**ADMISSIONS**

**APPLICATION PROCEDURES**

South College operates on a quarter system with terms beginning in September/October, January, April, and June. Additionally, the college offers selected courses during mid-quarter sessions utilizing accelerated class calendars. Actual class start dates throughout the academic year are available in the Admissions Department.

To accommodate the experiential requirements of some programs, quarters may begin and end at alternate times. If so, the program will communicate this information to each admitted student on a timely basis.

Applications for undergraduate general admissions for programs offered at all locations can be completed at http://www.southcollegetn.edu/admissions/apply. An application fee of $50 must accompany the application. This fee is not refundable except as provided under the **Financial Information** section of this catalog.

*General admission to South College does not guarantee admission to specific programs. Please see the section of the catalog pertaining to the declared major for information relating to specific program acceptance.* Programs may require additional applications when applying to the major.

Applicants to graduate programs (PharmD, DPT, EdS, MHS in Physician Assistant Studies, MEd in Teacher as Instructional Leader and Elementary Education (K-5) Initial Licensure, MBA, MS in Nursing, MS in Criminal Justice, or Graduate Certificate programs) should visit the section of the catalog dedicated to these programs for information regarding all admission and application procedures and/or the website indicated above.

**STUDENT RIGHT TO KNOW**

To comply with federal regulations regarding the reporting of completion/graduation and transfer-out, South College annually prepares information regarding the completion/graduation rates within 150% of the normal time to complete the program and the transfer-out rates of *full-time, first-time students enrolled at the institution in the fall quarter* who are pursuing certificate and degree programs at the institution. You may review this information in the Consumer Information section of the South College website.

**GENERAL UNDERGRADUATE ADMISSION REQUIREMENTS**

In order to be considered for general undergraduate admittance to South College, the prospective student must (1) proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) **OR** evidence an earned degree from a regionally-accredited post-secondary institution with a minimum 2.00 cumulative grade point average, and (2) achieve a satisfactory score on the entrance examination administered by the college, the Scholastic Aptitude Test (SAT), the American College Testing exam (ACT), or meet the criteria established for acceptance as a transfer student. Applicants (other than those admitted as transfer students) must meet one of the following requirements.

1. Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.

2. Submit a minimum SAT combined score of 830. Essay section not required.

3. Submit a minimum ACT Assessment composite score of 17.

4. Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00.

Applicants who have completed their high school education through home schooling are required to submit proof of a minimum SAT or ACT score as indicated above, meet the criteria established for acceptance as a transfer student, or provide acceptable documentation of home schooling evaluation.

*Note: In order for admitted VA students to qualify for veteran related financial aid, South College must receive all official transcripts from previous post-secondary/training institutions by no later than the end of the second quarter of enrollment.* 16

*Note: The college administered entrance examination is required at the discretion of the college if test scores submitted are older than seven years.*

To facilitate the admissions process, unofficial documentation, such as copies of transcripts or grade reports, may be used to determine admission status.

Admission in good standing is granted when all general requirements are met. Where required, all documents submitted to the college become its property and will not be returned. Acceptance is conditional on receipt of all official documents required and admissions requirements met. South College may rescind acceptance if all official documents required by the college are not received within one quarter. The college does not admit students on a probationary basis.

Students who are citizens of countries other than the United States should refer to the section entitled **Admission of International Students.**

**BACKGROUND CHECKS/CRIMINAL HISTORY**

Acceptance into a South College program or completion of a program does not imply or guarantee that a student will be able to obtain licensure, certification, or employment. Several South College programs require field experiences during the curriculum (e.g., clinicals, internships, practicums, student teaching) and/or lead to a field that requires a license or certification. Background checks are required prior to matriculation into these programs and may further be required prior to the field experiences and/or licensure/certification. Students should be aware that a prior misdemeanor or felony arrest or conviction (or an event of this nature occurring during the program) may restrict the individual’s ability to gain admission into the program, progress into field experiential training, and/or obtain professional licensure or certification. It is the responsibility of the student to inform the program of any issues that may have occurred in the past or that arise during the program. The events may require voluntary withdrawal or administrative dismissal from the program. All students are responsible for learning the requirements for licensure within their home state or any state in which he/she wishes to practice to ensure ability to meet these requirements.

