



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.61
Date Approved: 01/30/15
Date Amended:
Reviewed w/no Changes:
Office of Responsibility: Prov
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SUBJECT: GRADUATE STUDIES: ADMISSIONS

I. PURPOSE:

To provide general policy guidelines for admitting graduate students

II. REFERENCES:

SUU Policies and Procedures 6.26 Credit Hour Loads

III. POLICY:

- A. Admission to SUU graduate studies is based on the academic and personal qualifications of the respective applicants without regard to race, age, gender, religion, national origin, disability, marital status or status as a veteran. The selection process identifies students whose academic ability, past performance, and motivation indicate a reasonable chance for success at SUU.
1. Requirements for admission to a SUU graduate degree program are as follows:
 - a. A completed application form accompanied by the application fee sent to the SUU Admissions Office.
 - b. A bachelor's degree that will be completed before matriculation into the graduate program. Some programs require a specific undergraduate foundation, candidates lacking such preparation may be required to complete additional coursework. The applicant should have the Registrar's Office of other universities, where academic credit was earned, send transcripts of credit directly to the SUU Admissions Office.
 - c. A 3.0 or higher grade point average on the last 60 semester or 90 quarter credits
 2. Programs may have additional requirements, (e.g., GMAT, GRE, interviews, etc).
 3. The program makes the admission decision and notifies the applicant and the Admissions Office.
 4. Students who do not enroll in the semester in which they are admitted and who do not notify the program must reapply for admission.



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5. Prospective students may apply for admission to the university as either degree or non-degree students.
6. Students who are accepted into a program are considered degree-seeking students.

B. International Student Admission:

1. Students who are not United States citizens or permanent residents are considered International Students. The Admissions Office is responsible for issuing certificates of eligibility to attend graduate school. Before issuing the appropriate certificate of eligibility, the Admissions Office must confirm that the student has the necessary English language proficiency, spoken and written; official evidence of satisfactory financial sponsorship; and payment of the first semester of health and repatriation insurance. The Admissions Office assists students in maintaining non-immigrant status, and provides support for them in acclimating to the campus environment.
2. International applicants must satisfy all University and College requirements for admission that apply to U.S. citizens, as set forth above. In addition, international applicants are required to:
 - a. Provide a professional transcript evaluation of all courses taken at a college/university outside the United States on which the application for admission is being based.
 - b. Furnish evidence of proficiency in English. This is accomplished by taking the Test of English as a Foreign Language (TOEFL), or comparable test (as determined by the Registrar), within the past two years and have the score, with the communication subsection score, sent directly to the Admission Office by the testing service.
 - c. Complete the Certification of Financial Responsibility form, provide evidence of sufficient financial resources and the exact amount expected from each source of income (this is required for students who need a Student Visa).



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- d. Submit a Health Form to the Wellness Center attesting to the good health and current immunizations of the applicant, with proof of major medical insurance coverage.
3. International students on F-1 or J-1 visas are not eligible to enroll as nondegree-seeking students. Students on F-1 visas are required to register for a full-time course load.

C. Conditional Admission:

Applicants for admission may be accepted into a graduate program with the provision that they complete deficiencies as noted in and by the date specified in their acceptance letter. Following the date specified in the acceptance letter the program notifies the applicant and the Dean of Graduate Studies of the final action to be taken on the student's admission, either fully accepting the student or dropping the student from degree-seeking status. This decision by the program will be based on the student's academic performance in completing the noted deficiencies.

D. Admission Appeals:

An applicant who has been denied admission to a graduate program or who has received Conditional Admission may request reconsideration by writing to the Dean of Graduate Studies within 30 days of the date of denial. Requests should include the reasons for requesting reconsideration, along with supporting materials and information that were not submitted with the original application. The Dean of Graduate Studies will coordinate with the program to resolve the appeal.

E. Transfer of Graduate Credit from Other Institutions

1. Requests for credit to be transferred toward a graduate degree at the University are reviewed and a decision as to accepting them is made by the student's program and communicated to the student by the program. The desired transferred credit must represent graduate-level work relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of currently enrolled students at the University as determined by the program. Students seeking transfer credit must provide the following:



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- a. Published course description,
 - b. Course requirements, including assignments and grading criteria,
 - c. Information on the textbook, types of tools, methods, etc. that were used to engage students in learning, and
 - d. Official transcripts sent directly to the Dean of Graduate Studies from the prior university noting the earned credit for the course.
2. The following guidelines apply:
- a. Grades earned on transferred courses must be equivalent to B- or better.
 - b. Graduate internship credit transferred from another institution will be considered for transfer credit. Other courses taken on a pass/fail or satisfactory/unsatisfactory basis do not receive transfer credit.
 - c. Thesis credit, or credit for a master's project, does not receive transfer credit.
 - d. Students, after beginning their graduate program of study at the University, and wishing to take one or more courses at another university for graduate credit, must first consult their program. If permission is granted, the procedure for transferring the credits earned to the University is the same as described above.
 - e. Non-credit courses, including lifetime learning seminars and programs, or courses taken for Continuing Education do not receive transfer credit.
3. Upon approval by the program, up to 12 credit hours required for the master's degree may be transferred from another approved institution.
4. Credits transferred have a life of ten years from when earned.