



**BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA**

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December 7, 2016

Presidents  
University System of Georgia  
*sent via email*

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on November 9, 2016 in Atlanta, Georgia. During this meeting, changes were made to the following BOR policy sections:

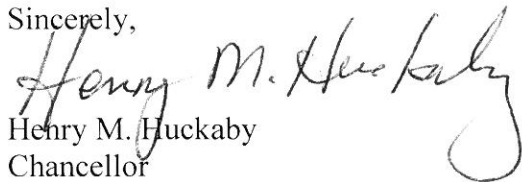
**Academic Affairs**

- **Board Policy 4.2.1.1 Freshman Requirements**
- **Board Policy 4.2.1.2 Exceptions to Freshman Admissions**
- **Board Policy 4.2.1.4 Non-Traditional Students**

Attached as Exhibit A is a document which shows the language added / deleted from each policy and also provides the effective date and helpful information regarding these policy changes. Also attached as Exhibit B is a document that succinctly summarizes the recent changes in the SAT. This document should prove helpful in communicating these changes to faculty, staff and others.

Please share widely with the appropriate offices on your campus to include academic affairs, student affairs, legal affairs, and internal audit. Questions about changes to these policies should be directed to Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs at (404) 962-3097 or [martha.venn@usg.edu](mailto:martha.venn@usg.edu).

Sincerely,



Henry M. Huckaby  
Chancellor

Enclosure

cc: Dr. Steve Wrigley, Chancellor Elect  
Tricia Chastain, Executive Vice Chancellor for Administration  
Dr. Michael Crafton, Interim Executive Vice Chancellor and Chief Academic Officer  
Shelley Nickel, Executive Vice Chancellor for Strategy and Fiscal Affairs  
Rob Anderson, Vice Chancellor for Educational Access and Success  
Sam Burch, Vice Chancellor for Legal Affairs and Secretary to the Board  
Marion Fedrick, Vice Chancellor for Human Resources

John Fuchko, III, Vice Chancellor for Organizational Effectiveness  
Dr. Joyce Jones, Vice Chancellor for Student Affairs  
Dr. Bobby Laurine, Vice Chancellor and Chief Information Officer  
Charlie Sutlive, Vice Chancellor for Communications  
Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs  
Kimberly Ballard-Washington, Associate Vice Chancellor for Legal Affairs  
Wesley Horne, Director of Ethics and Compliance

**Exhibit A**  
**BOARD OF REGENTS POLICY MANUAL**  
**Revised Policies and Background Information**  
**Meeting of November 9, 2016**

**Academic Affairs**

- **Board Policy 4.2.1.1 Freshman Requirements**
- **Board Policy 4.2.1.2 Exceptions to Freshman Admissions**
- **Board Policy 4.2.1.4 Non-Traditional Students**

**Policy Change: Board Policy 4.2.1.1, 4.2.1.2, and 4.2.1.1**

**A. Background:**

The SAT was revised this past year and the new score ranges and test section names need to be reflected in the Board Policy Manual. Guidance was provided to the institutions last fall for using the new SAT scores in the admissions process. This will bring board policy in alignment with the changes in the SAT.

**B. Effective Date:**

The effective date of these policies are November 9, 2016

**C. Changes to Board Policy 4.2.1.1, 4.2.1.2, and 4.2.1.1**

**4.2.1.1 Freshman Requirements**

Students applying for freshman admissions to a USG institution must meet the following criteria.

**Required High School Curriculum**

Completion of the USG's Required High School Curriculum ("RHSC") requirements and graduation from a high school accredited by a regional accrediting association (such as the Southern Association of Colleges and Schools) or the Georgia Accrediting Commission or from a public school regulated by a school system and state department of education.

Students applying to any institution must present credit for sixteen (16) specified units. Students who graduate from high school in 2012 or later must present credits for seventeen (17) specified units. The 16 (17 for students who graduate in 2012 or later) specified USG units are:

1. **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
2. **ENGLISH:** Four (4) units of English which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
3. **SCIENCE:** Three (3) units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who graduate in 2012 or later must have four (4) units of science. Georgia Public High School graduates must have at least one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.

