coursework. Enrollment in Learning Support would be mandatory due to the absence of test scores or successful completion of college level coursework.
 - d. English as a Second language testing will be required of applicants that do not have satisfactory English Composition I credit and English is not the native language.
6. *Citizenship:* Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.
7. *Selective Service:* Male applicants between the ages of 18 and 26 must show proof of Selective Service registration. Applicants must meet this requirement prior to registration. Selective Service registration forms may be obtained from the Office of Admissions.
8. Transfer applicants who do not meet the Admissions standards of NSCC or whose last term of enrollment resulted in academic suspension may be admitted on academic

probation and may be required to undergo placement assessment. Enrollment in those courses indicated by the results of the assessment is mandatory.

9. Transfer applicants whose last term of attendance at NSCC resulted in academic suspension and who are currently serving a suspension at another institution may meet with the Associate Vice President of Student Services and Student Life to begin the academic review process (See Academic Action Appeals). If admission is recommended by the Academic Review Committee, the applicant may be required to undergo placement assessment as noted in item 6 or 7 above.

D. Non-Degree Admission for Community College Applicants

1. Technical Certificates

- a. *Application*: Submit an application for admission.
- b. *High School Credentials*: Submit an official copy of high school transcript showing graduation with a regular or honors diploma or an "official" GED score report or state-approved high school equivalency exam results. Requirements for acceptable high school transcripts/state-approved high school equivalency are detailed in high school credentials for degree-seeking students.
- c. *Immunizations*: Submit the health history form for Hepatitis B, Chicken Pox and Measles, Mumps and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.
- d. *Citizenship*: Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.
- e. *Testing Requirements*: Placement assessment will be required if the certificate has college-level course work or learning support prerequisites. Applicants may complete one of the following:
 - i. Submit ACT or SAT scores that are no more than five years old.
 - ii. Take the college placement exam to determine college-level readiness.
 - iii. Submit an official copy of a college transcript(s) showing successful completion of college-level English and Math.

- iv. Automatically be enrolled in Learning Support coursework. Enrollment in Learning Support would be mandatory due to the absence of test scores or successful completion of college-level coursework.
- v. English as a Second language testing will be required of applicants that do not have satisfactory English Composition I credit and English is not the native language.

2. Special Student

- a. *Application:* Submit a completed application for admission.
- b. *High School Credentials:* Student must be high school graduates, have the GED or other state-approved high school equivalency exam. Documents showing graduation or state-approved high school equivalency must be submitted to the Office of Admissions. One exception to this requirement is students 18 years of age or older who have not earned a high school diploma, are not enrolled in high school and are seeking admissions only to pursue study in GED preparatory courses.
- c. *Immunizations:* Submit the health history form for Hepatitis B, Chicken Pox and Measles, Mumps and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.
- d. *Citizenship:* Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

There is no limit on the number of hours a special student can pursue. Although special students are not required to complete normal assessment procedures, they should realize that the content of college-level courses assumes mastery of fundamental knowledge, skills, and aptitudes required for the course. **Special students may not enroll in a college-level English or mathematics course, or in a course that has an English or mathematics prerequisite until they have provided evidence of adequate preparation for these courses.** This evidence may consist of college transcripts, or placement test scores/ACT or SAT examination scores, as well as English as a Second Language test score results. If placement scores cannot be provided, students will be required to enroll in Learning Support co-requisite courses.

If a special student decides to pursue an Associate degree, the student must meet all admissions requirements as described for the degree-seeking student.

3. Transient

- a. Application: Submit an application for admission.
- b. College Credentials: Submit official college transcript(s) or take the placement assessment if the student wishes to enroll in college-level English or math. Students may provide a Transient Student Approval Request form in lieu of official college/university transcripts. The form may be obtained online or from the Admissions Office.
- c. Immunizations: Submit the health history form for Hepatitis B, Chicken Pox and Measles, Mumps and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.
- d. Citizenship: Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

4. Dual Enrollment

To enroll in the Dual Enrollment program applicants must:

- a. Be a junior or senior in high school.
- b. Have a minimum sub-score of 19 on the ACT in math and reading and a sub-score of 18 on the English portion.
- c. Meet all prerequisites of the course or courses in which they wish to enroll.
- d. Have written permission from their high school principal or counselor and parent or guardian.
- e. Students who are 18 years of age or older at the time of application must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

5. Joint Enrollment

To enroll in the Joint Enrollment Program applicants must:

- a. Be a junior or senior in high school.

- b. Have a minimum sub-score of 19 on the ACT in math and reading and a sub-score of 18 on the English portion.
- c. Meet all prerequisites of the course in which they wish to enroll.
- d. Have written permission of parent or guardian.
- e. Students who are 18 years of age or older at the time of application must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

6. Academically Talented

To enroll as “academically talented/gifted” student applicants much:

- a. Be in the 9th, 10th, 11th, or 12th grades.
- b. Have a minimum overall G.P.A. of 3.2 on a 4.0 scale.
- c. Have a minimum sub-score of 19 on the ACT in math and reading and a sub-score of 18 on the English portion.
- d. Meet all prerequisites of the course in which they wish to enroll.
- e. Have written approval of high school principal or counselor and parent or guardian.
- f. Students who are 18 years of age or older at the time of application must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.

7. Audit and No-Credit Admission

- a. *Application:* Submit an application for admission.
- b. *Citizenship:* Effective October 1, 2012, the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires public colleges and universities to verify that any student seeking a state public benefit is either a United States citizen or lawfully present in the United States. Applicants must provide proof of citizenship or lawful presence. See the Admissions Office for acceptable documents.
- c. *Immunizations:* Submit the health history form for Hepatitis B, Chicken Pox and Measles, Mumps and Rubella vaccinations. Proof of vaccinations are only required if an outbreak were to occur. Forms may be obtained from the Office of Admissions or online. Official copies of State Health Department or military immunization forms will be accepted in lieu of the health history form.

- d. Enroll in classes on a space-available basis the first day of late registration. No late registration fee is assessed, and the enrollment in certain classes may be limited or denied based upon space availability.
- e. You may NOT change status from credit to audit or audit to credit once officially enrolled.
- f. The student is expected to attend class but does not receive a letter grade or credit for the course. "AU" will appear on the student's record for completion of an audit course. Audit hours are counted in determining a student's maximum course load.
- g. The student may NOT audit college-prep courses.
- h. A state employee may NOT use a fee waiver to audit courses.

SOURCES

- <https://policies.tbr.edu/policies/admissions>
- [Immunizations](#)
- [T.C.A. § 49-7-110](#)
- [T.C.A. § 49-50-801](#) and [T.C.A. § 49-6-3050](#)
- Section 504 of the [Rehabilitation Act of 1973](#) (Non-discrimination on the Basis of Handicap) and the [Americans with Disabilities Act of 1990](#)
- [T.C.A. § 49-7-124](#) and [T.C.A. § 49-7-125](#)
- [Rules of TN Board of Regents Chapter 0240-02-09](#), Student Immunization Requirements

RELATED POLICIES

- [TBR 2.03.00.00](#) Admission at the Community College
- [TBR Policy 2.03.01.01](#) Undergraduate Academic Retention Standards
- [TBR Policy 2.01.00.00](#) General Education & Degree Requirements, Sections II and III
- [TBR Policy 2.03.00.02](#) Learning Support
- [TBR Policy 3.05.01.00](#) Regulations for Classifying Students In-State and Out-of-State for the Purposes of Paying College
- [TBR Policy Early Postsecondary Opportunities 2.01.00.05](#) and [T.C.A. § 49-6-3111](#)

Approved by NSCC Cabinet 7/12/21