

Requirements for Admission

Admissions Office
Cope Administration Building 208

Application Filing Deadlines

The deadline for Fall Semester applications is July 1.

The deadline for Spring Semester applications is December 15.

Required High School Courses

In addition to the admission requirements described below, all students graduating from high school in 1993 or thereafter must have completed the high school subject units listed below for regular admission to MTSU. Students graduating from high school in 1989–92 must meet the 1989 14-unit requirements—those listed below but excluding visual and/or performing arts.

Subject Area	Required Units
English	4
Visual and/or Performing Arts, includes a variety of possibilities in either performance or survey courses	1
Algebra I (or Math for Technology II), Algebra II, and Advanced Math or Integrated Math Sequence (Integrated Mathematics I, II, III)	3
Natural/Physical Sciences, including at least one unit, with lab, of biology, chemistry, physics, or principles of technology	2
Social Studies, (world history, ancient history, modern history, European history, or world geography)	1
United States History	1
A single Foreign Language	2

An additional unit in the arts, in mathematics, and in foreign languages is recommended. Applicants who attended high schools not offering the required courses may be admitted, but they must remove the deficiencies before enrolling for 64 credit hours. Different requirements may exist for some freshman applicants (e.g., early admission and international students). Students who graduated from high school prior to Spring 1989 and students who acquired a GED credential in 1988 or earlier are exempt from removing unit deficiencies. Students receiving a degree designed for transfer from any community college are also exempt. Transfer students who graduated from high school in May 1989 or thereafter are subject to the requirements.

High School Graduate

Public School—applicants for degree admission as first-time freshmen must provide an official high school transcript showing credits earned and date of graduation. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required proficiency examination.

Nonpublic School—graduates of nonpublic high schools (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801) or be accompanied by certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential may substitute acceptable scores on either the GED examination or the ACE examination.

NOTE: The cumulative high school grade point average is calculated based upon grades nine through twelve. However, if admission credentials are received by the Admissions Office prior to the applicant graduating from high school then the cumulative grade point average is based upon six semesters (grade nine through eleven). The review for high school unit requirements is based upon grades nine through twelve.

Standardized Examinations

Only one valid set of ACT/SAT test scores will be used for admission purposes, and that same set is used for assessment decisions. Valid ACT/SAT scores are those earned within three years prior to the first day of the first term of enrollment. Students 21 years of age or older are not required to submit ACT/SAT scores, but those who elect to present valid scores may do so. SAT scores are acceptable in lieu of ACT scores for all applicants.

Freshman Admission Standards

Each fall new applications will be admitted until a maximum number is achieved. All applicants will be considered by evaluating their likelihood of success at Middle Tennessee State University. Students should be adequately prepared to succeed as evidenced by high school grades, ACT or SAT scores, pattern of high school courses taken, special talents, and school recommendations.

Deadlines

Students are encouraged to submit an application as early as possible to receive first consideration. Application deadline dates are

- February 15—First priority deadline for Fall semester. Applications received after February 15 will be considered until July 1 (second priority deadline) or when the undergraduate enrollment capacity is reached.
- December 15 for Spring semester.

Applications received after these dates will be placed on a waiting list.

Admission Criteria

Freshman admission decisions are based on the following elements:

1. high school grade point average
2. standardized test scores, either ACT or SAT (students 21 years of age or older are exempt)
3. completion of the 14 units required for college admission (see above - applicable for graduates 1989 and after)
4. a personal statement form to be reviewed by the Admissions Review Board may be required of some students

NOTE: For admission and assessment purposes, MTSU will use the SAT total score calculated from the Critical Reading and Mathematics scores. The writing portion of the SAT or ACT test will not be used.

Freshman Applicants

Following are the admission standards for all freshman applicants. The categories described below are designed to clarify the process used to evaluate undergraduate applications. It is not necessary for the applicant to choose a category in which to apply. The categories are

Honors Admission—for high-ability students

Guaranteed Admission—for the majority of applicants

Conditional Admission—for applicants not meeting standard admission requirements who have special talents or circumstances which may be taken into consideration

MTSU will continue to admit a very limited number of applicants who have not completed all of the specified high school units (using the Conditional Admission category). Competition for these spaces is keen. Applicants with more than two deficiencies are rarely admitted.

