



Category
ADMISSIONS – 3:01:00:00
Approval
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Responsible Party: Vice President for Student Affairs

PURPOSE

This policy serves as the outline for admission requirements to Motlow State Community College in accordance with [Tennessee Board of Regents Admissions Policy 2:03:00:00](#).

POLICY STATEMENT

Motlow State Community College subscribes to the open door policy for admission. All prospective students, including online students, seeking admission to the college must meet applicable admission requirements as determined by their selected applicant admission type.

I. REQUIREMENTS

- A. Requirements for admission to the college and types of admission are published annually in the college catalog.
- B. All applications for admission must be received by the Office of Admissions and Records by the date published in the [Academic Calendar](#).
 1. Prospective students that fail to submit their application by the date published in the Academic Calendar must submit a written request to the Dean of Students requesting an exception to policy.
 2. Decisions on exceptions to this policy are the sole responsibility of the Dean of Students, whose decision will be final.
- C. All applicants shall be required to provide documentation for the applicant's admission type as specified in the college catalog for the term for which the applicant is requesting admission to the college.
- D. Applicants may be denied admission to the college or to a specific admission type if the applicant fails to provide the required documentation or if the applicant's credentials fail to meet the requirements specified in the college catalog for the term for which the applicant is requesting admission to the college.
- E. Admission requirements shall be reviewed annually.

II. ADMISSION TO THE COLLEGE

- A. The student types identified for admission purposes are defined in Section VIII. Each type is defined, specific requirements for admission of each type are listed, and additional information appropriate to that type is given.
- B. All correspondence regarding admissions should be mailed to the Office of Admissions and Records, Motlow State Community College, Department 520, P. O. Box 8500, Lynchburg, TN 37352-8500.

III. FINAL ACCEPTANCE

- A. All requirements for admission to the college should be met prior to the first day of classes for the first semester of enrollment.
- B. When all admission requirements have been met, the applicant will be notified by email sent to the student's email account indicating full acceptance for admission.
- C. If further action is necessary in order to establish eligibility for admission, the student will be advised.
- D. If any requirement is not completed during the first semester of attendance, the student will not receive a grade report for that semester; the student will not be allowed to register for an additional semester, and copies of the student's transcript will not be released until all admission requirements have been met. This process is the same for online and on-ground students.

IV. REGISTRATION

- A. Class registration must be completed before the published start date. Class start dates may be found in the [Academic Calendar](#).
- B. Students may not register for a class once it has started.
- C. Exceptions to the registration process may be granted by the appropriate academic dean after consultation with the Dean of Students or his or her designee.

V. NON-TENNESSEE RESIDENTS

- A. The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents.
- B. For the purpose of paying fees and tuition, all classifications will be made by the Office of Admissions and Records according to the policy set forth by the Tennessee Board of Regents. Copies of these policies are available from the Office of Admissions and Records upon request.

VI. REQUIREMENTS FOR SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements and are subject to change due to the availability of institutional resources.

- A. Adult College Express
 - 1. The Adult College Express (ACE) Program is a fast-track program designed for the highly motivated, independent adult student focused on completing his or her degree.
 - 2. In addition to meeting regular college admission requirements, students must complete the ACE Program Application.
 - 3. A personal interview may be required prior to acceptance into the ACE Program.
- B. Honors Program
 - 1. Students seeking admission to honors courses are eligible on the basis of past performance as measured by:
 - a. ACT scores
 - b. high school records
 - c. previous college-level coursework, and/or
 - d. college professor recommendations
 - 2. Students may be admitted to a course as follows:

- a. Students under 21 years of age must complete the ACT.
 - b. A composite score of 23 or above is preferred, and the student must present documented eligibility for collegiate level courses except mathematics and a high school GPA of 3.0 or higher.
 - c. Students may request an exception to the minimum ACT score from the Honors Director.
 - d. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the ACCUPLACER test and score high enough to be exempt from learning support requirements in English and reading.
 - e. Students eligible for dual and/or joint enrollment may enroll in honors courses.
 - f. Students who have taken collegiate courses in dual and/or joint enrollment arrangements and maintained a 3.0 collegiate average or students who have Advanced Standing credit in English, Advanced Placement credit, or CLEP credit may enter the Honors Program but will be required to complete the same number of honors hours as any other honors scholar.
 - g. Students who fail to meet the requirements listed above may still enroll in honors courses upon the recommendation of the Honors Director or the faculty member teaching the honors course in which the student wishes to enroll.
 - h. After admission to honors course(s) and successful completion of said course(s) with a 3.0 or better, students are eligible for continued enrollment in specific sequential honors courses.
- C. Nursing Program
1. Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college in addition to the following:
 - a. Complete a nursing application
 - b. Take the HESI Nursing Entrance Examination
 - c. Comply with all provisions of the Learning Support Program
 2. For information concerning testing dates, visit the nursing web page at www.mscc.edu/nursing and click the link to the HESI entrance exam.
 3. Upon review of all applicants to the nursing program who have completed the admission procedure, the Dean of Nursing and Allied Health will compile a list of applicants ranked according to admission criteria.
 4. This list of candidates for the program as well as those applicants not chosen will be submitted to a selection committee for review.
 5. The selection committee will include the following:
 - a. Dean of Students
 - b. Vice President for Academic Affairs or his or her designee
 - c. Dean of Nursing and Allied Health
 - d. Nursing faculty member
 - e. One graduating second-year generic student and one LPN transition student chosen by the Dean of Nursing and Allied Health
 6. The committee will verify test scores and calculations using student name and ID number without any other distinguishing characteristics. (Policy No. NURS-03-01, Revised 7/05/05)
 7. The generic nursing class is admitted annually in the fall semester.
 8. The LPN bridge class is admitted annually in the summer semester.
 9. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Academic advisement is recommended to plan an appropriate program of study.
 10. Transfer or readmit students who wish to enter the nursing program must have a two-year currency in nursing courses and a five-year currency in required natural sciences as well as meet all other requirements for transfer or readmission as outlined in the [Nursing Student Handbook](#).

VII. DEGREE AND CERTIFICATE-OF-CREDIT SEEKING STUDENTS

A degree or certificate-of-credit seeking student is defined as a student taking courses either online or on-ground for credit who intends to complete an associate degree or certificate of credit at Motlow State Community College.

VIII. STUDENT TYPES FOR ADMISSION

- A. The following student types have been identified at Motlow State Community College for admission purposes:
1. New Freshman Student
 2. Transfer Student
 3. Readmit Student
 4. Audit-Only Student
 5. Special Student for Credit
 6. Joint Enrollment Student
 7. Dual Enrollment Student
 8. Transient Student
 9. 60-Year-Old or Older Audit Student
 10. 65-Year-Old or Older Credit Student
 11. International Student
 12. Academically Talented/Gifted Student
 13. Totally and Permanently Disabled Student
- B. In the following paragraphs, each of the student types named above is defined, the specific requirements for admission are listed, and additional information appropriate to that type is given.
- C. A prospective student seeking admission to the college must complete the requirements for the student type which has been chosen for entry into the college.
- D. New Freshman Student
1. A new freshman student is a student who is pursuing a degree or certificate-of-credit program and has never attended college.
 2. To be admitted as a new freshman student, the applicant must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of high school graduation.
 - (1) Applicants with a **regular high school diploma** should request that the high school send their official transcript noting a graduation date and proficiency examination passing scores directly to the Office of Admissions and Records.
 - (2) Applicants with a **General Education Development (GED)** examination diploma must request that the testing center send evidence of satisfactory completion of the exam; satisfactory completion is a comprehensive score of 45, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
 - (3) Applicants with an **American Council on Education (ACE) External Diploma (EDP)** diploma must request a transcript showing the completion of the 65 required competencies be sent from the Board of Education where the diploma was awarded to the Office of Admission and Records.
 - (4) Applicants who graduated from **nonpublic high schools** (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T. C. A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential must provide acceptable scores on the GED examination.
 - (5) Applicants who received a **high school certificate or a diploma of special education** may be admitted on the basis of passing GED/HiSET or EDP scores accompanied by ACT scores and high school transcripts.

