



## PIEDMONT TECHNICAL COLLEGE PROCEDURE

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**TITLE:** Admissions Procedures

**RELATED POLICY AND PROCEDURES:**

3-2-1010	Open Admissions
3-2-1010.1	Open Admissions
3-2-1010.2	Minimum Age for Admissions
3-2-1010.3	International Admission

**DIVISION OF RESPONSIBILITY:** Student Affairs

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February 24, 2015  
Date of Approval by President

November 15, 2022  
Date of Last Review

November 15, 2022  
Date of Last Revision

### Administrative Responsibilities

The Dean of Enrollment Services is responsible for ensuring admissions procedures are developed, reviewed and revised as needed on an annual basis, vetting changes through Student Affairs Division and the Academic Affairs Leadership Team. The Dean is also responsible for communicating changes college-wide, providing training when necessary, and ensuring the procedures are accurately enforced at all campus locations.

### Open Admissions

Piedmont Technical College provides access to post-secondary education to all who are eligible in accordance with statutory requirements and existing policies of the South Carolina Technical College System. Evidence of high school graduation or its equivalent is required for admission to Associate Degree and Diploma programs. Certain certificate programs required a high school diploma or the equivalent.

The purpose of defined Admissions Procedures is to delineate the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to ensure equal opportunity for all students in consideration of their potential for success and graduation from the College.

### General Admission Requirements for Associate Degree, Diploma and Certificate Program

1. All applicants for admission to the College must be eighteen years of age or possess a high school diploma or General Educational Development (GED) credential. Exceptions are made for specific programs and partnerships, such as Dual Enrollment Program with area high schools.



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2. All applicants must submit a College application for admission.
3. All applicants for admission to associate degree, diploma, and certain certification programs must possess and provide evidence of a high school diploma, GED or equivalent.

There are four exceptions to providing proof of high school diploma or GED, and they are listed below:

- a. Current graduating seniors will be admitted provisionally until June 30 of each year. If the student indicates s/he cannot provide the documentation, the student must meet with the Dean of Enrollment Services to change to student type to Non High School Graduate.
- b. Students enrolling in certificate programs that are not eligible for federal financial aid.
- c. Applicants who have earned an associate degree or higher, or the equivalent, from an accredited institution are not required to verify high school graduation or GED provided they submit an official college transcript verifying the highest degree earned or equivalent coursework.
- d. Applicants who have attended an accredited four-year institution and have earned at least 15 college-level credit hours.

It is the responsibility of the Dean of Enrollment Services to determine the validity of a high school credential or diploma based on criteria set out by regional accreditation bodies and State Departments of Education. Requests for exceptions to the Dean of Enrollment Services' determination must be reviewed and approved by the PTC Vice President for Student Affairs.

4. All applicants must have taken the College placement test within the past 5 years or meet one of the following criteria for exemption:
  - a) A High School GPA of at least 3.0 and a C or better in Algebra II or higher for South Carolina applicants.
  - b) A C or higher in a college level English and Math course from a Department of Education (DoE) accredited or approved institution.
  - c) Earned an associate, bachelor or higher degree from a DoE recognized accredited institution.
  - d) A minimum of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English and Reading waives the Writing and Reading portion.



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- e) A minimum SAT score of at least 450 on Verbal (or Critical Reading) waives the Writing and Reading portion; and a minimum score of 450 on Math waives the Math portion.
  - f) A minimum GED score of 165 for Reasoning through Language Arts and Mathematical Reasoning beginning with the 2016 GED.
  - g) For Dual Enrollment only: A PSAT score of 450 on the Math waives the Math portion and a score of 450 on Verbal waives the English portion. A score of 450 on Critical Reading and 450 on Math is required.
5. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

### Additional Admission Procedures for Specific Academic Program

1. Nursing and Health Science Programs
  - a. Applicants must meet specific program entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.
  - b. Applicants must complete a physical examination, a criminal background check, and a drug screening prior to the clinical experience for healthcare facilities.
2. Gunsmithing

Students in gunsmithing programs are required to have a criminal background check and must be legally eligible to acquire and possess a firearm. Students are required to have both a state and NCIC check to apply to the program. These checks are conducted by an outside agency at the student's expense. Pending criminal charges or convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.
3. Funeral Service and Mortuary Service

Applicants must complete all general education courses and meet with the department head prior to enrollment in Funeral Services courses.
4. Early Care and Education

Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program. Some school districts might require a TB test as well.



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### General Admission Requirements for Other Student Types

#### Transient

Applicants enrolled at another college desiring to transfer PTC courses to their home college may be admitted as transient students. Applicants must submit an application for admission, Transient Coursework Approval Form or submit their home institution's approval form. Satisfaction of course prerequisites is indicated via signature of the home institution registrar/designee. Transient students are not eligible for federal or state financial aid. The college placement test is not required for transient students. Online classes require at least one proctored assignment or exam to be completed. Electing to have the exam proctored by an institution other than PTC may result in additional charges with that institution.

#### Non-Degree

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as non-degree students. Applicants must complete an application for admission. Non-Degree Students are not eligible for federal or state financial aid.

#### Dual Enrollment Students

Dual enrollment students are high school students (juniors and seniors) who take college courses to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their high school principal/designee and parent/guardian. Home school applicants must obtain permission from the parent/guardian and from the school district or an authorized educational agency with jurisdiction over the home school. Dual enrollment students are required to take the placement test portions applicable to the prerequisites of the courses in which they wish to enroll.

#### Early High School Graduates

Early graduates must follow the general admissions requirements and complete the "Early Graduates" form that verifies early high school graduation and communicates the importance of the submission of a final official high school transcript before financial aid awards can occur.

#### International Students

Piedmont Technical College reaffirms its policy of nondiscrimination with specific reference to international students. The College's "Open Door" procedure does not apply to international students. The College can deny admission to any international applicant whenever such action appears to be in the best interest of the College. Refer to the PTC Procedure 3-2-1010.3 International Admissions for more information.

#### Readmission

Students who have not enrolled at Piedmont Technical College for three consecutive semesters (including summer) or more, and who wish to re-enroll must reapply for admission, and must meet admissions



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criteria under the current catalog. Students who want to reapply to the same program must re-enter the current catalog for their program.

### **Exceptions to the Open Admission Procedure**

The Vice President for Student Affairs must approve exceptions to the procedures documented herein for Student Affairs.