



**Undergraduate Admissions for High School  
Credit Pilot Program**

Responsible Official: **Vice President for Student  
Life and Enrollment**

Responsible Office: **Admissions**

**Policy Purpose**

This policy specifies the admission process to East Tennessee State University for non-degree seeking students as a part of the high school credit pilot program. This pilot program provides an opportunity for high school students to gain experience in Early Post Secondary Opportunities.

**Policy Statement**

Beginning with the admission cycle for the 2023-24 academic year, ETSU will launch a pilot program that permits the Office of Undergraduate Admissions to consider the admission application of high school students who do not meet the current ETSU dual enrollment requirements. The Office of Undergraduate Admissions may admit students who meet and continue to meet the requirements of this policy and will provide a Notice of Decision. The Office of Undergraduate Admissions will conduct a comprehensive review of the pilot program at the end of the Pilot Time Period and determine if the program should be: (1) extended; (2) made permanent; or (3) discontinued.

I. Pilot Program

The Office of Undergraduate Admissions will consider an applicant for admission as a non-degree seeking student to East Tennessee State University (ETSU) under the pilot program. The Office of Undergraduate Admissions will notify the student they can register for classes after reviewing the prospective student’s admission application and required supporting documentation as described hereinbelow. ETSU may charge a one-time nonrefundable application fee.

A. Admission Requirements.

A high school student who attends a state recognized US public or private high school and does not meet the current dual enrollment admission requirements may be eligible to enroll in the high school credit pilot program if they meet and maintain the following criteria:

- i. is classified as either an 11th -grade or 12th -grade high school student during

the term in which they will be taking courses at ETSU; and

- ii. has a GPA between 2.30 and 2.99.

B. Approved Courses.

A student admitted to this program is only permitted to take one of the approved on-ground courses per semester. Students are only permitted to take courses for fall and spring term full semester offerings. Students will not be admitted to part-of-term course offerings, winter, or summer terms. Students will not be permitted to take more than 4 credits.

C. Continued Eligibility Requirements.

Each semester a student is enrolled in the pilot program, the student must maintain a high school GPA of 2.3 and an ETSU GPA of 2.5 to stay in the program and enroll in subsequent semesters. If a student's high school GPA drops below a 2.3, they cannot continue in the pilot program until their GPA meets the requirements of this policy. If the student's ETSU GPA falls below a 2.5 GPA, the student is no longer eligible for the pilot program.

II. Other Requirements.

If a student becomes eligible for admission to the Dual Enrollment program at any point during their enrollment in the Pilot program, the student must enroll in the ETSU Dual Enrollment program at the next applicable semester.

III. Accommodations.

To the extent possible and subject to the approval of the Director of Admissions or their designee and the applicable department chair or their designee, the Office of Undergraduate Admissions may grant accommodations and other academic adjustments when necessary.

IV. Discrimination.

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class

V. Residency.

A prospective student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: Focus Act, TCA 49-8-101 et. al.

## Defined Terms

*A defined term has a special meaning within the context of this policy.*

Notice of Decision	Communication sent from the Office of Undergraduate Admissions to a prospective student notifying the student that they can register for classes or that they do not meet admissions criteria for this program.
Pilot Time Period	Time period starting with the 2023-24 admission cycle and concluding with the 2025-26 cycle
Official Transcript	A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.
Early Post-Secondary Opportunities	A course and/or exam that gives a student a chance to obtain post-secondary credit while still in high school.
Dual Enrollment	A program where a student is enrolled concurrently in high school and college.

## Policy History

### Effective Date

Initial: 05/25/2023

Revised:

## Procedures

All prospective students should review the Office of Undergraduate Admissions website before applying to ETSU. The procedures for the application and review process are as follows:

### I. Procedure for Applying.

The procedure for a prospective student to apply for admission under this policy is as follows:

- A. submit a completed admission application;
- B. submit Official High School Transcripts and
- C. submit the required forms from the Office of Undergraduate Admissions that must be completed by both a high school counselor and a parent/guardian.

II. Procedure for Review of Applications.

After an individual has: (1) submitted a completed application; (2) submitted an official high school transcript and (3) submitted the required forms from the Office of Undergraduate Admissions that must be completed by both high school counselor and a parent/guardian, a member of the admissions team will review the application and required documentation. To determine whether to admit or deny the applicant, a member of the admissions team confirms the minimum requirements for admission to the high school credit pilot program is met: (1) the prospective student is classified as either an 11th -grade or 12th -grade high school student during the term in which the individual will be taking courses at ETSU; (2) has a GPA between 2.30 and 2.99; (3) has the required documentation from a high school counselor and parent/guardian.

III. Procedure for Notification of Decision.

The Office of Undergraduate Admissions sends notification to the student of their ability to register for classes as a part of the high school credit pilot program within two weeks of receipt of a completed application and all required materials.

**Procedure History**

**Effective Date**

Initial: 05/25/2023

Revised:

**Related Form(s)**

N/A

**Scope and Applicability**

Primary: Academics

Secondary: Students