Guaranteed Admission—Regular admission will be granted to applicants who complete the 14 units with one of the following:

- a minimum 3.0 GPA
- a minimum composite ACT of 22
- a minimum 2.7 GPA and minimum ACT of 19

Honors admission will be granted to applicants who complete the 14 units with the following:

- ACT composite score of 25 or higher and at least a 3.5 high school GPA

Participation in the Honors College is not required of applicants admitted in this category.

Conditional Admission—Any student not meeting guaranteed admission requirements will be considered for conditional admission. The review will include all academic credentials as well as other special interests and skills and other non-academic factors as explained on the Personal Statement Form. Students admitted in this category will be expected to

- remove high school deficiencies (if applicable) within the first 64 hours of enrollment
- maintain academic good standing as defined by University retention standards
- receive services from the University's Academic Support Center
- enroll in University 1010 the first semester of enrollment
- meet more specific requirements as required for certain populations of students.

GED applicants will be considered for conditional admission. A minimum GED score of 45 is required. The review will include GED credentials as well as other special interests, skills, and non-academic factors as explained on the Personal Statement Form.

The Admissions Review Board may also request additional documentation specific to each individual's circumstances. It is expected that only a very small number of people in this category will be admitted. In the absence of special talents or circumstances, applicants who do not meet the requirements for Guaranteed Admission will be denied. Decisions of the Admissions Review Board are final.

Waiting List—Students submitting applications after the stated deadlines will be placed on a waiting list. These applications will be processed for the application term on a space-available basis. Students on the waiting list will be given the option of updating their applications to a future term.



Assessment Examinations

All entering degree-seeking students less than 21 years old will be assessed for prescribed course placement initially according to valid ACT/SAT scores. Permissible scores are less than three years. Students with ACT subscores that are 18 or lower in the areas of reading, English, or math are automatically placed in the program in the appropriate area. Students with mathematics or verbal SAT scores of 450 or less are placed in the appropriate areas, and students with SAT composite scores of 890 or below are placed into the reading area.

Applicants who will be 21 years of age or older at the time of admission are required to undergo assessment for each area or may elect to provide ACT/SAT scores that have been taken within three years prior to the first day of the first term of enrollment. Additionally, transfer students who have not earned college-level, algebra-based math or English credits must undergo departmental assessment in appropriate areas.

Transfer students without previous college-level English or mathematics coursework will be required to take the appropriate portion of the assessment test prior to registration. Transfer students whose high school transcript reflects a deficiency in either English or mathematics but whose transfer course work includes a grade of C- or better in a college-level English or algebra based mathematics course will be exempt from placement testing.

The assessment exam is administered on several dates during the Fall, Spring, and Summer semesters. A \$10 fee is charged for the assessment exam. On the basis of their test scores, students are placed in basic, developmental, or college-level courses. More information about the Academic Enrichment Program may be found on page 100.

NOTE 1: Academic assessment placement scores older than three years are not valid.

NOTE 2: After acceptance as a student, there are certain performance tests students will be required to take during their academic careers. It is a requirement of admission that students agree to take any test deemed necessary by the institution. In those instances in which tests are administered by an external entity, students hereby agree that the results of such tests be released to the institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. If students are under 21 years of age and are required by institutional policy to complete academic assessment placement tests, their scores on these tests and course placement may be reported to their high schools for research purposes. Any test scores will be treated confidentially as required by law.

Transfer

An undergraduate applicant who previously has registered at any college or university must apply as a transfer student. Admission will be granted to transfer applicants who have 24 or more semester hours and a 2.00 or higher grade point average. In order to qualify for regular admission, the applicant must request that a transcript from each institution attended be sent directly to the Admissions Office. Applicants who have earned 24 or fewer semester hours or 35 or fewer quarter hours from a college or university must meet both transfer and freshman admission standards. Concealment of previous

college or university attendance may be cause for rejection, cancellation of admission, or dismissal of the student.

