

# ADMISSIONS

## Section Three

### A. GENERAL

The Office of Admissions at Darton College is responsible for providing information to prospective students, evaluating their applications, and notifying them concerning admission. The Admissions Office, located in the Administration Building, can be reached by telephone at (229) 317-6740 or toll-free at 1-866-775-1214 and by mail at 2400 Gillionville Road, Albany, Georgia 31707. The Darton College website may be accessed at [www.darton.edu](http://www.darton.edu)

### B. STANDARDS FOR ADMISSION

**FRESHMAN ADMISSIONS:** Students applying for admission to Darton College who have not previously attended a college or university must provide a transcript of secondary school credits showing evidence of graduation from an accredited high school or a GED certificate, a completed application form, a non-refundable \$20 application fee, and a completed immunization form.

Darton College has raised its regular admissions standards as an incentive for high school students to reach their full preparation potential. However, the University System of Georgia wants to assure that all students with the potential to benefit from a college education have access to admission. Therefore, all two-year colleges have special admission categories and standards for those who may not quite meet the regular admission standards. These categories include high school graduates with career/technical diplomas, GED recipients, students who have been out of high school for at least five years (non-traditional students), international students, and home-schooled students, among others. **Please review ALL of the admissions categories described below to see which you should select to guide your application.**

#### 1. ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES - TRANSFER PROGRAMS

##### Regular Admissions

Applicants must have completed all 16 of the required 16 College Preparatory Curriculum (CPC) courses in high school, or all 13 of the required 13 Career/Technical Preparatory Curriculum courses in high school. *Students who have not completed the 16 units of the CPC and who intend to be in degree programs leading to baccalaureate degrees must take additional courses to make up for CPC course deficiencies.*

Students graduating from high school with a College Preparatory Diploma must present a 2.0 high school GPA. Students graduating from high school with a Technology/Career Preparatory Diploma must present a 2.2 high school GPA.

SAT I and/or ACT scores are not required for regular admissions; however, minimum SAT scores of 430 verbal (17 English ACT) and 400 math (17 math ACT) may be submitted to exempt COMPASS placement testing, provided the applicant has graduated from high school with a College Preparatory Diploma and the scores are five years old or less.

##### Online-Only Students

Students residing outside the 14-county Darton College service area – including out-of-state students – who do not plan to attend any classes on the main campus or at any off-campus class site may apply as Online-Only students. Online-Only applicants must meet the standards as required for Regular Admissions and may qualify for special admissions categories including transfer, transient, and international students, among others. Online-Only applicants are not required to submit proof of immunizations. These applicants should sign the “Distance Learning Exemption” on the back of the immunization form and submit the form to the Office of

Admissions. If an Online-Only applicant intends, at any time, to take courses on campus, the student must submit proof of immunizations. See Darton's Admissions Website [www.darton.edu/admissions/](http://www.darton.edu/admissions/) to download an application or to apply online.

### **Presidential Exceptions**

In very special and rare circumstances, presidents of University System institutions may grant exceptions to the CPC and other requirements for Limited Admission if the student shows exceptional promise for success. Minimum requirements include a high school diploma from an accredited or approved high school, or a GED, or Ability-to-Benefit requirements as contained in the U.S. Department of Education's *Federal Financial Aid Handbook*.

The College Preparatory Curriculum is as follows:

<b><u>COURSE</u></b>	<b><u>UNITS</u></b>	<b><u>EMPHASIS</u></b>
<b>English</b>	<b>4</b>	<b>Grammar &amp; Usage Literature</b>
<b>Mathematics</b>	<b>4</b>	<b>Two years of Algebra Geometry</b>
<b>Science</b>	<b>3</b>	<b>Physical Science Two lab sciences</b>
<b>Social Science</b>	<b>3</b>	<b>Government Economics</b>
<b>Foreign Language</b>	<b>2</b>	<b>Two courses in the same language</b>

Applicants who do not submit SAT I and/or ACT scores, or who submit SAT scores below 430 verbal (17 English ACT) and 400 math (17 math ACT) must take the University System of Georgia COMPASS placement test to determine whether Learning Support courses are required.

## **2. ASSOCIATE OF APPLIED SCIENCE DEGREES, ASSOCIATE OF SCIENCE DEGREES IN ALLIED HEALTH PROGRAMS, AND CERTIFICATE PROGRAMS - CAREER PROGRAMS**

Admissions requirements for career degrees and career certificates depend upon the extent to which the general education component of the program is based on Core Curriculum courses. An applicant enrolling in a career program is not required to make up CPC deficiencies unless the major is changed to transfer degree. Admissions Counselors are available to explain Core Curriculum requirements.