4. SOCIAL SCIENCE: Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
5. FOREIGN LANGUAGE/AMERICAN SIGN LANGUAGE/COMPUTER SCIENCE: Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language or two (2) units of Computer Science emphasizing coding and programming may be used to satisfy this requirement.

In addition to these minimum requirements, students are encouraged to take additional academic units in high school to improve their probability for admission and success.

### **SAT/ACT Scores**

Students must present at least the following minimum test scores for admission to a research, comprehensive, or state university:

1. 24 on the Reading test and 22 on the Math test of the new SAT (administered March 2016 or later);
2. 430 on the Critical Reading section and 400 on the Mathematics section of the old SAT (administered prior to March 2016); or,
3. 17 on the English test and 17 on the Mathematics test of the ACT.

Presidents of the state colleges at their option shall require one of the following:

1. Submission of SAT/ACT test scores and meeting of the Freshman Index, as described below; or,
2. A minimum high school grade point average (HSGPA) and mandatory evaluation for Learning Support in lieu of SAT/ACT test scores for admissions.

State colleges requiring SAT/ACT shall establish minimum test score requirements of at least the following:

1. 19 on the Reading test and 18 on the Math test of the new SAT (administered March 2016 or later);
2. 330 on the Critical Reading section and 310 Mathematics section of the old SAT (administered prior to March 2016); or,
3. 12 on the English test and 14 on the Mathematics test of the ACT.

Students meeting the above minimum SAT/ACT scores but without scores sufficient to exempt placement screening will have a Mathematics Placement Index (MPI) and an English Placement Index (EPI) calculated as outlined in Section 2.9.1, Administrative Procedures for Learning Support Programs, of the Academic and Student Affairs Handbook.

### **Freshman Index**

Effective Fall semester 2011, presidents of state and two-year colleges at their option shall require one of the following: a) submission of SAT/ACT test scores and meeting of the Freshman Index, as described below; or b) a minimum high school grade point average (HSGPA) and mandatory placement testing in lieu of SAT/ACT test scores for admissions.

A designated score on the Freshman Index ("FI"), which is based on a combination of a student's SAT I or ACT assessment scores and high school grade point average (HSGPA). The Freshman Index is:

1.  $FI = 500 \times (HSGPA) + SAT \text{ Verbal/Critical Reading} + SAT \text{ I Math (or)}$
2.  $FI = 500 \times (HSGPA) + (ACT \text{ Composite} \times 42) + 88$

The Freshman Index (FI) is calculated using a combination of a student's SAT or ACT scores and high school grade point average (HSGPA).

Scores earned on the old SAT (administered prior to March 2016) are entered directly into the SAT FI formula. Scores earned on the new SAT (administered March 2016 or later) must first be converted to the equivalent scores on the old SAT using the appropriate concordance tables provided by the College Board. The equivalent old SAT scores are then entered into the SAT FI formula.

The following are the FI formulas:

$$\text{SAT FI} = 500 \times (\text{HSGPA}) + \text{old SAT Critical Reading section score} + \text{old SAT Math section score}$$

$$\text{ACT FI} = 500 \times (\text{HSGPA}) + (\text{ACT Composite} \times 42) + 88$$

The minimum FI required for admission to a:

1. Research university is 2500;
2. Regional Comprehensive university is 2040;
3. State university is 1940; and,
4. State or two-year college requiring SAT/ACT is 1830.

In addition to the FI, students must have a minimum SAT I Verbal score of 430 and Mathematics score of 400 (or ACT equivalent) for admission to a university (research, regional, or state).

~~Students without these minimum scores but with SAT I scores of at least 330 Verbal and 310 Mathematics may be considered for admission to a two-year college, but will be required to exempt or exit Learning Support in the areas of deficiency.~~

Institutions may set higher requirements for admission. Students meeting the minimum FI and test score requirements are not guaranteed admission.

(BoR Minutes, Aug. 2010; Aug. 2014)

#### **4.2.1.2 Exceptions to Freshman Admission Requirements for Special Groups of Students**

Students may also be admitted as freshmen based on alternative evidence of college readiness. The following are modified or additional requirements for specific groups of applicants.

