

# Regulations Library

## The University of Utah

Policy: 6-404 Rev: 14

Date: July 1, 2009

## Policy 6-404: Undergraduate Admission

### Section 1. Application for Admission

All prospective undergraduate students must apply through the Admissions Office. Applicants must submit a completed "Application for Undergraduate Admission," required test scores, processing fee and any required credentials by the appropriate deadline.

### Section 2. Credits and Admissions Committee

Entrance credentials shall be examined by an admissions official who will file a record of action concerning each application and refer doubtful cases through the director of admissions to the Credits and Admissions Committee, to which each applicant has the right of appeal. This committee shall have authority to estimate the value of credit presented by entering students, whether for freshman or advanced standing, and shall have power to act, except as otherwise provided, on all matters of admission or credit, including the granting of credit through special examinations as provided in Policy and Procedure 6-100, Section 5, paragraph 6. No other committee, member of the faculty or other representative of the university is authorized to make commitments to students concerning entrance or credit.

### Section 3. Admission to the Freshmen Class

A. Applicants for admission to the freshman class who are high school graduates, or expect to graduate from high school before entering the university, and who have not attended another collegiate institution are admitted as degree-seeking candidates provided they present the following credentials and meet the following criteria:

#### Credentials Required

1. A completed University of Utah admission application and processing fee.
2. An official copy of the high school transcript or certification of courses completed, sent directly from the school of record.
3. American College Test scores (ACT) or Scholastic Achievement Test scores (SAT).

Admissions Criteria to be Fulfilled (effective for students who graduate from high school in the spring semester of 1991 or after)

1. Satisfactory performance (2.0 on 4.0 scale or "C" average) during grades 9 through 12 (except as otherwise noted) in the following subjects:
  - a. English - 4 units, emphasizing composition and literature.
  - b. Mathematics - 2 units beyond elementary algebra be taken from the following list: geometry, intermediate algebra, trigonometry, advanced algebra and calculus.
  - c. Biological or Human Biological and/or Physical Science - 3 years, two of which are required to be taken from the following: chemistry, physics, and biology, or human biology (one of the sciences must include a laboratory experience).
  - d. History - 1 unit, American History and Government (processes and structure of

democratic governance).

- e. Foreign Language - 2 units of the same foreign language taken during grades 7 through 12.
  - f. Additional Units Required - 4 units to be chosen from at least two of the following: history, English, mathematics beyond intermediate algebra, laboratory science, foreign language, social science, fine arts.
2. For those applicants who have completed the required high school curriculum, an admissions index (AI) will be used to rank order the applicant pool. This AI will be taken from a two variable table consisting of cumulative high school grade point averages (HSGPA) and composite ACT or SAT scores. The Admissions Office may allow similar types of test scores, e.g., the School and College Ability Test (SCAT), to be used in lieu of the ACT, if an empirical conversion table is available and if taking the ACT is a special inconvenience to the student. The AI level of acceptance value will be chosen on a yearly basis by the Credits and Admissions Committee in consultation with appropriate university administrative officers and the Executive Committee of the Academic Senate. All students who have an AI value equal to or greater than the chosen value will be admitted, provided the other freshman admissions criteria are satisfied.

To facilitate the administration of these procedures, all students who obtain an AI value at or above the 50th percentile rank of the previous year's freshman class will automatically be admitted. All remaining students not admitted will be rank ordered by AI and extended an offer of admission after the AI value is established.

3. Students who do not meet the Admission Index, GPA, or other requirements specified, may be considered for admission on an exception basis if their academic records do not adequately reflect their potential for success at the University. This admission process can be initiated by the student completing the "Comments" section of the application, listing their characteristics, which would be considered - unique talents, abilities, life experiences, and ethnic or cultural diversity and identifying why these characteristics will enhance the life and character of the institution and its student body. No more than five percent of the applicant pool will be allowed to waive the minimum Admission Index or other requirements and be admitted under these program guidelines.

Denied students will have the option of requesting a personal interview and review of credentials with an admissions officer. Such a student must provide information why curriculum requirements should be waived or why an AI value does not reflect her/his potential of success at the university. The admissions officer may admit the student under the five percent category. However, if the student's initial denial is sustained after such a review, he/she may still appeal for special consideration to the Credits and Admissions Committee, who will have the final authority to deny or admit students under condition or exception.

4. Except as previously noted, applicants meeting the index criteria but failing to meet the high school curriculum criteria will not be admitted to the university until they qualify by completing the requirements through a community school.
5. New freshman applicants who present credentials with subject matter deficiencies but have an ACT score at the 50th percentile of the college-bound population, or comparable ranking on the SAT and have a cumulative GPA of a 3.0 or better may be admitted on condition. Conditional admission will include a statement of the nature of the deficiency and the manner and time in which it shall be remediated.