**Programs With More Than 12 Semester Hours of Core Courses** Applicants presenting a College Preparatory Diploma from high school must submit a 2.0 GPA. Applicants presenting a Career/Technical Preparatory Diploma from high school must submit a 2.2 GPA.

**Programs With Fewer Than 12 Semester Hours of Core Courses** Applicants must have a high school diploma from an accredited institution with a minimum 1.8 GPA or have completed 12 of the 16 required CPC courses or have earned a GED. Students in these programs may take only those core courses specified in their programs.

Students admitted to career degree or certificate programs who are required to take the COMPASS test must take the required Learning Support course(s) indicated by their placement scores for any course which has a Learning Support requirement.

- 3. NON-TRADITIONAL STUDENTS:** Non-traditional students are identified as students who have not attended high school or college within the previous five years, as well as students who were admitted to previous colleges as non-traditional students and completed fewer than 30 transferable semester hours of college credit. These students are required to do the following:
- Submit a properly completed application for admission and a \$20 non-refundable application fee.
  - Meet all University System and institutional admissions requirements, depending upon program of study.
  - Take the COMPASS test and complete any Learning Support requirements.
- 4. TRANSFER ADMISSIONS:** All persons seeking admission who have been previously enrolled in other institutions of higher education shall be admitted according to the following policies:
- A properly completed application for admission and a \$20 non-refundable application fee.
  - A certified transcript from all colleges or universities previously attended.
  - Applicants who have completed fewer than 30 transferable semester hours shall complete all the requirements for freshman admission.
  - An applicant shall not be considered for admission unless he or she is academically eligible to return to the college or university last attended or unless the officials of the last institution recommend the applicant's admission. If, however, two or more calendar years have elapsed since the applicant's dismissal from the last college or university attended, the College may review the application and make a decision as to the applicant's eligibility.
  - Students with uncompleted Learning Support requirements at another System institution shall be admitted only in accordance with Darton College's Learning Support guidelines.
  - An applicant with fewer than 30 transferable semester hours applying for the programs leading to a Baccalaureate Degree and transferring from an institution or program that did not require the College Preparatory Curriculum shall submit a transcript of secondary school credits. Transfer students who have not met all College Preparatory Curriculum requirements must make up these deficiencies before, or simultaneously with, taking any other courses.
- 5. TRANSIENT ADMISSIONS:** An applicant who is enrolled in another college or university and seeks temporary admission shall submit the following:
- A properly completed application for admission and a \$20 non-refundable application fee.
  - A completed immunization form.
  - A letter from the registrar or other designated official of the institution in which the student is enrolled recommending admission as a transient student.
- 6. AUDITORS:** Students who meet the admissions requirements for one of the above categories and who are admitted to Darton College may register as "auditors." Students registering as "auditors" shall be required to:
- Submit a properly completed application for admission and pay a \$20 non-refundable application fee.
  - Submit a completed immunization form.
  - Pay the regular fees for enrollment and shall be prohibited from receiving credit at a later time for coursework they completed as "auditors."
  - Take the COMPASS test, if applicable.
- 7. THE ACCEL PROGRAM:** Darton College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. The Accel Program allows high school students to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. Dual credit students who are jointly enrolled at eligible

Georgia public or private high schools and Darton College can receive an Accel Program award covering tuition, HOPE-approved mandatory fees, and a book allowance. All hours paid for by the program will be included in the 127 semester-hour or 190 quarter-hour HOPE credit hour cap. Accel funding applies only to the five College Preparatory Curriculum (CPC) areas. Tuition and other expenses are the responsibility of the student if non-core courses are taken. The Accel Program is not available during summer semester.

Applicants for the Accel Program must meet the following eligibility requirements:

- a. Must have completed all of the academic requirements of the tenth grade.
- b. Must be a Georgia resident.
- c. Minimum SAT I combined score of 970 (ACT 21); minimum SAT I verbal score of 530 (ACT 23) to qualify for CPC credit in English or social science courses; minimum SAT I math score of 530 (ACT 22) to qualify for CPC credit in math courses.
- d. Minimum high school cumulative grade point average of 3.0 in academic subjects.
- e. Must be on track to complete the required high school CPC requirements by the end of the senior year.

Applicants for the Accel Program must submit the following to the Director of Admissions:

- a. A properly completed application for admission, a \$20 non-refundable application fee, and a completed immunization form.
- b. A letter of recommendation from the high school counselor/principal.
- c. Written consent from the parent or guardian if the student is a minor.
- d. A properly completed Accel Program application form.

For more information on the Accel Program, please contact the Assistant Director of Admissions, at (229) 317-6747, or Ms. Elizabeth Gassel, Accel Program Advisor, at (229) 317-6733.