##### **Limited Admissions Category**

In recognition of the fact that a limited number of students do not meet established standards but do demonstrate special potential for success, institutions are authorized to grant admission to a limited number of such students. Institutions will use multiple measures whenever possible, such as interviews, portfolios, and records of experiential achievements, for students being considered for Limited Admission.

The number of students who may be granted Limited Admissions will be restricted based on institutional sectors, with two-year state colleges allowed the highest percentage for Limited Admissions. Nontraditional freshmen will not be included in the Limited Admissions percentage allowed for each institution.

The FI required for Limited Admission to a:

Research university is 2020;  
Regional university, 1830; and  
State university, 1790.

In addition to the FI, Limited Admissions, students must have a minimum SAT Verbal/Critical Reading score of 430 and Mathematics score of 400 (or ACT equivalent) for admission to a university (research, regional, or state). Students with SAT I (or ACT equivalent) scores of at least 330 Verbal and 310 Math may be considered for Limited Admission to a two-year college, but will be required to exempt or exit Learning Support in the areas of deficiency according to USG procedure (see Academic and Student Affairs Handbook 2.9.1) (BoR Minutes, Aug. 2014).

### **Limited Admissions and the Required High School Curriculum (RHSC)**

At research, regional comprehensive, and state universities, students granted Limited Admission must also have completed the sixteen (16)-unit Required High School Curriculum, and students who graduate in 2012 or later must have completed seventeen (17) units. At state and two-year colleges, students may be considered for Limited Admission if they have a high school diploma or GED and meet the minimum SAT/ACT score requirements. A GED is acceptable only if the student's high school class has graduated. Certificates of attendance or special education diplomas are not acceptable.

Students who enter under the Limited Admissions category, including Presidential Exceptions as noted below, must make up any Required High School Curriculum units unit deficiencies in accordance with USG procedures. They must also be screened, as applicable, for placement in Learning Support courses using USG placement criteria and must meet criteria for exemption or exit of Learning Support in English (reading/writing) and mathematics as outlined in Section 2.9.1, Administrative Procedures for Learning Support Programs, of the Academic and Student Affairs Handbook.

For students transferring from a Commission on Colleges (COC) accredited Technical College System of Georgia (TCSG) technical college, comparable scores from the TCSG technical college may be used according to guidelines issued by the Executive Vice Chancellor and Chief Academic Officer.

### **Limited Admissions and SAT/ACT Scores**

In order to be considered for Limited Admission, students must meet the minimum SAT/ACT test score requirements as outlined in BOR Policy 4.2.1.1, Freshman Requirements.

### **Limited Admissions and the Freshman Index (FI)**

The FI required for Limited Admission to a:

Research university is 2020;  
Regional university is 1830; and  
State university is 1790.

There is no minimum FI for Limited Admission to a state college.

### **Presidential Exceptions**

Presidents of USG institutions may grant exceptions to the Required High School Curriculum units and FI requirements for Limited Admissions if the student shows promise for academic success in college and has at least a high school diploma or GED credential. Institutions will be required to report to the

USG chief academic officer on those students granted Presidential Exceptions. Presidential Exceptions must be included as part of the institution's maximum percentage for Limited Admissions.

### **Alternative Requirements for Home-Schooled Students and Graduates of Non-Accredited High Schools**

Applicants from home schools or graduates of non-accredited high schools may validate the Required High School Curriculum in an alternative way. SAT scores and satisfactory documentation of equivalent competence in each of the areas at the college-preparatory level may be used in lieu of the FI and Required High School Curriculum unit requirements.

A student whose SAT **Total score Composite ((Verbal/Critical Reading plus Mathematics) on the old SAT (administered prior to March 2016), or equivalent on the new SAT (or ACT equivalent), score** is at or above the average SAT score of the previous year's fall semester first-time freshmen admitted to the USG institution to which he/she is applying and who has completed the equivalent of each of the areas as documented by a portfolio of work and/or other evidence that substantiates completion of the Required High School Curriculum qualifies for consideration for admission.

