

UNDERGRADUATE ADMISSION AND RESIDENCY

High School Curriculum

Students who graduate from high school and desire to attend Utah State University must have completed a preparatory course of study, including the courses listed below. Students having less than the required number of units, but who have an admission index of 96 or higher, will be admitted on the condition that the deficiency is satisfied within the first 30 semester credits of study at the University.

English. Four years (units), emphasizing composition/literature.

Mathematics. Three years (units), selected from elementary algebra, geometry, intermediate algebra, trigonometry, college or advanced algebra, or calculus. It is strongly recommended that students take mathematics up to at least trigonometry.

Biological/Physical Science. Three years (units), that meet either state or local graduation requirements. At least one unit must provide a laboratory experience.

American History. One year (unit).

Additional Courses. Four years (units), chosen from at least two of the following: history, English, mathematics beyond intermediate algebra, laboratory science, foreign language, social science, and fine arts.

Foreign Language. Two years (units) recommended, which must be of the same foreign language.

Admission Policies and Procedures

General Admission Policies

The Utah State University admission policy is designed to admit students who have the best chance to successfully complete a university program of study.

Students attending the University for the first time are admitted on the basis of an index score, which is a reflection of high school grades and ACT or SAT scores. Students are admitted to an academic department with an index score of 91 or higher, or they are considered for admission to the Division of General Registration when their index score is between 86 and 90. The admissions index is published on page 49 of the 2002-2004 University *General Catalog* and as part of the undergraduate application for admission.

All freshmen, including transfer students with less than 30 credit hours, must present results of the ACT or SAT and an

official high school transcript as part of their application for admission.

Application for admission and credentials from schools previously attended should be received by Recruitment/Enrollment Services by July 1 for admission to fall semester; by November 1 for admission to spring semester; and by April 1 for admission to the summer session. A \$15 late fee will be charged for late applications.

USU grants admission without regard to race, color, creed, sex, or national origin, to students who satisfy the admission requirements.

Early Admission Procedures

A high school student who has completed the junior year and maintained a superior scholastic record may be granted special permission for admission. An applicant must satisfy the following requirements:

1. The student must complete an official application for admission. This includes a transcript of credit from the high school attended and a nonrefundable application fee.
2. The student must provide evidence of ability to do university work. This evidence may be demonstrated by submitting ACT or SAT scores.
3. The student must submit letters of approval and recommendation from:
 - a. The superintendent or principal of the high school;
 - b. A parent or guardian.
4. Application for admission and credentials from the high school must be received by Recruitment/Enrollment Services by July 1 for admission to fall semester; by November 1 for admission to spring semester; and by April 1 for admission to the summer session.

New Freshman Admission Procedures

A student must complete the application for undergraduate admission and submit it to Recruitment/Enrollment Services with the \$35 application fee. Official ACT or SAT scores and an official high school transcript must be received before admission will be offered.

Prospective freshmen are admitted to an academic college if their index number is 91 or higher. Prospective students with an index between 86 and 90 will be considered

for admission to the Division of General Registration on a space available basis. Those with an index of 85 or lower will likely be refused admission, but they may appeal through Recruitment/ Enrollment Services. Five percent of the freshman class may be admitted by exception to the index requirement.

A student who is admitted to the Division of General Registration may apply for admission to an academic college when he/she has demonstrated the ability to maintain a satisfactory grade point average and has met the admissions requirement for his/her desired major.