**ADMISSION OF NON-DEGREE/CERTIFICATE SEEKING STUDENTS**

**(UNDERGRADUATE ONLY)**

Enrollment in selected subjects is available to adults who wish to complete these courses for the purpose of personal enrichment. These students are classified as special subject students and are generally not required to meet admissions requirements. Students may attempt up to 36 credits in this status. There is no eligibility for Title IV funding while in this status. If a special subject student wishes to change his/her status at any time, for example to pursue a degree or certificate, the student must contact the Registrar staff. All admissions requirements must be met in order to do so. Credits earned in this status will be applied to the degree pursuit as applicable.

**ADMISSION OF VISITING STUDENTS (UNDERGRADUATE ONLY)**

Visiting status means that students are admitted only for a specified period of time, normally one quarter. Applicants for visiting status must file a regular application form and submit a statement from their dean or registrar that they are in good standing and have permission to take specific courses at South College for transfer to their own institution when satisfactorily completed. Since visiting students are not admitted as regular students, transcripts of college work completed elsewhere are not usually required of such applicants. Visiting students who wish to remain at South College longer than one quarter must meet all requirements for regular admission as transfer students.

**ADMISSION OF TRANSFER STUDENTS**

To be eligible for undergraduate general admission, transfer students must be a high school graduate from an acceptable high school or have earned the equivalent (GED) and meet the following stipulations:

1. Transfer from an accredited collegiate institution.

2. Have earned 24 quarter/16 semester hours with a cumulative grade point average of not less than 2.0 (only college level academic courses are applicable).

17

*Note: In order for admitted VA students to qualify for veteran related financial aid, South College must receive all official transcripts from previous post-secondary/training institutions by no later than the end of the second quarter of enrollment.*

Verifying documentation of the above requirements must be received by the institution and become property of the institution.

Students applying to graduate programs must meet the admissions and application procedures and requirements indicated for the associated program.

**Acceptable Accredited Collegiate Institution**

South College requires that prior coursework taken by transfer students or transfer credit requested for review be taken at an acceptable accredited collegiate institution. An acceptable accredited collegiate institution possesses either regional or national accreditation granted by an agency recognized by the U.S. Department of Education. Individual programs within South College may define additional criteria for acceptable accreditation to meet the requirements of specific programmatic accreditation.

**TRANSFER CREDIT**

**Undergraduate** – Credit for transfer work may be given if it was taken at an accredited collegiate institution, if it is equivalent to courses offered at South College, and if it carries a grade of C or better. Any coursework older than seven years, regardless of the institution at which it was taken, may be denied transfer credit due to the material being determined outdated. This also applies to courses taken at South College/Knoxville Business College/South College-Asheville. Transfer credit will not be given for developmental courses such as basic mathematics or English, or for skills courses such as keyboarding. Other skill courses completed, such as computer courses and medical lab courses, will be reviewed on an individual basis. Students should consult with the Registrar about questions related to acceptance of transfer credits. The institution reserves the right to request additional information about any courses requested for transfer evaluation.

Credits earned in non-accredited programs or at vocational institutions will not be accepted. Students transferring from such institutions may attempt to earn credit through the credit by examination process. South College does not award credit for experiential learning or for professional certification.

Acceptance of credits earned at other institutions is limited to 60% of the total hours required for the particular degree or certificate program. Credit for transfer work may not be awarded until the applicable official transcripts are received by South College.

*The college reserves the right to reject any or all credits from other institutions regardless of their accreditation status. The college reserves the right to refuse transfer credit for courses if the student’s subsequent grades in required courses in the same subject fall below a 2.0 average.*

**Graduate –** Policies for the acceptance of any graduate level transfer credit are determined by the associated program faculty within guidelines determined by the institution. Please review information in the section of the catalog dedicated to the program.