Applicants who have not been enrolled in any post-secondary institution in the 12 months preceding the term for which they are applying will be eligible for admission, but they will be admitted on academic probation if their cumulative grade point average is less than 2.00. Transfer applicants graduating from high school in 1989 or thereafter who have not earned 60 semester hours of transferable work or who have not earned an associate's degree designed for transfer are subject to the high school units requirement described on page 25. High school deficiencies for a reenrolling transfer student are based on the student's initial admission and enrollment at MTSU. For example, if a student first enrolls at MTSU with fewer than 60 semester hours of transferable work or without an associate's degree, upon returning to MTSU the student continues to be subject to the initial evaluation of deficiencies regardless of the number of transfer hours or earned associate's degrees.

Eligible transfer applicants who have not completed all of the required high school courses will be admitted, but they must remove deficiencies during the first 30 credit hours of enrollment at MTSU. Courses required to remove deficiencies can be used to satisfy elective credit only. Transfer students whose transfer coursework includes a grade of C or better in a college-level English or algebra-based mathematics course will be exempt from placement testing. The algebra-based mathematics course will be used to satisfy the high school unit deficiency. The college-level English course will be used to satisfy the English high school deficiency. The completion of another degree-level mathematics/English course will be required to satisfy General Education requirements.

Transfer applicants who do not have a cumulative 2.00 grade point average may submit their credentials to the Admissions Review Board for review. The board will consider applications from applicants with less than a 2.00 cumulative grade point average. In addition to college transcript(s), these applicants are required to complete a transfer appeal form which will be provided to the student from the Admissions Office.

Transfer students who do not have a 2.00 cumulative GPA and those admitted by the Admissions Review Board will be admitted on probation and will be required to enroll in UNIV 2020 the first semester of enrollment. Refer to page 58 for university retention policy. Decisions of the Admissions Review Board are final.

Transfer applicants without previous college-level English or mathematics coursework will be required to take the appropriate portion of the academic assessment placement test prior to registration. The test will assist in course placement and may result in requiring some students to enroll in prescribed courses as additions to their programs.

Acceptance of Transfer Credit

Middle Tennessee State University accepts transfer credit from institutions of higher learning based upon the following considerations:

1. the educational quality of the institution from which the student transfers;

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- the comparability of the nature, content, and level of credit earned to that offered by MTSU; and
- the appropriateness and applicability of the credit earned to the programs offered by MTSU in light of the student's educational goals.

When posting transfer courses to the MTSU record, all transfer courses are converted to MTSU's grading scale and repeat policy. The Admissions Office will send an evaluation when the file is complete. The office **does not** evaluate credit for students who have already received a bachelor's degree; however, the quality hours and quality points are posted which calculates in the cumulative GPA.

Students who have completed coursework at institutions for which MTSU has no recent history may be asked to provide information to determine the comparability of content and level of credit presented as transfer to that credit offered by MTSU. Petition is made by submitting the Application for Acceptance of Credit Form available in the Admissions Office. Credit will be granted upon recommendation from the academic advisor and chair of the academic department in which the course is taught, approval of the academic dean of the college in which the course is taught, and approval by the associate director of admissions for transfer services.

Students who feel that they are competent in certain subject areas are encouraged to earn credit through a nationally recognized credit-by-examination program or through departmental credit-by-examination programs at MTSU.

Of the hours required for graduation, a minimum of 60 semester hours of senior college credit (credit awarded at four-year institutions) is required of all students who transfer from accredited colleges of less than four-year designation, with at least 42 of the 60 being upper-division courses. A grade of D in ENGL 1010 and 1020 is used to determine admission eligibility but does not meet degree requirements. Refer to page 252 for more details. Additional information on this stipulation is given under the requirements for graduation on page 60.

NOTE 1: All universities and community colleges in the Tennessee Board of Regents (TBR) system share a common set of minimum requirements for baccalaureate degrees or associate degrees designed for transfer. Please see page 62 for further information.

NOTE 2: MTSU honors the completion of prescribed course placement requirements from any TBR institution regardless of credit hours assigned to individual courses or interventions used to complete the prescribed course placement requirements. Successful completion of prescribed course placement requirements from non-TBR institutions is demonstrated through Compass testing.

