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The admissions policy of Albany State University is designed to admit those applicants who show a reasonable probability for success in com- pleting requirements for a degree. In considering the applicant, the Office of Enrollment Services will review the previous academic record, entrance examination scores and grade-point average.

All applicants must present the required credentials for review and evaluation. Acceptance or denial of admission is determined by the Director of Enrollment Services subject to the right of appeal to the Committee on Admissions and Academic Evaluation. An applicant who is unable to enroll during the semester he/she is accepted must notify the Office of Recruitment and Admissions if he/she wishes to enter the University at a later date.

An application for admission is considered when the completed application and all requested credentials have been received by the University.

**GENERAL REQUIREMENTS**

An applicant must submit the following credentials by May 1 for Fall Semester, November 15 for Spring Semester, April 1 for Summer Semester.

• A completed official application form with a $20 non-refundable application fee The Application for Admission must be submitted online. It is available at [www.asurams.edu](http://www.asurams.edu).• The social security number of the applicant.

• A Certificate of Immunization and Pre-Medical Entrance form prior to enrollment. Albany State will forward to accepted applicants an immunization and medical form to be completed immediately upon receipt.

**FRESHMAN ADMISSIONS**

An official high school transcript of the previous academic work should be mailed by the high school counselor or principal directly to the Uni- versity. The official high school transcript should indicate all courses taken and certify the date of graduation with a diploma from a regionally accredited high school. All applicants for admission to the first year class as regular students are required to take the College Board SAT Reasoning Test **OR** the ACT (American College Testing) assessment test to be admitted to Albany State University. Albany State University’s SAT School Code is 5004; ACT School Code is 0782.

Students who have been out of high school at least five years or whose high school class graduated at least five years ago, and hold a high school diploma from a regionally accredited high school, or satisfactorily completed the GED, and have earned fewer than 30 transferable semester credit hours are not required to take the SAT or ACT; however, these students must take the College Placement Examination and complete any Developmental Studies/Learning Support requirements. A student must meet the following minimum requirements.

**SAT REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **CPC Unit** | **\*SAT Verbal** | **\*SAT Math** | **\*Minimum** |  |
|  | **Requirements** | **Score** | **Score** | **HSGPA** | **Index** |
| 2011 | 16 | 430 | 400 | 2.22 | 1940 | |
| 2012 | 17 | 430 | 400 | *2.22* | 1940 |

**ACT REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year**  **Albany State** | **CPC Unit** | **\*ACT English** | **\*ACT Math** | **\*Minimum** |  |
|  | **Requirements** | **Score** | **Score** | **HSGPA** | **Index** |
| 2011 | 16 | 17 | 17 | 2.22 | 1940 |
| 2012 | 16 | 17 | 17 | 2.22 | 1940 |

Minimum Admission Requirements

***\*Students must have two of the four (SAT Verbal/ACT English, SAT Math/ACT Math, HSGPA, Freshman Index) plus the College reparatory Curriculum unit requirements to be accepted\*Freshman Index =***  ***FI = 500 x (HSGPA) + SAT Verbal/Critical Reading + SAT I Math (OR)***

***FI = 500 x (HSGPA) + (ACT Composite x 42) + 88***

**COLLEGE PREPARATORY CURRICULUM (CPC)**

Students who score the following minimum entrance examination scores may be exempted from taking the College Placement Examination if they meet the requirements of the College Preparatory Curriculum.

**SAT Requirements ACT Requirements**

Verbal 430 English 17

Math 400 Math 17

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Students graduating from high school in 1988 or later must meet the requirements of the College Preparatory Curriculum (CPC) . Students lacking required courses in any of the five areas must make up the deficiencies according to established guidelines. College courses taken to satisfy deficiencies will not apply toward core or degree requirements, but will be calculated in the cumulative grade point average. The following high school courses are minimum requirements for admission as a freshman. In June 1995, the Board of Regents adopted the Admissions Policy Direction to ensure that students who enter the University System of Georgia are prepared to succeed.

Applicants to Albany State University must have the following number of high school credits to be enrolled without restrictions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Graduates in 2011 and earlier** |  | **Graduates in 2012 and later** |
| **Courses (Units)** | **Instructional Emphasis** | **Courses (Units)** | **Instructions Emphasis** |
| English (4) | Grammar and Usage  Literature (American and World)  Advanced Composition Skills | English (4) | Grammar and Usage  Literature (American and World)  Advanced Composition Skills |
| Math (4) | Algebra 1, Algebra 2, Geometry and an additional high level mathematics course | Math (4) | Algebra 1, Algebra 2, Geometry and an additional high level mathematics course  OR Math I, Math II, Math III and an additional mathematics course |
| Science (3) | At least two lab sciences from Biology, Chemistry, Physics or related areas of Science | Science (4) | Biology I, Physical Science or Physics, Chemistry I or Earth systems, Environmental Science or an advanced placement science |
| Social Science(3) | American History  World History  Economics and Government | Social Science(3) | American History  World History  Economics and Government |
| Foreign Language(2) | Two courses in one language emphasizing speaking, listening, reading and writing | Foreign Language(2) | Two courses in one language emphasizing speaking, listening, reading and writing |

**AREAS OF DEFICIENCY ALTERNATIVES**

**ENGLISH**

The student must pass the Reading and English portions of the College Placement Exam (CPE) or complete the Developmental Studies/Learn- ing Support English and Reading courses.

