

Pellissippi State is committed to serve the post secondary educational needs of the community. The College develops specific admissions policies consistent with the TBR policy. The College provides opportunities for collegiate education to all qualified applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status, or disability. In order to be admitted as a credit student, individuals must meet the requirements of admission to the category for which they are applying. The requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

DEGREE ADMISSION

Applicants seeking admission to Pellissippi State to enroll in credit courses for a degree must comply with the following requirements:

- Submit a completed application for admission along with a nonrefundable application fee.
- Provide official academic transcripts and test scores as applicable.
- Submit immunization documents:
 1. Certificate of Immunization or proof of two doses of measles, mumps and rubella (MMR) vaccines.
 2. Hepatitis B health history form (may be completed online if over 18 years of age).
 3. Certificate of Immunization or proof of two doses of varicella (chicken pox) vaccine.

Admission of First-time Freshmen

Graduation from high school. Except as provided for below in the section on General Educational Development certificate (GED), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The high school transcript must be a “regular” or “honors” diploma. A special education diploma or certificate does not meet this requirement. The transcript of a graduate of a Tennessee public high school must include a notation that the student passed the required proficiency examination.

GED (General Educational Development) certificate. Applicants for degree admission as first-time freshmen may present a GED certificate in lieu of a high school diploma provided that their composite GED score is at least 450, with no individual score below 410.

Admission of Transfer Students

Any degree-seeking applicant who has attended another college or university shall be considered a transfer student. Transfer students who earned credits but not a degree at another college and are eligible for readmission to the last institution attended are eligible for admission to Pellissippi State. Those who do not meet the readmission standards of the last institution attended may be admitted on academic probation or other established condition. People who have a degree or certificate equivalent to the associate's degree in a particular field who wish to take additional courses are eligible for admission.

Transfer students must meet the criteria outlined above for degree admission and must submit official transcripts from each school previously attended to Enrollment Services.

Readmission to Pellissippi State

A student who has not attended Pellissippi State for three consecutive terms must complete a new admissions application and is not required to pay the application fee if it was paid previously. If the student has attended any other college(s) since leaving Pellissippi State, he or she must submit complete transcript(s) from the college(s) attended in addition to the admissions application.

Placement Testing of Degree Admission Students

For admission to a degree program, an applicant must meet one of these two criteria:

- Applicants who have not attended college previously must submit valid ACT or SAT scores. Valid ACT or SAT scores are those earned within three years prior to the first day of the first term of enrollment. Applicants without valid ACT or SAT scores must take the COMPASS test. Applicants who do not show proficiency in basic academic competencies in mathematics, English and/or reading must complete a placement test prior to registering for classes. The results of the placement test will determine the learning support courses the student is required to take. Such students may not be enrolled in regular college-level courses that require that competency as a prerequisite until they have satisfactorily met the exit criteria of the appropriate learning support course(s).
- Transfer students whose previous academic records from a college or university indicate college-level English and/or mathematics proficiency will not be required to take a placement test. Students whose records do not include such transfer credit in English and mathematics must take a placement test.
- Students who do not meet minimum placement test score requirements in English and Reading cannot be admitted to the College.

ACT, SAT, COMPASS and Placement Test cut-off scores are listed below:

ACT, SAT, and COMPASS

Subject/ Test Category	ACT Subject Score	COMPASS Score	SAT Subject Score (Critical Reading for READ & ENGL)	
English	1-12	1-32	0-380	Refer to Test Prep prior to Placement Testing.
	13-17	33-76	390-440	Must Take Placement Tests
	18-36	77-99	450-800	College-Level
Mathematics	1-12	1-15	0-340	Refer to Test Prep prior to Placement Testing
	13-18	16-37	350-450	Must Take Placement Tests
	19-36	38-99	460-800	College-Level
Reading	1-12	1-57	0-380	Refer to Test Prep prior to Placement Testing.
	13-18	58-82	390-450	Must Take Placement Tests
	19-36	83-99	460-800	College-Level

PLACEMENT TESTS: eWrite, Reading Diagnostic, PSCC Math Placement Test

Subject/Test Category	Placement Test Score	Course Placement
English	2, 3, or 4*	ENGL 0800/0820
	5	ENGL 0810/0820
	6	ENGL 0820 with ENGL 1010
	7 or 8	College-level
Mathematics	0, 1, 2, or 3	MATH 0800/0820
	4 or 5	MATH 0820 & 10 week MATH class if possible
	5.9	College-level
Reading	1-129*	READ 0800/0820
	130-174	READ 0810/0820
	175-200	College-level

*Students with a 2 or 3 on the ENGL Placement test **AND** below 100 on the READ Placement test cannot be admitted to the College.