- c. Submit ACT/SAT scores.
- (1) Provide an official ACT/SAT report if the applicant is younger than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.)
 - (2) ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants who are under 21 years of age without ACT/SAT scores or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test.
 - (3) ACT/SAT scores on the high school transcript that are less than five years old are acceptable.
 - (4) If the scores are not on the high school transcript, the applicant must request an official ACT report be sent directly from the American College Testing Program, Box 451, Iowa City, IA 52243 to the Office of Admissions and Records (For more information, contact ACT directly at 319-337-1320.)
 - (5) Assessment and Learning Support Courses. A student deficient in algebra will be required to take the appropriate mathematics portions of the ACCUPLACER test unless the student's valid ACT composite score is 26 or greater.
- d. Provide proof of immunizations.
- (1) Varicella Immunization (Chicken Pox)
Applicants who enroll as full-time students who were born in 1980 or later must provide:
 - (a) Documentation of 2 doses of Varicella vaccine given at least 28 days apart, excluding doses given earlier 4 days before the first birthday, or
 - (b) History of chicken pox illness diagnosed by a health care provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, or
 - (c) Documentation of blood test (serology) showing immunity to Varicella.
 - (d) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
 - (2) MMR Immunization
Applicants who enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of MMR (measles, mumps and rubella) vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later.
 - (a) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
 - (3) Hepatitis B Immunization
 - (a) Applicants must complete and submit the Hepatitis B Immunization Health History form to the Office of Admissions and Records.
 - (b) Applicants are not required to complete the shot series unless they are an Allied Health and Nursing student.
 - (c) Students under the age of 18 must submit to the Office of Admissions and Records the form with a parent's or legal guardian's signature prior to registering for classes.
 - (d) All Allied Health and Nursing students are required to submit proof of Hepatitis B Immunization.
 - (e) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
- e. Provide proof of citizenship.
Show proof by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory.
For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>.
- f. Provide proof of draft registration.
- (1) Male applicants born in 1960 or later who have attained the age of 18 must have registered for the draft before registering for classes.
 - (2) If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled.
 - (3) Draft registration may be completed online at www.sss.gov.

- g. Complete placement testing.
All degree-seeking students are required to take a placement test unless exempted by ACT/SAT scores or transfer credit. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.

E. Transfer Student

1. A transfer student is a degree or certificate-of-credit seeking student who has not previously attended the college and is transferring from another college or university. (A student who has previously attended the college and transfers from another institution is a "readmit" student.) To be admitted as a transfer student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit a high school transcript unless a baccalaureate degree has been earned.
 - c. Request that an official transcript from each college or university previously attended by the applicant be forwarded directly to the Office of Admissions and Records.
 - (1) An official transcript has the granting institution's seal and is either mailed, is hand delivered in a sealed school envelope, or faxed with a cover from the prior institution directly to the Office of Admissions and Records.
 - (2) All transcripts must be on file prior to registration.
 - d. Proof of Citizenship: Show proof by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to:
<http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>
 - e. Two Varicella Immunizations (Chicken Pox) (See additional requirements under New Freshman Student type above).
 - f. Two MMR Immunizations (See additional requirements under New Freshman Student type above).
 - g. Hepatitis B Immunization (See additional requirements under New Freshman Student type above).
 - h. Draft Registration (See additional requirements under New Freshman Student type above)
 - i. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.
2. All collegiate-level transfer coursework for each student who is degree-seeking or certificate-of-credit seeking will be evaluated according to the following criteria:
 - a. Course similarity within the programs enrolled in at the college.
 - b. Courses with similar content taught at the same level as the college.
 - c. Same credentialing requirements for faculty at the transferring institution.
3. Credit toward degree or certificate program requirements will be given for transfer coursework that meets all criteria.
 - a. Grades for any course accepted as transfer credit will be used in computing the cumulative grade point average.
 - b. Student's transcript evaluations, once reviewed, will be available for student access through [MyMotlow](#).
 - c. Mechatronics courses will be evaluated by the Director of Career Readiness.
4. Transfer students should be eligible to re-enter the school from which they are transferring.
 - a. A transfer student who is not academically eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee through the Dean of Students if he/she feels extenuating circumstances have contributed to the suspension from the previous institution.
 - b. A transfer student who is allowed to enter the college through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study.
 - c. The student will enter on probation.
 - d. To appeal, the student must complete an academic suspension appeal form from the Motlow State Community College website and bring or mail the completed form along with a copy of a transcript reflecting all previous college work to the Office of Student Affairs prior to the deadline.
 - e. Appeals will be heard by the committee on the day set forth in the calendar each semester.

- f. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.
- g. The student should confirm the date with the Office of Student Affairs.
- h. Through the Office of Student Affairs, the suspension status for a student may be removed once the appeal is approved by the Student Affairs Committee.