Students in this category must also meet the minimum ~~SAT Verbal/Critical Reading requirement and the minimum SAT Mathematics requirement (or ACT equivalent)~~ **SAT/ACT score requirements** for the sector to which they **are applying, as outlined in Policy 4.2.1.1, Freshman Requirements.**

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, English Literature, Math Level 1 IC or Math Level 2 IC, American U.S. History & Social Studies, World History, Biology E/M, and one of the following:~~ Chemistry or Physics.

Students admitted in this category with satisfactory documentation of competence in all areas will not be counted in the institution's Limited Admissions (including Presidential Exceptions) category. Those with qualifying SAT I scores and documentation of partial completion of the Required High School Curriculum may be admitted on the same basis and with the same conditions as other students with deficiencies.

### **Admission of Students with Outstanding Scores**

Students who demonstrate very high academic ability by achieving a ~~composite SAT~~ **composite SAT Total score Composite (Verbal/Critical Reading plus Math Mathematics) on the old SAT (administered prior to March 2016), or equivalent on the new SAT or ACT,)-score** in the upper five percent (5%) of national college-bound seniors according to the most recent report from the College Board and who show other evidence of college readiness may be admitted under this section. ~~An ACT score which is equivalent to this SAT score may also be used.~~

Institutions must carefully evaluate such students to determine their ability to benefit from college coursework.

Students admitted in this section will not count in an institution's Limited Admissions exceptions.

### **Admission of International Students**

Freshman international students may be admitted in another admissions category or may be admitted in a separate category for international students under established USG procedures. If these students do not meet the alternative USG admission procedures, they might be considered as Presidential Exceptions.

**Admission of Students with Disabilities**

Because the core curriculum of each institution requires students to complete college-level courses in English, mathematics, social science, and science, all students must complete the Required High School Curriculum in these areas. Students with disabilities that preclude the acquisition of a foreign language may petition for admission without this requirement according to procedures established by the USG. Students with disabilities are expected to meet the sector's minimum SAT or ACT score requirements, but should request the appropriate testing accommodations from the agencies administering the SAT or ACT.

**Dual Enrollment/Joint Enrollment/Early Admission of High School Students**

The USG recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of three organized programs:

1. A dual enrollment program in which a student, while continuing his/her enrollment in high school, enrolls in a course(s) for both high school and college credit.
2. A joint enrollment program in which a student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit.
3. An early admissions program in which the student enrolls as a full-time college student following completion of the junior year in high school.

The minimum admissions standards for the dual enrollment, joint enrollment, and early admissions programs have been developed to allow certain students to receive both high school and college credit for some courses. Procedures for admission, course selection, and instruction can be found in Section 3.0 of the Academic Affairs Handbook (BoR Minutes, Sept. 2004).

**Residential Programs**

The USG offers residential programs for gifted, talented, and motivated students at two institutions: the Advanced Academy of Georgia at the University of West Georgia, and the Georgia Academy of Mathematics, Engineering, and Sciences at Middle Georgia State College University Admissions and program requirements are established by the individual institutions (BoR Minutes, Sept. 2004; Aug. 2014).

**Early College**

Early Colleges enhance students' opportunities to accelerate their education by participating in a joint high school/college program. Each Early College represents an approved partnership between a Georgia public school system and a USG institution. Students in USG-recognized Early Colleges are eligible for enrollment in college courses while they are enrolled in the Early College (BoR Minutes, Sept. 2004).

**4.2.1.4 Non-Traditional Students**

In order to make the USG more accessible to citizens who are not of traditional college-going age and to encourage a higher proportion of Georgians to benefit from life-long learning, institutions may admit as many non-traditional students as is appropriate based on institutional mission, academic programs, and success in retaining and graduating non-traditional students.

The number of non-traditional students an institution enrolls will not be counted against the percent of Limited Admissions allowed each institution. Institutions may set additional criteria for admission of non-traditional students.

**Non-Traditional Freshmen**

Non-traditional freshmen are defined as individuals who meet all of the following criteria:

1. Have been out of high school at least five years and whose high school class graduated at least five years ago;
2. Hold a high school diploma from an accredited or approved high school as specified in Section 4.2.1.1 of this Policy Manual or have satisfactorily completed the GED; and,
3. Have earned fewer than 30 transferable semester credit hours.