International nonnative speakers of English who do not meet the required level for academic English proficiency may also be conditionally admitted provided that they satisfy all other relevant entrance requirements. Students in this category will have no more than one year to remediate the lack of proficiency in academic

English. Such conditional admission will similarly include a statement of the nature of the deficiency and the manner in which it will be remediated. This statement will follow the guidelines for students lacking academic proficiency in English established by the Credits and Admissions Committee.

6. Exceptional students may be considered for early admission to the university if:
  - a. The student can benefit from such an association with the university.
  - b. The applicant has completed the junior year of high school.
  - c. The applicant's ACT composite score is 25 or higher or SAT is 1140 or higher.
  - d. The applicant's high school GPA is 3.5 or higher.
  - e. The applicant has been recommended by the principal.
  - f. Supporting letters from the applicant and the parents are submitted.
  - g. A student can appeal or make special request if all of these criteria are not satisfied.

#### B. Non-Traditional Applicants

1. Residents of Utah who are high school graduates, who have been out of high school for seven or more years and who do not have prior college credit will be considered for admission upon receipt of a completed University of Utah admission application and required processing fee. Credentials such as high school transcripts, test scores, or other evidence of academic potential may be required.
2. Applicants who have not completed requirements for high school graduation, but whose high school class has graduated, are considered for admission if the following are submitted:
  - a. A completed University of Utah admission application with a required processing fee.
  - b. An ACT composite score of 23 or higher or SAT or 1160 or higher.
  - c. An official high school transcript of credit.
  - d. Scores from the General Education Development (GED). Each of the GED sub-scores must be 50 or higher with a composite score of 55 or higher.
3. Admission of the nontraditional applicant is by action of the Credits and Admissions Committee and is based on the applicant's potential for academic success.

### Section 4. Admission to Advanced Standing - Transfer and Readmitted Students (those transferring to the university with previous university credits)

Residents or nonresidents of Utah who have 24 or more semester hours of transferable baccalaureate level credit from another accredited institution may be accepted if the following are submitted:

- A. A completed University of Utah admission application with a required processing fee.
- B. Transcripts from all colleges and universities attended.
- C. A cumulative GPA of 2.5 or better, with the last semester GPA at 2.0 or better.
- D. During a subsequent year, the Credits and Admissions Committee, in consultation with relevant faculty and other committees, will create an Admissions Index (based on postsecondary academic performance) for this category of applicants.

Applicants transferring with fewer than 24 transferable baccalaureate level hours must submit a high school transcript, ACT scores, and transcripts from all colleges and universities attended and meet the minimum AI requirement established for freshmen. If the student graduated from high school in 1987 or after, the high school curriculum requirements for students admitted to the freshman class must also be met.

Academic credit presented from other accredited postsecondary institutions shall be accepted at face value.

### Section 5: University College

- A. The University College is an administrative unit for entering students with responsibility for increasing student retention and timely admission to the major by assisting new students in making a successful transition to the university and building a solid foundation for academic success; advising students in completing general education requirements and prerequisite course work for advancement to the major; assisting undecided students in exploring fields of study and in selecting a major commensurate with their abilities and interests; advising students in academic difficulty; coordinating first-year programs and academic services designed to increase the retention of new students and to promote the development of skills and competencies necessary for success in collegiate studies; monitoring students' academic progress toward admission to the major; and initiating studies to assess the effectiveness of first-year programs and services.
- B. All new undergraduate students admitted to the University will be enrolled in the University College until they are accepted into a specific degree granting department or college of the university.
- C. The University College has no dean or faculty and does not offer any courses or degrees. It will be the college of record for students prior to their admission to a degree-granting program. Once the student is admitted to the major, the student will be enrolled in that department or college.
- D. University College students are expected to be admitted to a major by the time they complete their sophomore year or their first year at the university whichever comes later. A hold shall be placed on the registration of students who are still enrolled in the University College after these time lines. A registration hold imposed for this reason may be removed by an academic advisor in the University College after meeting with the student assessing his or her academic progress.
- E. The University College will be administered by the Associate Vice President for Academic Affairs and Undergraduate Studies. A report on the state of the University College will be submitted annually to the Undergraduate Council and the Academic Senate.

### Section 6. Department and College Admission Criteria

Admission to the university as a freshman student, or as a student with advanced standing, is not to be construed as assuring acceptance into a specific department or college of the university. Departments or colleges may establish special major admission criteria which differ from the existing general requirements for admission and/or maintenance of good standing for the university at large. When such criteria apply to an entering freshman, the criteria may consist of measures of aptitude or achievement other than high school grades. In cases where an entering freshman student is excluded from a major from a particular department or college because of his/her inability to meet such criteria, provisions must be made by the department or college concerned to ensure the student a subsequent opportunity to meet the criteria. Standards for admission as a major in a department or college for a student with advanced standing may include university grade point achievement, in addition to other performance or aptitude measures. A department or college may require completion of a specified number of student credit hours as one of the criteria for admission as a major. All such criteria must be approved in advance by the appropriate college council and the Academic Senate. In the absence of such approved special criteria, admission to the university at large shall constitute automatic admission as a major into any undergraduate program of study. All special criteria for admission as a major in any department or college shall be published in the General Catalog and in any departmental brochures distributed for student information. The university reserves the right to change at any time the requirements for admission. Unless otherwise provided the effective date of new admission requirements shall be determined by the president.

