



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.5
Date Approved: 09/21/90
Date Amended: 06/12/14
Reviewed w/no Changes:
Office of Responsibility: Prov
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SUBJECT: UNDERGRADUATE ADMISSIONS

I. PURPOSE: To define the Southern Utah University policy on undergraduate admissions.

II. REFERENCES

SUU Policies and Procedures, 6.51, Graduates Study

III. GENERAL POLICY:

Requirements for admission to Southern Utah University and retention in the University or any program of the University will be formulated by the appropriate committees of the University, approved by the Board of Trustees, and published in the catalog.

All admission policies will apply without regard to race, color, ethnic background, national origin, religion, creed, age, lack of United States citizenship, disability, veteran status, or gender.

All prospective students must apply through the Admissions Office. Admission to Southern Utah University programs of study will be open to those who meet all criteria to become fully matriculated students.

IV. DEFINITIONS:

- A. Matriculated Student - Students seeking a certificate or degree who have completed all admission application procedural steps (see section VI), and have been accepted for admission based on the current admission policy.
- B. Non-Matriculated Students - Students not seeking a certificate or degree; **or** students who have not completed the admission application process.
- C. Graduate Admission - Graduate admission is the admission level for degree programs that allow students to register within course and program guidelines for graduate and undergraduate level courses.
- D. New Freshmen - Students who have never attended any college or university will be classified as new freshmen. Included are students enrolled full-time in the fall term who have earned less than 24 college credits after graduation from high school and full-time or part-time students who entered with advanced standing (college credits earned before graduation from high school). Credit earned before graduation from high school includes Advanced



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Placement credit, CLEP credit, Early College credit, International Baccalaureate credit, and Concurrent credit.

- E. Transfer Students - Applicants who have attended another college or university, including former SUU students who have since attended another college or university.
- F. Returning Students - Applicants who have previously attended Southern Utah University and who have not attended another college or university in the interim.
- G. International Students - Applicants who are not U.S. citizens and have not received immigrant status from the U.S. Immigration and Naturalization Service.
- H. High School Concurrent Enrollment Students – High school juniors or seniors who desire to take college courses for credit.

V. ADMISSION REQUIREMENTS:

- A. The University will establish admission application deadlines for each academic term. Applicants must submit all required credentials and forms by the established deadlines as published annually.
- B. Admission to the University does not ensure acceptance into a specific program, department, or college of the University. Academic units may require additional information and separate applications for admission into specific programs.
- C. General Application Criteria:
 - 1. Applications will be reviewed when all required information is on file.
 - 2. If admission is granted prior to high school graduation or while work is in progress at another college or university, the admission decision is contingent upon satisfactory completion of high school graduation requirements, or the work in progress, and will be revoked if the student fails to graduate or if the transfer work is not acceptable. Students will have one semester to submit final transcripts from their high school or former college/university or their admission will be revoked.



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3. Acceptance notices are valid only for the semester indicated.
 - a. Applicants who do not register during the semester for which they were accepted and who wish to be admitted for a subsequent semester must notify the Admissions Office.
4. In the absence of a final cumulative high school GPA, non-high school graduates will be considered for admission if their ACT/SAT and GED composite test scores meet or exceed an established benchmark. (Note: Students who graduated from high school and are 24 years of age or older will be considered for university admission on high school performance and are not required to take the ACT/SAT).

D. Admission Requirements by Application Type

1. New Freshmen - New freshmen applicants will be admitted based on the following:
 - a. Students who meet the following criteria will be admitted:
 - 1) Verification of high school graduation or General Education Development Test (GED) with scores established by the University.
 - 2) Minimum admission index as established by the University.
 - b. Students who do not meet the minimum criteria may request a review by the Academic Standards and Admissions Committee by contacting the Admissions Office:
2. High School Concurrent Enrollment Students – high school juniors or seniors will be admitted upon receipt of a current transcript with a minimum cumulative GPA of 3.0. Students must meet pre-requisite course requirements prior to enrollment.
3. Transfer Students - Students seeking to transfer to Southern Utah University will be admitted in accordance with the following guidelines:



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- a. Students transferring with fewer than 24 semester hours (or 45 quarter hours) of credit, will be considered for admission on the same basis as new freshmen provided their cumulative GPA meets the minimum requirements.
- b. Students transferring with 30 semester hours or more (45 or more quarter hours) and the minimum required GPA will be admitted.
4. Undergraduate International Students – Undergraduate International applicants with no prior college or university credit will be considered for admission on the basis of their secondary high school transcripts and English language proficiency. Student’s secondary school grades must convert to the minimum required U.S. GPA for all transfer students.
5. Returning Students - Returning students will be readmitted if they were in good academic standing when last attended. If they have attended another college or university in the interim they will be considered as transfer students.
 - a. Southern Utah University students who stopped attending while on "Academic Probation" and have been out two or fewer semesters will be reactivated on "Probationary Status".
 - b. Southern Utah University students who stopped attending while on "Academic Probation" and have been out more than two semesters must submit a written request for readmission. Students should contact the admissions Office for information.
 - c. Former Southern Utah University students who were required to withdraw must submit a written request for readmission. Students should contact the Admissions Office for information.
6. Non-Matriculated Students – Non-matriculated students must complete the application procedure appropriate to their classification. Credit toward graduation will be allowed for only the first 30 semester hours taken as a non-degree-seeking student, and financial aid cannot be awarded.