Reenrollee

- Reenrollees who have not attended another institution since leaving MTSU need only complete an application for readmission. Applicants who have not been enrolled in any postsecondary institution in the 12 months preceding the term for which they are applying will be eligible for admission, but will be admitted on probation if their cumulative grade point average is less than 2.00.
- Reenrollees who have attended another institution since leaving MTSU need to submit an application for readmission and a transcript from **all** institutions attended since

leaving MTSU. Applicants in this category need a grade point average of 2.00 or higher on all courses attempted at all colleges. Registration cannot occur until all transcripts are received so that eligibility for readmission can be determined. Reenrollees are required to fulfill any high school deficiencies previously required regardless of the number of transfer hours or earned associate degrees at the time of reenrollment.

- Reenrollees who wish to attend MTSU after being suspended should follow items 1 and 2 above as well as the following:
 - Students who receive their first suspension at the end of the Fall semester may not register at MTSU until the following summer.
 - Students receiving their first suspension at the end of the Spring semester will not be eligible to reenroll until the following Spring semester.
 - Students receiving their first suspension at the end of the Summer session will not be eligible to reenroll until the following Spring semester.
 - Students receiving two or more suspensions from any college(s), including MTSU, will be denied readmission for one calendar year.
 - Students who attended another institution during their suspension from MTSU will be readmitted if they have raised their cumulative grade point average (including MTSU work) to 2.00 or greater, or they have earned a minimum of 12 semester hours at the institution(s) attended since MTSU enrollment with a grade point average of 2.00 or greater.

Programs for Academically Talented High School Students

Upon completion of the junior year in high school, a student may enroll in regular freshman-level courses during summer term under the following conditions:

- A student must be in the upper 25 percent of the high school class and be nominated by his/her principal and/or counselor.
- Courses taken during Summer term must be chosen by the student in consultation with the high school counselor and department chair at MTSU. These courses are intended to supplement, not overlap, the total high school program and are not expected to be used for high school graduation. These courses will have no influence upon entrance requirements for regular admission to MTSU; however, they will count as regular college credit.

Early Admission

There are two ways one may qualify for early admission:

- Those students who would like to begin college at the end of their junior year must qualify under the following conditions:
 - be at least 16 years of age;
 - have completed the junior year of high school with a minimum of 14 high school units;
 - have a 3.50 grade point average on all work taken during grades 9, 10, and 11;
 - have a minimum ACT composite score of 27;
 - be recommended for participation in the program by either the high school principal or guidance counselor.
- Academically talented/gifted students enrolled in grades 9 through 12 in public or private schools in Tennessee may enroll in and receive regular college credit from Middle Tennessee State University under the following provisions:

- The student has a grade point average of 3.20 on a 4.00 scale;
- The student must present recommendation and permission from the high school principal;
- Placement in college courses must be a part of the student's Individualized Educational Placement (IEP) as determined by the Multidisciplinary Team.

The University makes no inference that courses completed at MTSU would apply toward high school graduation requirements. This privilege of enrollment is granted only to students enrolled in Tennessee public or private high schools as specified in Chapter 395 of the Public Acts of 1983. Students may register for no more than nine (9) semester hours per semester when enrolled in this program.

Special Students

Audit

Any person who is over 18 years of age and who wishes to take a course but receive no credit (audit) may do so by applying at the Admissions Office.

NOTE: Regular registration fees will be charged for auditing courses. Specific regulations concerning the responsibilities of students who audit courses may be found on page 38.

60-Year/Disabled (Audit) Student

Applicants 60 years old or older or permanently and totally disabled (T.C.A., Section 49-7-113) and domiciled in Tennessee are required to pay the nonrefundable application fee but are **not required** to pay registration fees if they audit courses. Proof of age or disability is required annually. Registration is on a space-available basis. Regular registration fees will be charged for credit courses.