### Section 7. Nonmatriculated Admission

Potential students who are interested in taking classes at the university but do not wish to pursue a degree or apply for formal matriculation may do so under the following conditions:

- A. They will be required to register at the Academic Outreach and Continuing Education (AOCE) registration office.
- B. They will be permitted to register for a maximum of six hours or two courses per semester at AOCE and may take only designated AOCE classwork which are primarily evening and summer classes. This restriction does not apply to Summer Enrichment and concurrent students.
- C. Nonmatriculated students taking AOCE courses will not be allowed to transfer more than 30 accumulated hours that they may have earned under the nonmatriculated status towards any degree program.
- D. Students in the nonmatriculated status category who were not previously admitted may apply for admission and matriculated status after they have completed at least 30 semester hours of AOCE courses and must demonstrate potential academic competence by completing 75 percent of their coursework in classes relevant to the major which they anticipate pursuing. Procedures and review of these admission applications will be the responsibility of the Admissions Office. Admission procedures for this group will be similar to transfer students. If a student wishes to apply for admission prior to the completion of 30 hours and has not previously applied, he/she will be treated as a freshman applicant.
- E. On an occasional basis, a nonmatriculated student may register for undergraduate non-AOCE classes. However, to do so the student must make a formal petition to the Director of Admissions who will make the decision under the direction of the Credits and Admissions Committee. Such admission to a specific course or limited course sequence will not be the basis for admission to matriculated status, and the student must complete all regular administrative procedures for admission prior to the completion of 30 total hours.
- F. Also, on an occasional basis, a student who has completed an undergraduate degree and who is interested in graduate study may be admitted on a nonmatriculated status for a maximum of eight hours. This action requires the approval of the department chair and dean of the college of the department to which the student wishes to apply for matriculated status.

## Section 8. Readmission and Registration Eligibility

### A. Undergraduate Students:

1. Matriculated students remain eligible to register for classes for a period of one calendar year from the term of their last enrollment. For example, an undergraduate student who is registered for fall semester and who does not return in the subsequent spring semester remains eligible to register for three terms (Summer, Fall, Spring). If he or she does not register for one of those three terms, an application for readmission and an accompanying reapplication fee must be submitted to the Admissions Office to regain eligibility to register. Students residing outside of the State of Utah for more than twelve continuous months may be asked to provide documentation of their residency status.
2. Students who attend another institution of higher education during the period of absence must also submit transcripts from all applicable institutions for credit evaluation and determination of continued admissibility and pay the applicable evaluation and recording fee.
3. Students who have been suspended or are on academic probation must satisfy all terms of the suspension/probation agreement and obtain clearance from University College at the time of their readmission.
4. Undergraduate students who leave the University to participate in an "official assignment," (usually served with a non-profit or governmental organization and normally without compensation, e.g., Peace Corps, VISTA, church service, military duty) may submit a copy of their official letter of assignment to the Admissions Office and have the period of registration eligibility extended to a total of two years (six academic terms) as provided under Utah Board of Regents policy.

## B. Graduate Students:

Graduate students are required to maintain continuous registration and must acquire permission from their graduate department for a "leave of absence" before leaving the University. A graduate student who fails to register for a term (excluding Summer term) is immediately made ineligible to register for future terms.

## Section 9. Matriculated Students with Degrees

On an occasional basis, students who have completed their degrees may wish to pursue additional study. An example of this may be a student who, having completed one degree, now wishes to pursue a second major, e.g., an education student certifying in social sciences obtaining degrees in both political science and economics. Or, there may be a student who has completed a degree in one area and wishes to take a series of related courses in an allied field, e.g., a student completing a bachelor's degree in psychology may wish to take a computer science course sequence to become knowledgeable in the applications of this technology to his/her field. If a student desires to maintain matriculated status they must notify the Admissions Office.

These students may not register for graduate level courses (classes numbered 600 or above) or enroll for courses in restricted curricula without receiving written approval from either the department chair or department director of graduate studies. The intent is to insure that students do not attempt to enter graduate programs without applying to the Graduate School and the department being considered.

## Section 10. Evaluation of Admissions Criteria

It shall be the responsibility of the Credits and Admissions Committee and the Admissions Office to conduct regular and periodic research and review of the admissions criteria to insure that no student is denied admission because of policies, procedures or criteria that may discriminate on the basis of gender, gender identity/expression, race, color, religion, national origin, age or status as handicapped individual, disabled veteran or veteran of the Viet Nam era.

## Contacts

### Policy Officers:

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#### 2. Earlier versions:

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