Students admitted to degree programs may later prove deficient in a basic academic competency. Upon verification of the deficiency through placement testing, such students will be withdrawn from the relevant course(s) with a grade of W and may not re-enroll until they have met all exit criteria of the appropriate learning support course(s).

NON-DEGREE ADMISSION

Special Admission

A “special” student is one who is not working toward a degree. To be admitted as a special student, a person must hold a regular high school diploma or a GED certificate or have the approval of the assistant vice president of Enrollment Services. Exceptions may be made as listed in the high school section below. Special students must (1) meet entry-level standards for each course in which they enroll, (2) be able to complete assignments, and (3) be able to read and write

at the required level.

Special students who wish to take college-level English or math courses or to take another college-level course that is the second course in a two-course sequence (e.g., Accounting I and II) must (1) satisfy all learning support requirements indicated by the placement test or (2) provide evidence that they have successfully completed all college-level prerequisites or (3) provide evidence of other equivalent experiences before enrolling. Special students are not eligible for financial aid.

If a student wishes to change to degree-seeking status, the student must meet the mandatory placement criteria for degree-seeking students.

High School Students

Dual enrollment of high school students. 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 units. Pellissippi State's dual enrollment program is called Fast Forward and is a cooperative effort between Pellissippi State and high schools in Knox and Blount counties and Pellissippi State and qualified home school students. Qualified high school students may accelerate their college education through dual enrollment courses; all requirements of both the high school and Pellissippi State must be met by students participating in the program.

Students enrolling in general education courses must meet the requirements specified for admission of degree-seeking students and the requirements of specific courses as outlined on the Fast Forward website.

Joint enrollment of high school students. Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college units. High school students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983 are eligible for special admission:

With the recommendation and approval of the high school principal and the assistant vice president of Enrollment Services, academically talented/gifted students enrolled in grades 9, 10, 11 or 12 in public or private high schools in Tennessee may enroll in and receive regular college degree units from Pellissippi State if the students have a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the students' planned Individual Education Program (IEP) as established by the multidisciplinary team process.

Early admission of first-time freshmen. The following procedures apply to the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of this category of applicants shall be the following:

- Completion of grades 9, 10 and 11 with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- A valid ACT composite score of at least 22.
- Written endorsement for each semester of attendance from the applicant's high school

principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.

- Written endorsements for each semester of attendance from the applicant’s high school counselor and from the applicant’s parents or guardians.

GENERAL REQUIREMENTS

Residency Classification

Upon a student’s admission to the College, Enrollment Services classifies each student as resident or nonresident.

The following determines in-state and out-of-state status for fees and tuition purposes for college credit courses. The fee policies are defined by the State University and Community College System of Tennessee:

- Everyone domiciled* in Tennessee is classified in-state for fee, tuition, and admission purposes.
- Everyone not domiciled in Tennessee is classified out-of-state for said purposes.
- The domicile of an “unemancipated person”** is that of his or her parent (i.e., father or mother, or non-parental guardian or legal custodian provided the guardianship or custodianship was not created primarily to create in-state status).
- Tennessee College of Applied Technology (TCAT) students who are out-of-state residents do not pay additional fees because of residency.
- Unemancipated students of divorced parents are in-state when one parent, regardless of custodial status, is domiciled in Tennessee.
- A graduate of any out-of-state high school must prove Tennessee residency before receiving in-state tuition status.
- The spouse of a student classified as in-state shall also be classified as in-state.
- International students will pay out-of-state tuition and cannot establish Tennessee residency.
- Students classified by Immigration as a Permanent Resident, Resident Alien, Refugee, or Immigrant may be charged in-state fees if domiciled in Tennessee.
- Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee are classified out-of-state but are not required to pay out-of-state tuition. The student must provide proper documentation each semester.