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- a. Students who qualify for credit through concurrent enrollment programs must complete the application process required by those programs.
 - b. Students who are not seeking a degree and are attending a course, seminar or workshop administered through The School of Continuing and Professional Studies must apply through that School.
7. Non-degree-seeking students must apply by submitting the admission application and fee, if applicable, and will be allowed to register for any classes for which they have met prerequisite requirements, except those in limited enrollment programs on a space-available basis.
 8. Senior citizens (62 years or older and a Utah resident) who are non-degree seeking, are not required to apply for admission. They will be required to complete a registration form (available at the Registrar's Office), and obtain instructor permission for each course they attend, and the course will not appear on an official transcript.
 9. Faculty, staff, and faculty/staff spouses will not be required to pay an application fee.
 10. A student may request an enrollment deferral or interruption of studies through the Admissions Office and may take a leave of absence of up to five semesters, not including summers. Upon returning to SUU, students will have the option to select the original catalog at initial enrollment or the current catalog to complete degree requirements.
 11. After Admission, all new students will attend University Orientation or complete the online equivalent prior to the end of their first semester. Transfer students will attend University Orientation, or Transfer Orientation, or complete the online equivalent prior to the end of their first semester.

VI. APPLICATION PROCEDURES:

- A. All students applying for admission to Southern Utah University must comply with the admission application procedural steps specified by the University for their particular application status, e.g. new freshmen, high school concurrent



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enrollment, transfer, returning, or undergraduate international applicant as follows:

1. New freshmen must complete the following admission application process:
 - a. Submit evidence of graduation from an accredited high school or evidence of high school graduation equivalency. High school graduation equivalency may be satisfied in one of the following ways:
 - 1) Receive a minimum overall score on the General Education Development Test (GED) as established by the University.
 - 2) Pass the ACT/SAT with a composite score which meets or exceeds an annually established benchmark.
 - b. Submit an official transcript from their high school of graduation. The transcript must be sent directly from the high school to the Southern Utah University Admissions Office.
 - c. Submit ACT/SAT test scores. Students 24 years old or more are not required to submit ACT/SAT scores.
 - d. Submit an application for admission.
 - e. Pay the application fee.
2. High school concurrent enrollment juniors and seniors must complete the following admissions application process:
 - a. Submit an official transcript from their high school of graduation. The transcript must be sent directly from the high school to the Southern Utah University Admissions Office.
 - b. Submit ACT/SAT test scores if required for desired course.
 - c. Submit an application for admission.



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- d. Pay the application fee.
3. Transfer students must complete the following admission application process:
 - a. Submit an official transcript from each college or university previously attended. Transcripts must be sent directly from the prior college or university to the Southern Utah University Admissions Office.
 - b. Submit an application for admission.
 - c. Pay the application fee.
 - d. Students with fewer than 24 transfer credits must also provide a high school transcript and ACT/SAT scores (if under 24).
 4. Returning students must complete the following admission application process:
 - a. Southern Utah University students who were previously enrolled, but have been gone for two semesters or less, with the exception of summer term, can be reactivated without having to fill out an application for admission, provided they were not required to withdraw and have not attended another college or university in the interim. They may reactivate their file by contacting the Southern Utah University Admissions Office.
 - b. Southern Utah University students who were previously enrolled, but have been gone for more than 2 semesters (3 quarters), with the exception of summer term, will be required to submit an application for admission to reactivate their file.
 5. Undergraduate International applicants must submit the application information required of new freshmen or transfer students (as applicable), and must also submit evidence of:
 - a. English Proficiency: Applicants must provide current verification of English language proficiency through completion of the SUU ESL or partner ELS program, or



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through the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS) with a minimum score of 525 on the paper based, 197 on the computer-based, 71 on the Internet-based test; or submission of the International English Language Testing Systems (IELTS) with a minimum score of 6.0. Minimum scores can be raised without policy change per administrative approval.

- b. Transcripts: Official transcripts (record of courses taken and grades received) from each secondary school, college, or university attended must be submitted. Transcripts must be submitted on an official school document which lists the name and address of the school, the dates enrolled, grading systems, description of each subject or examination, and mark or grade earned in each subject or examination. Unless the school attended routinely issues transcripts in English, official records must be submitted in the original language with official English translations. Translations must be literal and complete and must be translated by an authorized translation service. Official transcripts must be sent directly from the school attended to the SUU International Admissions Office, 351 W. University Blvd., Cedar City, UT 84720. Transcripts (other than official documents) submitted, become the property of Southern Utah University and cannot be returned to the applicant. Faxed transcripts and other documents are not considered official. Notarized transcripts are not considered official.
- 1) Transfer Students – U.S. transcripts – if transferring from a U.S. college or university please complete the Transfer Clearance Form and send it directly to the SUU International Admissions Office.
 - 2) Transfer Students – foreign transcripts – transfer students must have a 2.0 GPA or higher on a 4.0 U.S. scale. All foreign college transcripts must be translated and then evaluated officially by an authorized translation service. Official transcripts must be sent directly from the school attended to the translation/evaluation service. Students who do not meet these requirements, may be considered for



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admission based on high school performance but will be unable to transfer college credit.

- c. Financial Support: A financial statement indicating the availability of funds for school and living expenses for the first year at Southern Utah University, and adequate support for the full length of time they expect to be enrolled at the University.
- d. Current Immunization: A form signed by a health care provider showing current evidence of DPT and MMR immunization, and no active Tuberculosis.
- e. Health Insurance: International students must provide evidence of independent health insurance coverage for each term enrolled.

VII. SPECIAL ADMISSION

- A. SUU will consider up to five percent of new students annually for admission who do not meet conventional criteria for admission. This special admission consideration may be given to diverse groups of students: for instance, those for whom the common indicators of predicted academic success may not be valid indicators of their potential ability.
- B. Exceptional students may be considered for early admission to the University if they meet all of the specified academic and procedural requirements pertinent to their status.
- C. Student appeals for waiver of established admission policies and requirements will be heard and acted upon by the Admissions Office. Students appealing these decisions to the Academic Standards and Admissions Review Committee must comply with the guidelines established for and by that Committee.