8. **JOINT ENROLLMENT:** The Joint Enrollment Program allows the high school student, while continuing his/her enrollment in high school, to enroll in courses for college credit. Tuition, mandatory fees and associated costs of attendance are the responsibility of the student. The admissions guidelines for joint enrollment are the same as those for the Accel Program outlined above; however, it is not necessary for students to complete the Accel application.
9. **PERSONS 62 YEARS OF AGE OR OLDER:** Darton College and the University System of Georgia have established the following guidelines for the enrollment of persons 62 years of age or older. Applicants for this program:
  - a. Must submit a properly completed application for admission and a \$20 non-refundable application fee. Applicants shall meet all System and institutional admissions requirements.
  - b. Must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility.
  - c. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees except for supplies or laboratory fees, or activity and athletic fees.
  - d. Must meet all System, institution, and legislated degree requirements if they are degree seeking students.
10. **NON-IMMIGRANT INTERNATIONAL STUDENT ADMISSIONS:** Applicants who are on Student Visa must complete the following requirements:
  - a. Provide an official English translation with all transcripts showing a minimum 1.8 high school grade point average (GPA) and proof of graduation.

- b. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 330 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum scores of 480 (paper-based), 157 (computer-based), or 54 (internet-based).
  - c. Submit SAT I scores of 330 verbal (12 ACT) and 310 math (14 ACT) if high school graduation was within the past 5 years. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school may submit satisfactory results of the Test of English as a Foreign Language (TOEFL) in lieu of SAT I verbal score.
  - d. Provide documentation of sufficient resources to cover tuition, room and board, health insurance and other living expenses. Send an affidavit from your financial sponsor and an official letter from the sponsor's bank stating a dollar amount of readily available deposits in U.S. currency. The total cost of attendance for one academic year is \$9,388 for students with the out-of-state fee waiver (International Student Fellowship), and \$14,014 without the out-of-state fee waiver.
  - e. Copy of I-94, Visa, or Other Immigration Documents. If you are already in the U.S., send a copy of your passport, I-94 card (DHS Departure Record). If you are currently attending school, you must also submit a copy of your I-20.
11. **Non-U.S. Citizen Who Are Not on Student Visa:** Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students, but will not be required to provide the financial documentation. All non-U.S. citizens are required to provide a documentation of their immigration status to be considered for in-state tuition.
12. **NON-DEGREE STUDENTS:** Students may enroll as non-degree students for a maximum of 12 semester hours of credit (including institutional credit). Such students may not enroll in courses with a Learning Support prerequisite unless they have been screened for and have exempted that requirement.
- Students with an earned baccalaureate degree from a regionally accredited institution may enroll as non-degree students with no limitation on the number of semester hours credit that may be earned.
13. **RE-ADMISSION OF FORMER STUDENTS:** Former students are defined as those who have enrolled at Darton College at some time in the past but were not enrolled the previous semester. Students in this category must provide the following:
- a. A properly completed application for re-admission. There is no application fee for former students.
  - b. A certified transcript of undergraduate work from all colleges or universities attended since the last enrollment at Darton College.  
Students who re-enroll after a period of suspension re-enter on Academic Probation.
14. **ADMISSION TO SPECIAL COURSES:** Requirements for admission to seminars, short courses, and institutes that carry academic credit are the same as for admission to any other regular college course. Requirements for admission to non-credit seminars, short courses, and institutes will be published at the time of the announcement of the course offering.
15. **EXCEPTIONAL OR UNIQUE CIRCUMSTANCES:** Recognizing that not all applicants have the same needs or qualifications, Darton College makes provisions for those applicants who might profit from an educational experience at the College but, for some reason, do not satisfy all requirements. Such cases are considered

separately, and each is judged on its own merits. Persons admitted under these provisions will be classified in the appropriate group described above.

16. **ADMISSION TO SPECIALIZED PROGRAMS:** Certain specialized programs such as Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Human Services Technology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant and Respiratory Care have additional admissions requirements. The applicant for one of these programs must first gain admission to the College before being considered for these programs. Admission to the College does not ensure admission to a specialized program. See the specific program area for additional admissions requirements for each program.
17. **INDIVIDUALS WITH PHYSICAL, MEDICAL, OR LEARNING DISABILITIES:** Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities Act requirements for accommodating students with disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, students with disabilities are encouraged to:
  - a. Contact the Coordinator of Disability Services before taking the COMPASS test if alternative testing procedures are appropriate. (Information provided to the Disability Services office is strictly confidential and will remain separate from application materials.)
  - b. Contact the Coordinator of Disability Services to get a list of the required test battery to validate the existence of a learning disability.
  - c. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance.
  - d. Work through the Coordinator of Disability Services to arrange any special academic or scheduling accommodations that may be required.
  - e. All students, regardless of disability, must follow conduct and attendance policies.
18. **GED Recipients:** GED recipients must adhere to the following guidelines:
  - a. Students must submit an application for admission and \$20.00 fee.
  - b. Students must submit a completed immunization form.
  - c. Students' must submit composite GED test scores of a minimum 2250 (passing.)
  - d. Students must submit an official copy of high school transcripts.
  - e. Students must take the COMPASS placement test.