F. Readmit Student

- 1. A readmit student is a student who has previously taken credit classes at the college but did not attend the preceding term (summer excluded).
- 2. To be admitted as a readmit student, a person must ~~do~~ complete the following:
 - a. Submit a completed Application for Readmission to the Office of Admissions and Records (no fee).
 - b. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending the college. All transcripts must be on file prior to registration.
 - c. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.

G. Audit-Only Student

- 1. An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled.
- 2. Learning support courses may not be taken for audit status.
- 3. A student who attends a class with audit status will receive no credit and no grade.
- 4. Enrollment with audit status is reflected on the academic record as AU for "audit."
- 5. To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the semester in which he/she plans to audit a course.
- 6. To be admitted as an audit-only student, a person must submit a completed Application for Admission to the Office of Admissions and Records.
- 7. A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the semester or a student who has audited a course may take it for credit at a later time.
- 8. However, a student will not be allowed to change from audit to credit or from credit to audit after the last day to add a class as designated in each semester's class schedule.
- 9. Students auditing college-level English or mathematics courses may not change to credit status unless they have undergone placement testing or are otherwise exempt from placement testing.
- 10. Enrollment for audit may be subject to space availability.

H. Special Student for Credit

- 1. A special student for credit is a student who is taking one or more courses for credit at the college but is not pursuing a degree or certificate-of-credit program.
- 2. To be admitted as a special student for credit, a person must ~~do~~ complete the following.
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Provide proof of high school graduation by one of the following:
 - (1) High school transcript noting either regular diploma or state proficiency tests passed (Tennessee residents only) and graduation date.
 - (2) GED if taken before 2002 or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher, in addition
 - (3) Official transcript from the last college/university If the student has attended any college/university
- 3. Show proof of citizenship by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>
- 4. Special students for credit 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 appropriate ACT,

assessment scores, or prior college coursework showing evidence of adequate preparation for these courses.

5. See section entitled "Learning Support Program" for ACCUPLACER Test information.
6. Special students for credit who change to degree-seeking status must meet all admission requirements for the degree-seeking student category which they are pursuing.

I. Transient Student (Summer Semester Only)

1. A transient student is a student from another institution who takes classes during the summer term at the college and transfers the credit to the home institution.
2. Transient students must be eligible to re-enter the home institution.
3. To be admitted as a transient student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records or
 - b. In the event that the student has previously attended the college, submit a completed Application for Readmission to the Office of Admissions and Records.
4. Show proof of citizenship by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>
5. To be able to register for summer classes on May 1, transient students must have a letter of good standing and a partial transcript if a class is needed as a pre-requisite.
6. These should be forwarded directly to the Office of Admissions and Records from the college or university where the applicant is regularly enrolled.
7. A final transcript from the college or university must be sent to Motlow State Community College at the end of spring term before a transcript can be sent to the home institution.
8. A transient student must submit an official request to the Office of Admissions and Records to have an official transcript forwarded to the home institution at the end of the summer term.

J. Sixty-Year-Old or Older Student

1. This student type is a student who is sixty (60) years old or older and is domiciled in Tennessee and who is enrolled only as an audit student.
2. This student type may audit credit courses without payment of a maintenance fee.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a sixty-year-old audit student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of age.

K. Sixty-Five-Year-Old or Older Credit Student

1. This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit.
2. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester hour of enrollment up to a maximum of \$70.00 per semester.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a sixty-five-year-old student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of age.
 - c. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - (1) Official report of a comprehensive GED score of 45 or more, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher
 - (2) Official high school transcript or other proof of graduation from high school
 - (3) Official EDP transcript indicating the 65 required competencies
 - (4) Evidence of graduation from a college or university

L. Totally and Permanently Disabled Student

1. This student type is a person who is domiciled in Tennessee and is totally and permanently disabled, as defined by the Tennessee Board of Regents.
2. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester credit hour of enrollment up to a maximum of \$70.00 per semester.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a totally and permanently disabled student, a person must complete the following.
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit certificate of disability or affidavit from a physician or appropriate agency.
 - c. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - (1) Official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education.
 - (2) Official report of a comprehensive GED score of 45, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
 - (3) Official EDP transcript indicating the 65 required competencies.
 - (4) Evidence of graduation from a college or university.
 - d. Provide an official ACT/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants without ACT/SAT scores or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than five years old are acceptable.
 - e. See section entitled "Learning Support Program" for ACCUPLACER Test information.