Adult Special Student

This category is designed to serve the interests of an adult learner (age 21 or older) who does not wish to pursue a degree at the present, but who wishes to receive academic credit. To be admitted, an individual must hold a high school diploma or the equivalent. The applicant who first is denied regular admission to MTSU will also be denied admission to this category for the same semester. Students in this category are not allowed to register for

- a college-level mathematics or English course unless the appropriate portion of an academic assessment placement test is taken;
- any college-level course which has a remedial or developmental course prerequisite;
- any college-level course which has prerequisite courses defined by MTSU academic departments; the current catalog indicates most departmental course prerequisites.

Adult special students may complete a maximum of 16 semester hours credit at MTSU. After receiving 16 hours, the applicant, to continue enrolling at MTSU, must apply for degree-seeking classification and meet transfer admission requirements.

NOTE: Federal financial aid is not available to students in this category.

65-Year-Old/Disabled Credit Student

Persons 65 years of age or older or permanently and totally disabled persons (T.C.A., Section 49-7-113) who are domiciled in Tennessee may register for classes on a space-available basis for credit, paying a minimum registration fee. The cost is one-half the semester hour rate up to a maximum of \$75.00. An application fee is also required. The applicant must be a high school graduate or the equivalent, and the applicant must submit proof of age or disability annually.

Transient Student

An individual who is currently enrolled and in good standing at another college or university and who wishes to attend MTSU for one semester only must

- submit the nonrefundable application fee (check or money order);
- complete the application form;
- submit an official college transcript from the institution last attended.

NOTE 1: Registration at MTSU includes prerequisite checking which may require validation of course completion. The submission of a college transcript provides proof of successful completion of prerequisite course(s).

NOTE 2: Federal financial aid is not available to students in this category.

International Students

Details regarding admission of international students can be found on page 32.

Permanent Resident Students

Permanent residents are admitted to MTSU according to the same admission requirements as U.S. citizens. Permanent residents may be asked to submit proof (green card) of status to determine residency for fee payment purposes.

Withholding Application Information

Any student withholding application information or giving false information may be ineligible for admission and may be denied continuation of studies at the University.

Measles Immunization

Effective July 1, 1998, the State of Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday, or proof of immunity to measles if date of birth is 1957 or after. Students will not be allowed to register for classes until an acceptable form is on file in the Student Health Services Office. More information can be obtained by contacting McFarland Health Services, 898-2988.

Residency Classification for Fee-paying and Admission Purposes

The Admissions Office is charged with the determination of an undergraduate student's residency for fee-paying purposes and as the basis for some University admission requirements. The Graduate Office is charged with the determination of a graduate student's residency for fee-paying purposes. The International Programs and Services Office is charged with the determination of a non-U.S. citizen student's residency for fee-paying purposes. Classification is determined by information submitted on the admission application and subsequent fee classification questionnaire. Notification in writing is made soon after the student applies for admission. All decisions are based on regulations established by the Tennessee Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification

rules. Should a student be denied in-state classification, the student has the right of appeal. A written appeal should be submitted to the University Appeals Committee through the Office of the Associate Vice President and Dean of Student Life. A recommendation on the appeal will be reviewed and acted upon by the vice president for student affairs, whose decision shall be final.

Specific Instructional Programs

Certain instructional programs of the University are subject to special admission requirements which are in addition to the general admission requirements. Three such programs are Nursing, Recording Industry, and Teacher Education; the special admission requirements for these are subject to change according to availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate department to become familiar with any special requirements or deadlines.

NOTE 1: Acceptance from Middle Tennessee State University does not guarantee admittance to the Nursing Program—nor does rejection from the Nursing Program nullify acceptance to the University. Applicants desiring acceptance to the Nursing Program must obtain an application from the School of Nursing, MTSU, Murfreesboro, TN 37132.

NOTE 2: The Recording Industry Program requires admission to candidacy to earn a degree and as a prerequisite to enrollment in most upper-division courses. Visit www.mtsu.edu/~record/ for more information.

NOTE 3: Anyone wishing to apply for financial assistance to attend MTSU should contact the director of Student Financial Aid, MTSU, Murfreesboro, TN 37132. More information on financial aid is presented elsewhere in this catalog.

NOTE 4: Persons wishing to reside on campus should submit a housing application to reserve a room as early as possible due to a high demand for available housing. Application for admission should precede application for housing. Detailed information on housing can be found elsewhere in this catalog.