### C. LEARNING SUPPORT REQUIREMENTS

Entering Freshmen who do not submit SAT I and/or ACT scores, or who score below 430 SAT I verbal/17 ACT English and below 400 SAT I math/17 ACT math will be required to take the COMPASS placement test. This test is given for three purposes: (1) to determine if a student is adequately prepared for successful college work in English, reading, and mathematics, (2) to recommend required Learning Support courses, and (3) to recommend advanced placement when possible.

The following guidelines concerning Learning Support apply to transfer students:

- a. Transfer students who were in Learning Support at the sending institution must provide scores for placement purposes. The scores may be obtained from the previous institution or by retesting at Darton College.
- b. Transfer students for whom the college transcript reads "Exited Learning Support" or "exited" in a specific subject area will not be required to present scores and will be considered "exited" at Darton College.
- c. All transfer students without transfer credit (C or better) in college mathematics will be required to provide scores for the Mathematics and Reading portions of COMPASS test. All transfer students without transfer credit (C or better) for college English will be required to provide scores for the English and reading portions of the COMPASS test.

#### D. ACCEPTANCE AND ADMISSIONS STATUS

After all admissions requirements have been satisfied, the applicant, if determined eligible for admission, will be accepted for enrollment and assigned to one of the following student classification categories:

1. **UNCONDITIONAL ENROLLMENT** into the credit transfer programs or credit career programs. Certain specialized programs have additional admissions requirements and admission to the College does not imply acceptance to these programs. Within the classification of unconditional enrollment, a student will be further classified as freshman, sophomore, joint enrollment, transient, irregular, or audit.
2. **CONDITIONAL ENROLLMENT** into Learning Support. Those students whose COMPASS test scores or comparable College Placement Examination scores indicate an academic deficiency in one or more of the areas tested are granted conditional acceptance and are required to remove all deficiencies prior to being admitted unconditionally. A student is allowed three attempts in each deficiency area. Scores below 74 in reading, below 60 in English and below 37 in algebra on the COMPASS test will require one or more Learning Support courses in a given deficiency area. Students requiring remediation must enroll in these courses first each semester before enrolling in any credit work. Students needing to satisfy CPC math requirements are required to do so by satisfactory completion of Learning Support math.
3. **PROVISIONAL ENROLLMENT** is granted to those students whose program of study requires the College Preparatory Curriculum and who are deficient in one or more areas of this curriculum. All deficiencies must be removed by the time the student earns 18 semester credit hours. Courses taken to meet deficiency requirements will not count toward the student's degree requirements and must be completed within the first eighteen hours of college work. Science deficiencies may be removed by completing either BIOL 1110 or CHEM 1151; social science deficiencies may be removed by completing one of the following: HIST 1111 or 1112, HIST 2111, or HIST 2112; foreign language deficiencies may be removed by completing FREN 1001, SPAN 1001, JAPN 1001, or GRMN 1001.
4. **TEMPORARY ENROLLMENT** is granted to an applicant who cannot submit all admissions material prior to the printed deadlines. Such acceptance will permit the student enrollment pending receipt of the missing information. No credits may be recorded or grades released to students attending under this category until the student's admission file is complete.

#### E. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Darton College will accept transfer credit from other accredited colleges and universities. A grade of "C" or better is required, and credit is issued for equivalent courses in the student's curriculum at Darton College. In addition, a maximum of two courses carrying grades of "D" may be transferred if they satisfy curricular requirements and if the student's cumulative transfer average is at least 2.00 by the Darton College method of computation. No freshman English courses with grades less than "C" may be transferred.

A maximum of 42 semester hours of academic work may be transferred to Darton College. A limited number of credits earned by correspondence may be transferred if they carry satisfactory grades and meet curricular requirements.

An evaluation of credits accepted in transfer will be furnished to the students as soon as all transcripts are received by the College.

Credit earned by Darton College students attending other colleges or universities as transient students will be treated in the same manner as described above.

The Director of Admissions may refer any application to the Admissions Committee for further study and advice. The Director of Admissions, however, has the right to make a final decision on all applications. The decision may be appealed under provisions set forth by

the College and the Board of Regents of the University System of Georgia.