All non-traditional freshmen must be evaluated for Learning Support status in English (reading/writing) and mathematics using USG placement criteria (see Academic and Student Affairs 2.9.1).

For students transferring from a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)-accredited TCSG college, comparable scores from the TCSG college may be used according to guidelines issued by the USG chief academic officer (BoR Minutes, Aug. 2014).

As an alternative, an institution may allow non-traditional freshmen who have within the past seven (7) years posted SAT scores of at least 500 in both ~~Verbal~~/Critical Reading and Mathematics **on the old SAT (administered prior to March 2016), or equivalent on the new SAT, or** ACT scores of at least 21 on both English and Mathematics to exempt the placement test.

**Non-Traditional Transfers**

Non-traditional transfer students are defined as individuals who meet all of the following criteria:

1. Have been out of high school at least five years or whose high school class graduated at least five (5) years ago; and,
2. Have earned thirty (30) or more transferable hours of college credit, as defined in Section 4.2.1.1 of this Policy Manual.

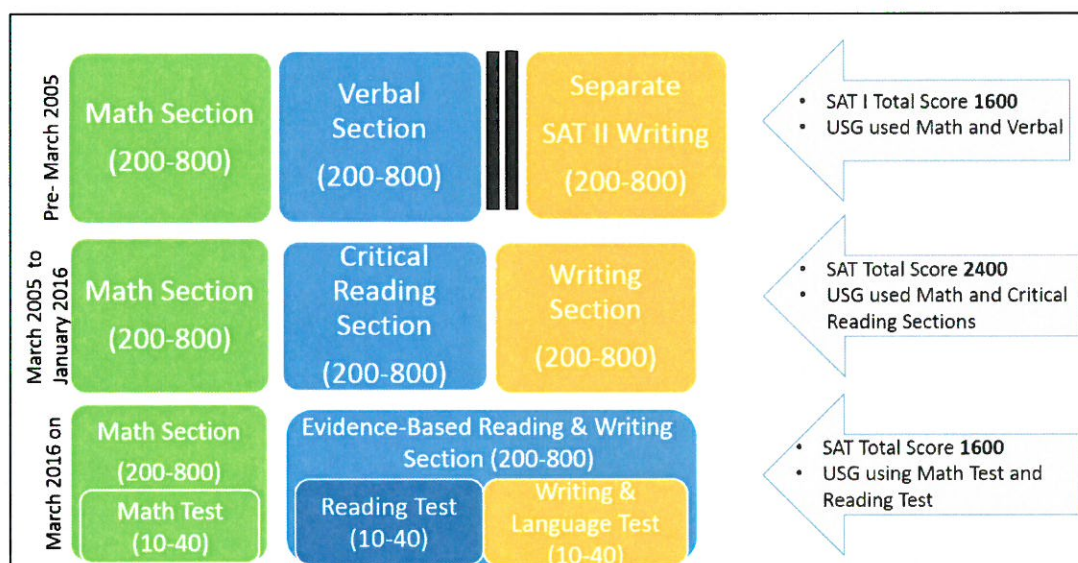
A non-traditional transfer student can be admitted, according to the institution's policy, if his/her transfer GPA is below the transfer standard for the institution's sector. These students do not count against the number of Limited Admissions allowed for transfer students at that institution. Institutions should require placement evaluation as appropriate (BoR Minutes, Aug. 2014).

# Exhibit B: The USG Implementation of the New SAT



## SAT Changes & USG Score Requirements (March 2005 – Current)

The SAT has undergone a number of changes over the years. Among the more recent changes, in March 2005, the College Board added a required Writing section to the existing Verbal (renamed Critical Reading in 2005) and Math sections of the test. The new Writing section (which was based on the then discontinued separate SAT II Writing test) was scored on the 200-800 range therefore increasing the maximum possible score on the 2005 SAT from 1600 to 2400. While College Board required test-takers to complete the Writing section, the USG opted not to implement a Writing score requirement in 2005. The USG instead continued to require scores from the Math and Critical Reading sections only, resulting in a maximum possible score of 1600 for USG admission-purposes.