M. International Student

1. An international student is a student who is a citizen or a permanent resident of a country other than the United States.
2. To allow adequate time for processing the application and completing the visa documents, the application for admission and all documentation must be submitted by July 15 for the fall semester enrollment, November 15 for the spring semester and April 1 for summer enrollment.
3. To be admitted as an international student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 on the paper-based test or at least 173 on the computer-based test or at least 61 on the Internet-based test or an official Michigan Test with a score of 72 or greater be forwarded to the Office of Admissions and Records. (The TOEFL and Michigan Test are not administered at Motlow State Community College.)
 - c. Submit a completed financial statement form. This form can be obtained in the Office of Admissions and Records.
 - d. Submit evidence of high school graduation, an official report of a comprehensive GED score of 45, if taken before 2002 or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher, an official EDP transcript indicating the 65 required competencies, or graduation from a college or university.
 - e. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended. Applicants must furnish transcripts of all secondary school and college level studies accompanied by official English translations. The applicant is responsible for paying any cost for official translation of foreign language transcripts.
 - f. Provide an official ACT/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants without ACT/SAT scores

or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than five years old are acceptable.

- g. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
- h. If applying for admission pursuant to a student visa, submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes. Failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.
- i. Complete the entire ACCUPLACER test if the student does not have valid ACT/SAT scores. See section entitled "Learning Support Program" for ACCUPLACER Test information.
- j. Obtain health and accident insurance as a condition of admission and continued enrollment at the college. Minimum requirements for coverage set up by the Tennessee Board of Regents are specified on the insurance form provided by the Office of Admissions and Records.

N. Early Admission

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1. Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12.
2. Three categories—Joint Enrollment, Dual Enrollment and Academically Talented/Gifted—are defined to provide the opportunity for early admission.

O. Joint Enrollment

1. Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit.
2. The joint enrollment category is for the student who has completed the sophomore year in high school and is still involved in a high school program of study.
3. The following conditions must be met for a student to be eligible for enrollment as a joint enrollment student:
 - a. The 9th and 10th grades have been completed.
 - b. Have at least a 3.0 unweighted cumulative high school GPA. For career, technical, and education courses a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education.)
 - c. The student's parent or guardian must approve the student for joint enrollment by signing the Parent/Guardian portion of the Dual/Joint Enrollment Form (located on page two of the Dual/Joint Enrollment Application).
 - d. The high school counselor must certify the student by completing and signing the High School Counselor/Principal section of the Dual/Joint Enrollment Application.
4. The student wishing to enroll in a non-mathematics joint enrollment course must provide an official ACT/ACT Plan report with the required sub-score as outlined below (c and d). A student wishing to enroll in a joint enrollment mathematics course must meet enrollment standards set below (a or b.) Students who are homeschooled are required to meet ACT standards as outlined in a, c, and d. Students who wish to take:
 - a. A collegiate mathematics course (non-Calculus track) or courses for which a mathematics course serves as a prerequisite course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater; or
 - b. Students may enroll in a non-Calculus track collegiate course provided they have a 3.0 unweighted GPA in all Integrated Mathematics Courses or must have a 3.0 unweighted GPA in any of the following courses a student has completed: Algebra I, Algebra II, Geometry, Trigonometry, and Pre-Calculus (a minimum of three of these courses must be completed for GPA calculation).
 - c. A collegiate science course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater.

- d. Any other collegiate course (for example, English, history, music, psychology) must have a reading sub-score of 19 or greater and an English sub-score of 18 or greater, or have a minimum of a 3.0 GPA in all of the student's high school English courses.
- 5. Comparable SAT/PSAT scores may substitute for ACT/ACT Plan scores for purposes of joint admission and enrollment as outlined below:

SUBJECT/TEST CATEGORY	ACT/ACT PLAN SUBJECT SCORE	SAT/PSAT SUBJECT SCORE	ACCUPLACER SCORE	PLACEMENT
Writing	English 18-36	Evidence Based Reading & Writing 490-800	Sentence Skills 92-120	ENGL 1010
Math	Math 19-36	Math 500-800	Elementary Algebra 92-120	College-level Math course
Reading	Reading 19-36	Evidence Based Reading & Writing 500-800	Reading Comprehension 85-120	College-level

