

CPTC Procedure: Admissions

Admission to Coastal Pines Technical College (CPTC), a unit of the Technical College System of Georgia (TCSG), is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The ability of a student to succeed in a program at CPTC is greatly determined by the math and language skills possessed by that student. CPTC is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at the college. Students will then be admitted in accordance with the academic standards applicable to that program.

In accordance with the Statement of Equal Opportunity, Coastal Pines Technical College will not discriminate in admissions.

Individuals 16 years of age or older or dually/jointly enrolled high school students in 9th, 10th, 11th, or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admissions.

To be admitted by Coastal Pines Technical College, applicants must satisfy one of the academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
 - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
 - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
 - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination or the completion of a program the state recognizes as the equivalent of a high school diploma (e.g., GED, HiSET, Career Plus HSE).
3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or high school equivalency for admission.
4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 12 semester or 18 quarter credit hours of coursework at the postsecondary level or successful completion of a college level math and English course.
**** Option 4 is only allowable for programs that do not require a national, state, and/or local licensure or certification.*
5. Applicants who were home schooled who attended an accredited program must submit:
 - Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years:
 - The final progress report or transcript must include the graduation date.

6. Applicants who attended a non-accredited high school or home school must submit an official transcript and one of the following:
 - Official scores from an assessment instrument meeting college established required minimums.
 - Successful completion of 12 hours of college coursework for credit that appear on an official college transcript.
7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.
8. The President of Coastal Pines Technical College may waive the high school diploma/high school equivalency, as described above, requirement for those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

Coastal Pines Technical College must evaluate students' readiness for degree, diploma, and certificate programs. The College may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums:

- SAT
- ACT/Pre-ACT
- PSAT
- TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
- TABE 11/12 scores of 501 in Reading for Levels M and D and 496 for Mathematics on Levels M and D. A score of 536 for Reading if using Level A and 537 for Mathematics if using Level A.
- Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only).
- High School GPA of 2.0 or higher
- Approved Entry Level Workforce Certificates do not have a minimum High School GPA Requirement.
- GED® Math or Reading must meet the minimum passing score if used for placement into any certificate, diploma, or degree program.
- HiSET Math, Reading, or Language Arts must meet the minimum passing score for placement into any certificate, diploma, or degree program.
- Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates.
- ACCUPLACER/Companion
- COMPASS/Asset

Official transcripts from an accredited institution approved by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed at other postsecondary institutions may be used to document a student's basic education skills and eliminate the need to complete that portion of the assessment instrument.

Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission. All criteria should be published and applied consistently to all applicants for a program.

Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

Placement Categories

Minimum placement requirements shall be established for each program or credential. Students shall be placed in a Technical College program of study in one of the following categories: Regular, Provisional, Special, Pending or Transient.

a) **Regular Status**

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

b) **Provisional Status**

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Dual Enrollment students are not eligible for Provisional Admission status.

c) **Special Admit Status (Non-credential seeking)**

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

d) **Pending Admit Status (High School Seniors only)**

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
- A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.

- Will be allowed to register for courses after course placement requirements have been met.
- These applicants are not eligible for federal financial aid until a final high school transcript has been received.

e) **Transient Status**

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Dual Majors

Coastal Pines Technical College students enrolled in a diploma program who desire to add an additional (dual) major may do so in a second diploma or technical certificate of credit program if all of the following criteria are met:

- the second program is in a related field,
- regular admission status is achieved,
- 50% or more of the primary diploma program has been completed,
- program minimum grade point average (GPA) is above 2.50,
- the primary or second programs are not HOPE Career Grant eligible programs.

Residency

Coastal Pines Technical College, a unit of the Technical College System of Georgia (TCSG), must apply residency requirements uniformly and in accordance with the rules and regulations of both the Technical College System of Georgia and the Georgia Student Finance Commission (GSFC).

CPTC shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Verification procedures shall comply with O.C.G.A. § 50-36-1.

Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon.
- State for which the individual filed and paid state income taxes.
- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.
- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses.

- Location of checking, savings, or other banking accounts.

Citizenship Requirements:

- A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
- A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible Non-Citizen, according to the Federal Title IV definition.
- Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out of state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

Georgia Residency

Dependent Students:

- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and
- Such student graduated from an Eligible High School located in the State of Georgia; or
- The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court-appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

Independent Students:

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

Retaining Georgia Residency:

- Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.

- Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

Eligibility for Out-of-State Tuition Exemptions

Students in the following classifications are eligible for Out-of-State Tuition exemptions. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
- Veterans of a uniformed military service of the United States who enrolled in an academic program using GI benefits and demonstrates an intent to become domiciled in Georgia. This exception may also be granted to their spouses and dependent children. The exemption also applies to recipients of transferred GI Bill benefits who enroll in an academic program and demonstrate an intent to become domiciled in Georgia. Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia;
- Students who are described as covered individuals in 38 U.S.C 3679(c);
- Students who are Dual Enrollment students;
- Students from a homeless situation as defined in OCGA 20-3-66.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

*** Due to the COVID-19 Pandemic and the related public health crisis, the TCSG Commissioner suspended the provisions of the TCSG Admissions Procedure 6.2.1p that requires student testing through Summer 2024 academic terms. Also as provided in TCSG Procedure: 6.6.1p Student Tuition and Fees section C, the Commissioner allowed exceptions for out of state students to qualify for in-state tuition through Summer 2023 academic terms.

Responsibility:

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented and annually reviewed.

Adopted: November 25, 2013

Revised: May 16, 2023