* Domicile—a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

** Emancipated person—a person who is eighteen years old, and whose parents have entirely surrendered the right to his/her care, custody, and earnings and are no longer under any legal obligation to support or maintain him/her.

Enrollment Services may require proof of relevant facts regarding residency. Students who disagree with the initial residency decision may appeal to the director of Admissions and Communication Center. Students who still disagree may appeal in writing to the assistant vice president of Enrollment Services.

In order to comply with the Tennessee Eligibility Verification of Entitlements Act, Pellissippi State must verify the citizenship or lawful presence of students who apply for admission and are assigned a residency category that is eligible for state benefits. State benefits include in-state tuition, lottery scholarship, academic scholarship, or any other form of tuition assistance or waiver funded with state-appropriated funds.

Proof of Language Proficiency for Non-native Speakers

All applicants whose native language is not English must satisfy one of the following prerequisites before being granted admission to Pellissippi State. Please note that all non-native English speakers who are living outside the United States at the time of application to Pellissippi State must submit valid Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores.

1. Submit a minimum score on the TOEFL:
 - 450 required on the paper-based TOEFL.
 - 130 required on the computer-based TOEFL.
 - 45 required on the internet-based TOEFL.
2. Submit a minimum overall band score of 4.5 on the IELTS. Each subtest band score must be at least 3.5.
3. Achieve a passing score on the Michigan Test. Please note that this option is valid only for students who are living in Knoxville, Tennessee, at the time of application to Pellissippi State. The Michigan Test can be attempted only twice per academic year (August-July). Testing appointments can be made by contacting the international student coordinator.
4. Submit a transcript showing graduation from a U.S. high school or completion of the General Educational Development (GED) exam. Please note that the GED must be taken in English to satisfy the English proficiency requirement.
5. Submit a transcript showing satisfactory completion (a grade of at least C) of college-level English Composition I from a U.S. college or university.

Admission of International Applicants

A person who is a citizen or a permanent resident of a country other than the United States is classified as an international applicant. In addition to the admissions procedures for beginning freshmen or transfer students, international applicants must comply with the following:

1. All transcripts, test scores, and other credentials must be written in English or accompanied

by an English translation and certified as official copies. Students who have attended international colleges or universities and request to be awarded transfer credit must have their academic transcripts evaluated by an educational credential service that is a member of the National Association of Credential Evaluation Services (NACES). Copies of the credit recommendations from the educational credential service must be provided, in addition to copies of English-translated transcripts from colleges/universities attended. Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service.

2. International applicants who plan to study in the United States on an F-1 student visa must
 - Provide evidence of sufficient financial resources to pay for the cost of one full year of school attendance and 12 months of living expenses in U.S. currency. The financial verification documentation must be current within six months from the date of enrollment, must be original (no photocopies, scans or faxes) and must be issued by a financial institution either inside or outside the U.S.
 - Provide documentation substantiating official status with the United States Customs and Immigration Service.
 - Provide a copy of their Form I-94.
 - Submit within 30 days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment.
 - As a condition of admission and continued enrollment, enroll in the TBR Student/Scholar Health and Accident Insurance Plan (students with J, F or M visas; students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents). Enrollment in the insurance plan will take place no later than at the time of class registration, and the cost of the coverage will be added to the student's registration fees. Waivers of this requirement may be received only after presenting proof of outside insurance coverage to the international student coordinator. All health insurance waiver requests must be made to the international student coordinator prior to the first day of class in each semester. Health insurance premiums will not be refunded after the payment is submitted to the insurance provider under any circumstances. Health insurance premiums cannot be prorated unless allowed by the health insurance provider.
 - Meet with the international student coordinator in Enrollment Services on arrival in the United States, and attend an International Student Orientation session (typically scheduled within the first week of classes each semester).

Source: Tennessee Board of Regents, [Policy No. 02:03:00:00](#) and [02:03:01:01](#)

Tennessee Board of Regents, Guideline A-015

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