**MATHEMATICS**

The student must pass the Math portion of the College Placement Exam" or complete the Developmental Studies/Learning Support Mathematics courses.

**SCIENCE**

The student must complete one four-hour course, either BIOL 1111K, PHYS 1001K or CHEM 1151K, with a grade of “C” or better. (Hours earned will not satisfy any of the 10-hour lab science requirements in core D of the core curriculum; however, the course taken can be used to satisfy the “sequence” requirement.) The student can earn equivalent credit through CLEP or transfer.

**SOCIAL SCIENCE**

The student must complete one three-hour history or economics course, either HIST 1111, HIST 1112, HIST 2111, HIST 2112 (non history ma- jors) or ECON 2105 , ECON 2106 (non business majors) with a grade of “C” or better or earn equivalent credit through CLEP, or transfer.

**FOREIGN LANGUAGE**

The student must complete one three-hour introductory/elementary foreign language course (FREN 1101, GERM 1121 or SPAN 1131) with a grade of “C” or better. All College Prepatory Curriculum deficiencies must be made up before the student has earned 30 semester hours of college level credit. The earned hours used to satisfy deficiencies cannot be used to satisfy degree requirements. Transfer students satisfying the CPC requirements elsewhere in the University System will be recognized as having met those requirements at Albany State upon admission and evaluation of transcripts.

**Home School Graduates or Graduates of Non-Accredited high Schools**

Graduates of Home School programs or Non-accredited high schools may satisfy admissions requirements using SAT scores and satisfactory documentation of equivalent competence in each of the areas at the college-preparatory level. Applicants who achieve designated scores on each of the following SAT II Subject Tests in an area will be considered to have demonstrated equivalent competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

**TRANSFER STUDENTS**

Applicants who have attended other institutions can apply for admission with advanced standing, provided they are academically eligible to re- turn to the college or university last attended and have 30 or more transferable college credits. Students transferring from other colleges must send official transcripts of all previous college work to the Office of Enrollment Services at Albany State University. Students with fewer than 30 transferable college credits will be required to meet the Freshman Admissions standards for Albany State University.

The applicants’ eligibility for admission will be based on previous academic performance. The Institution reserves the right to require high school transcripts and ACT or SAT scores for transfer students; it also reserves the right not to accept the credits of an institution, regardless of its accreditation status, when the University determines that the course content is not equivalent to the course content at Albany State University.

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Students must report all courses completed at other institutions. Failure to report previous college attendance is sufficient cause for cancella- tion of registration and credits earned at Albany State University. A maximum of 90 academic semester hours from an accredited senior col- lege may be applied to the program in which an applicant desires enrollment, provided that grades earned are “C” or better. Applicants who have completed the core requirements in a transfer program in another unit of the University System will receive full transfer credit for all core courses. A maximum of 30 semester hours in any combination of independent study, extension and/or credit by examination earned at other accredited institutions can be accepted toward graduation.

Albany State University will accept as transferred credit “D” grades earned in core curriculum courses; no freshman English courses with grades less than “C” will be accepted as transfer credit. All transfer applicants accepted for admissions will be provided a copy of their transcript evalua tion , which includes the work accepted from the college(s) previously attended. This evaluation must be presented upon registration to the students’ advisors. Unofficial transcripts cannot be evaluated. Applicants who have NOT completed at least 30 semester hours of transferable college credits should complete all the requirements for freshman admissions. Students who have not completed Developmental Studies re-quirements at another System institution shall be admitted only in accordance with the Developmental Studies guidelines. Applicants transfer ring from an institution or program that did not require the College Preparatory Curriculum may be subject to College Preparatory

Curriculum requirements.

**TRANSIENT STUDENTS**

Students who are regularly enrolled in other institutions may be allowed temporary matriculation at Albany State University. Transient admission is ordinarily limited to one semester. Transient students must submit official applications for admission and letters of approval from the Registrar of the institution in which they are enrolled certifying that they are currently eligible to return to the parent institution, and that they have been granted permission to enroll at Albany State University for a specified period of time. The University requires that the letter of approval from the Registrar include a list of courses that the student should take while enrolled at Albany State University.

**INTERNATIONAL STUDENTS**

International students must meet the following regular admission requirements:

• Complete an official application for admission.

• Have an official United States evaluation completed for all NON-USA secondary schools attended and for examinations taken. Applicants must have the equivalent of a U.S. high school college preparatory diploma.

• Test scores providing evidence of English language proficiency. If English is not the official language of the applicant’s home country, then the applicant must take the Test of English as a Foreign Language (TOEFL). Minimum scores for the TOEFL are 523 on the paper test or 193 on the computer test or 69 on the internet based test. The school’s destination code is 5004.