- 6. ACT/ACT Plan scores on the high school transcript are acceptable. Applicants without ACT/ACT Plan scores or with ACT scores that are more than five years old should contact the Testing Center to schedule an ACT test.
- 7. Prospective joint enrollment students with valid ACT scores below the required minimum scores for college-level reading, English, and/or math may challenge their placement by taking one or more portions of the ACCUPLACER test.
 - e. Students wishing to take the ACCUPLACER test will not be charged a fee for their first attempt.
 - f. The college charges \$10.00 to challenge each portion of the test or \$20.00 to challenge the entire test. Fees are payable at the time the test is taken.
 - g. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.
- 8. Prospective joint enrollment students who present without scores, or with only ACT Plan scores may not challenge the placement through the ACCUPLACER test.
- 9. Prospective joint enrollment students without valid ACT scores, may take either the National ACT test or the Residual ACT Test.
 - a. Scores from the Residual ACT Test are only valid at Motlow State Community College.
 - b. The Residual ACT Test is administered on select dates on the Moore County campus only. Students should contact the Testing Center for information about test dates and special accommodations.
- 10. Any joint enrollment student seeking to enter the mechatronics certificate program must have the following:
 - a. High school GPA of 2.0
 - b. Recommendation by the high school guidance counselor or principal.
 - c. Prospective joint enrollment mechatronics students must also have a minimum math score of 17 on the ACT.
 - d. A prospective joint enrollment mechatronics student presenting without the ACT score, must take the math portion of the ACCUPLACER test and receive a minimum score of 17 in order to be admitted to the program.
- 11. Students 18 years of age or who turn 18 years of age during joint enrollment classes must submit proof of citizenship. Acceptable forms of Proof of Citizenship include the following:
 - a. Copy of valid regular Tennessee driver's license (Temporary driver's license is not acceptable), or
 - b. Copy of official birth certificate issued by a U.S. state, jurisdiction, or territory.
 - c. For more information go to: <http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>
- 12. When the conditions have been met, the prospective joint enrollment student must complete the following:

- a. Submit a completed Dual/Joint Application for Admissions application packet to the Office of High School Partnership Programs. Signatures on the Dual Enrollment Form page of the dual enrollment application packet must be included for the application to be valid.
- b. Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of High School Partnership Programs, Motlow State Community College, P.O. Box 8500, Dept. 265, Lynchburg, TN 37352-8500.

P. Dual Enrollment

1. Dual enrollment is the enrollment of a high school student in one or more college courses for which the student will be awarded both high school and college credit.
2. Dual enrollment opportunities are available for students whose high schools have consensual agreements with the college to offer college-level credit for which both high school units and college credits are awarded simultaneously.
3. Unless enrolling in a program covered by a Motlow State Community College Memorandum of Understanding (MOU) agreement, requirements for the dual enrollment program are:
 - a. Be a junior or senior in high school or qualify as an Academically Talented/Gifted Student.
 - b. Have at least a 3.0 unweighted cumulative high school GPA. For career, technical and education courses a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education).
 - c. The student's parent or guardian must approve the student for dual enrollment by signing the Parent/Guardian portion of the Dual Enrollment Form (located on page two of the Dual/Joint Enrollment Application).
 - d. The high school counselor must certify the student by completing and signing the High School Counselor/Principal section of the Dual/Joint Enrollment Application.
4. To be eligible to enroll in non-mathematics dual enrollment coursework, the student must either provide an official ACT/ACT Plan report with the required sub-score as outlined in 4c-4e; to enroll in mathematics dual enrollment coursework, the student must meet requirements as outlined in 4a or 4b. Students who are homeschooled are required to meet ACT standards as outlined in 4a, 4c and 4d. Students who wish to take:
 - a. A collegiate mathematics course (non-Calculus track) or courses for which a mathematics course serves as a prerequisite course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater; or
 - b. A collegiate mathematics course (non-Calculus track) must have a 3.0 unweighted GPA in all Integrated Mathematics courses or must have a 3.0 unweighted GPA in any of the following courses a student has completed: Algebra I, Algebra II, Geometry, Trigonometry, and Pre-Calculus (a minimum of three of these courses must be completed for GPA calculation).
 - c. A collegiate science course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater.
 - d. Any other collegiate course (for example: English, history, music, psychology) must have a reading sub-score of 19 or greater and an English sub-score of 18 or greater, or the student must have a minimum of a 3.0 GPA in all of the student's high school English courses.
 - e. Comparable SAT/PSAT scores may substitute for ACT/ACT Plan scores for purposes of dual admission and enrollment as outlined below:

SUBJECT/TEST CATEGORY	ACT/ACT PLAN SUBJECT SCORE	SAT/PSAT SUBJECT SCORE	ACCUPLACER SCORE	PLACEMENT
Writing	English 18-36	Evidence Based Reading & Writing 490-800	Sentence Skills 92-120	ENGL 1010
Math	Math 19-36	Math 500-800	Elementary Algebra 92-120	College-level Math course
Reading	Reading 19-36	Evidence Based Reading & Writing 500-800	Reading Comprehension 85-120	College-level

- f. ACT/ACT Plan scores on the high school transcript are acceptable.
 - g. Applicants without ACT/ACT Plan scores or with ACT scores that are more than five years old should contact the Testing Center to schedule an ACT test.
 - h. Prospective dual enrollment students with valid ACT scores below the required minimum scores for college-level reading, writing, and/or math may challenge their placement by taking one or more portions of the ACCUPLACER test.
 - (1) Students wishing to take the ACCUPLACER test will not be charged a fee for their first attempt.
 - (2) The college charges \$10.00 to challenge each portion of the test or \$20.00 to challenge the entire test. Fees are payable at the time the test is taken.
 - (3) Students can challenge placement no more than two times.
 - i. Prospective dual enrollment students who present without scores or with only ACT Plan scores may not challenge the placement through the ACCUPLACER test.
 - j. Prospective dual-enrollment students without valid ACT scores must take either the National ACT test or the Residual ACT Test. Scores from the Residual ACT Test are only valid at Motlow State Community College.
 - k. The Residual ACT Test is administered on select dates on the Moore County campus only. Students should contact the Testing Center for information about test dates and special accommodations.
 - l. Any dual enrollment student seeking to enter the mechatronics certificate program must have:
 - (1) High school GPA of 2.0
 - (2) Recommendation by the high school guidance counselor or principal.
 - (3) Minimum math score of 17 on the ACT.
 - m. Students 18 years of age or who turn 18 years of age during dual enrollment classes must submit proof of citizenship. Acceptable forms of proof of citizenship include:
 - (1) Copy of valid regular Tennessee driver's license (Temporary driver's license is not acceptable), or
 - (2) Copy of official birth certificate issued by a U.S. state, jurisdiction, or territory.For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>
 - n. When the above conditions have been met, the prospective dual enrollment student must complete the following:
 - (1) Submit a completed Dual/Joint Application for Admissions packet to the Office of High School Partnership Programs.
 - (2) Signatures on the Dual Enrollment Form page of the dual enrollment application packet must be included for the application to be valid.
 - (3) Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of High School Partnership Programs, Motlow State Community College, P.O. Box 8500, Dept. 265, Lynchburg, TN 37352-8500.
 - o. Courses taken must be chosen by the student in consultation with the high school counselor in order to supplement, and not overlap, the total high school program.
 - p. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to the college.
- Q. Academically Talented/Gifted Students
- 1. Chapter 395 of the Public Acts of 1983 specifies as follows:
 - a. "Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such a placement is a part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process."
 - b. The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment as an academically talented/gifted student:
 - (1) The student is enrolled in grade 9, 10, 11, or 12. If a student is in the 9th grade, he/she has completed at least one grading period.

- (2) The cumulative grade point average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment is equivalent to 3.2 or more on a 4.0 maximum basis.
 - (3) Enrollment in courses is part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process.
 - (4) The high school principal must approve the student for academically talented/gifted enrollment and submit a letter of recommendation, a transcript, and a copy of the student's Individual Education Program (IEP) to the Vice President for Academic Affairs or his or her designee. Courses to be taken are to be identified in the IEP.
- c. The school principal will be notified of action taken on the recommendation.
 - d. If the proposed enrollment is approved by the Vice President for Academic Affairs or his or her designee, the prospective student should submit a completed Application for Admission to the Office of Admissions and Records.
 - e. Courses taken must be those courses specifically identified in the student's Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to the college.