In March 2016, the College Board released additional changes to the SAT. Among the 2016 changes, the Critical Reading section was replaced with a new Evidence-Based Reading & Writing (ERW) section. The new ERW section is comprised of a Reading test (comparable to the Critical Reading section on the previous version of the SAT) and a Writing test (comparable to the previous Writing section that was not required by the USG). The new Math section is comparable to the old Math section and scores can be expressed on either the section 200-800 scale or the test 10-40 scale.

In order to avoid introducing a new admissions requirement that could have a negative impact on the admissibility of some students, the USG opted not to implement a Writing requirement until additional research on the new SAT as a predictor of USG student success can be completed. Since the ERW Section has a writing component, the USG has instead established minimum score requirements for the new Reading test, the part of the new SAT comparable to the previous Critical Reading section. In addition, requirements have been established around the new Math test/Math section, both comparable to the old SAT Math section.

## New SAT FAQs

### 1. Why isn't my college or university of interest considering my Evidence-based Reading & Writing (ERW) section score when reviewing my admissions file?

As the University System of Georgia (USG) considered appropriate minimum score requirements for students taking the new SAT, the focus was on ensuring that no students would be negatively impacted by any changes

to the admission requirements. Since the USG minimum admission requirements have not previously included a writing requirement, the decision was made not to introduce a new Writing test score minimum since a new writing requirement could result in the denial of some otherwise admissible students. The new ERW section includes a writing test. Therefore, the USG has not set an ERW section score requirement at this time.

**2. Why is my college or university of interest requiring that I meet a minimum Reading test score which is on the 10-40 scale, aren't all SAT scores on the 200-800 scale?**

As mentioned in the above FAQ, the USG has opted not to implement an ERW section score requirement at this time. Instead, the USG is considering scores from the new SAT Reading test as this section is comparable to the Critical Reading section on the previous SAT. The new SAT Reading test is scored on a 10-40 scale. Once additional data on new SAT test-takers is available, the USG will complete a thorough analysis of the new SAT and a writing requirement may be introduced in the future.

**3. If the USG has not established minimum Evidence-based Reading & Writing section scores for admissions, why is my college or university requiring that I meet a minimum ERW score requirement?**

The admission requirements established for the USG are the minimums set for the public colleges and universities in Georgia but the colleges and universities may have additional or higher requirements. Therefore, while college and universities must require the minimum Reading test score set for the USG, some institutions, particularly the universities with competitive admissions, may also require a minimum ERW score.

**4. Why has the USG established a minimum new SAT Math test score rather than a minimum Math section score?**

The USG is communicating the new SAT math score requirement at the Math test level to be consistent with the Reading test score requirement. The College Board has provided concordance tables to allow for scores to be compared across the old SAT Math section, new SAT Math section, and the new SAT Math test. Consequently, the USG colleges and universities may present their new SAT math requirements as either a Math test score (on the 10-40 scale) or a Math section score (on the 200-800 scale).

**5. How do I know if I have met the SAT score requirements for the institution I plan to attend?**

The Board of Regents of the University System of Georgia establishes the minimum test score requirements for the public colleges and universities in the state. The colleges and universities may establish additional and/or higher requirements than those established by the Board of Regents. Students are encouraged to visit the website or to speak with an Admissions representative for the college or university they are interested in attending to learn more about their admission requirements. The USG college and university websites can be accessed from the USG website at <http://www.usg.edu/institutions/>. The following tables provide a summary of the minimum score requirements established by the Board of Regents for the University System:

State Colleges Requiring SAT/ACT					
Old SAT (administered prior to March 2016)		New SAT (administered March 2016 or later)		ACT	
Critical Reading Section	Math Section	Reading Test	Math Test	English	Math
330	310	19	18	12	14

Research, Comprehensive, and State Universities					
Old SAT (administered prior to March 2016)		New SAT (administered March 2016 or later)		ACT	
Critical Reading Section	Math Section	Reading Test	Math Test	English	Math
430	400	24	22	17	17