• Scores on the SAT from the College Board or scores on the ACT from the American

College Testing Program.

• Scores from the College Placement Examination of the University System of Georgia.

• Must present evidence of adequate financial resources for the entire period the student will attend Albany State University (complete the

Albany State University Certificate of Finances form).

**ADVANCED PLACEMENT FOR FRESHMEN**

Albany State University grants advanced placement with credit for beginning freshmen who have achieved a score of three (3) or higher on Advanced

Placement Tests. Three semester hours of credit may be given in one or more areas in which the tests are administered

**JOINT ENROLLMENT PROGRAM/ACCEL**

The Joint Enrollment Program at Albany State University offers academically superior high school juniors or seniors an opportunity to enroll for college credit prior to the completion of their high school program of study provided they reside in close proximity to permit class attendance at the University and his/her high school during the same period of time. Students entering through the joint enrollment program must have com- pleted the University System Of Georgia College Preparatory Curriculum requirements with the following exceptions: Students with SAT ver- bal scores of at least 530 or ACT English scores of at least 24 who have not completed the final unit of high school English and/or social science may be permitted to fulfill these high school requirements with the appropriate college courses taken through the joint enrollment program. Stu- dents who have not completed the College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. Students enrolled in public secondary institutions may be eligible for tuition reimbursement under the Post Secondary Option (PSO) program and should contact their high school counselor for information.

Procedures for applying for enrollment in the Joint Enrollment Program are listed below:

• Complete an official application form.

• Have SAT scores or ACT scores mailed to the Office of Admissions. A minimum SAT composite score of 970, with at least 430 minimum on verbal and at least 400 minimum on math, or a minimum ACT composite score of 21, with at least 18 minimum on verbal and at least 16 minimum on math.

• Submit a completed joint enrollment application and advisement form.

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**SENIOR CITIZENS Amendment 23**

Citizens of the state of Georgia who are 62 years of age or older are eligible to enroll on a “space available” basis without payment of tuition and

fees, except for supplies, laboratory, shop or special fees. To be eligible senior citizens should:

• Meet all requirements for admission, including high school transcript.

• Satisfy all Developmental Studies requirements, where applicable.

• Present a birth certificate at the time of admission to prove age at the time of registration.

• Meet all system and institutional requirements such as Regents’ Test, GRE, etc., if seeking a degree.

All academic records will be maintained for course work completed by senior citizens.

**SPECIAL STUDENTS**

University students who desire to take undergraduate courses for career purposes are classified as special students. These students should com- plete the following admission procedures:

• Submit an application for admission with a $20 application fee.

• Submit a copy of degree or college transcripts certifying graduation from a program at a senior level institution.

**APPLICANTS FROM A NON-ACCREDITED COLLEGE**

Students may be admitted conditionally from colleges that have been approved by the corresponding State Board of Education but not by the regional accrediting association. The work completed at the non-accredited college must be validated before the student is classified or the credits are fully accepted.

To validate the work done at the non-accredited institution, students must complete one year of satisfactory work in residence at Albany State Uni- versity. In most cases, students will be required to complete the English, science and professional courses in residence. Should students fail to maintain an average of “C” or better while in residence, the University will not accept the work completed at the non-accredited institution. If students maintain a “C” average or better during the first year of enrollment, they should contact the Records Office to insure credit validation.

**READMITS**

Students who have previously attended Albany State University and have not been in attendance for a semester or more are required to file an application for readmission in the Office of the Registrar, by the deadline dates listed on the academic calendar for admission. Students must reenter the same academic department in which they were last enrolled until the change of major is approved.

**AUDITORS**

Students who desire to register as “auditors” are required to submit the following items:

• An application for admission with a nonrefundable $20 application fee.

• An official high school transcript showing date of graduation or the General Education Development (GED) Examination.

“Auditors” must pay the regular fees for enrollment and shall be prohibited from receiving credit at a later time for courses for which they were registered as “auditors.” Faculty members may attend classes offered by other faculty members of Albany State University without registering as auditors. Auditors do not receive credit, but receive a grade of V (see grading system).

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Move On When Ready

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Move On When Ready is a dual enrollment program for students who want to attend Albany State University to complete the graduation requirements for high school and earn college credit simultaneously. Students may complete their junior and/or senior year of high school in MOWR program. Students must meet the following criteria: Have a minimum SAT Score of 970 with at least a 430 minimum on the Critical Reading section and at least a 400 minimum on the Math section or have an ACT composite score of 21 with at least an 18 on the English section and at least a 16 on the Math section; have been a Georgia resident since the October FTE count of the prior school year. Students wanting to enroll in Albany State University through the Move on When Ready program must meet with their high school counselor to ensure that completed ASU courses will satisfy high school graduation requirements.

Procedures for applying for enrollment in the Joint Enrollment Program are listed below:

• Complete an official ASU application form with the non-refundable application fee of $20.

• Submit official test scores to the Office of Enrollment services.

* Students must self-identify as a MOWR applicant when applying.

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