SAT Scores Converted to ACT Equivalent

SAT	ACT		SAT	ACT
1600	36		940 - 970	20
1560 - 1590	35		900 - 930	19
1510 - 1550	34		860 - 890	18
1460 - 1500	33		810 - 850	17
1410 - 1450	32		760 - 800	16
1360 - 1400	31		710 - 750	15
1320 - 1350	30		660 - 700	14
1280 - 1310	29		590 - 650	13
1240 - 1270	28		520 - 580	12
1210 - 1230	27		480 - 510	11
1170 - 1200	26		430 - 470	10
1130 - 1160	25		400 - 420	9
1090 - 1120	24		380 - 390	8
1060 - 1080	23		350 - 370	7
1020 - 1050	22		320 - 340	6
980 - 1010	21		290 - 310	5

Transfer Student Admission

Transfer students with 30 semester or 45 quarter credits earned at another accredited institution will be admitted if they meet the departmental transfer requirement. Transfer students with a GPA of 2.2 and higher, but below the departmental requirement, will be referred to that department for a decision on admission. Transfer students with a transfer GPA of less than 2.2 will not be offered admission. Applicants with fewer than 30 semester or 45 quarter credits will be

required to submit an official high school transcript and ACT/SAT scores.

Transcripts submitted for admission become the property of USU and are not returned. Transcripts from **all** institutions previously attended are required. USU does not grant collegiate credit for high school work in excess of high school graduation requirements.

At its discretion, the University may accept transfer credit from accredited and nonaccredited institutions and miscellaneous sources. These may include: (1) accredited institutions, (2) foreign universities, (3) U.S. military credit for approved job and educational experiences, (4) credit by examination, and (5) miscellaneous sources, such as internships and nontraditional learning experiences.

See pages 83-121 for more information about transfer students and institutions with articulation agreements.

International Student Admission Procedures

The following fees, documents, and information must be submitted to Recruitment/Enrollment Services three months prior to the beginning of the semester for which an international student wishes to be considered for admission:

- a. A USU application for admission for students outside the United States, along with a \$35 nonrefundable application fee.
- b. One copy of official transcripts and certificates or certified true copies for each secondary school, college, or university attended, with official translation, in English, of all documents.
- c. Evidence of financial capability must be provided with the application as specified on the application form.
- d. The Test of English as a Foreign Language (TOEFL) scores from countries in which English is not the official language, or verification of English language proficiency by the United States Embassy.

International students may be admitted to USU without TOEFL scores, but are required to take an English examination when they arrive on campus. International students are required to complete the Intensive English course unless they receive a score of 500 or higher on the TOEFL examination or pass the placement examination. For additional information, contact Testing Services, the Intensive English Language Institute, or Recruitment/Enrollment Services.

Failure to carry a full course of study (at least 12 credit hours per semester for undergraduates), failure to make satisfactory progress toward the receipt of an undergraduate or advanced degree, or failure to comply with any other

immigration requirements for students attending USU will be grounds for suspension or dismissal in accordance with existing University policy.

Readmission Procedures

Former students of USU returning after an absence of one year or longer are required to file an application for readmission. A processing fee of \$10 is required. A student who was in attendance during the spring semester is not required to reapply for fall semester, unless the student has withdrawn from the University or unless the student has been suspended or has graduated.

Advisor Assignments

Students who have declared their major will be assigned an advisor by the college dean or head of the department.

Change of Major Procedures

When a change of major is desired, a student must go to the department office and dean's office of the college in which he or she is presently enrolled to initiate the proper paperwork. If he or she is changing majors within the same college, the dean's office may complete the required form, have it signed, and have it received by the Registrar's Office. When a student is changing colleges, signatures of both department heads and deans are required on the form. After the form is received by the Registrar's Office, the major is changed and the information becomes part of the student's file.

Students with Undeclared Majors

Students with Undeclared majors must meet requirements for admission in good standing. These students may be admitted as Undeclared majors in the College of Humanities, Arts and Social Sciences (HASS), which serves as a program of advisement. An advisor helps the student plan to pursue a general Liberal Studies program, while exploring his or her own aptitudes and various career opportunities in order to choose a major field. Career development assistance is also available to students through the Career Development Center in University Inn room 102.

Students who are assigned to an academic major, but believe they have chosen their major unwisely, may (if they have earned less than 60 credits) transfer to the Undeclared program or to a major of their own choice by following the change of major procedure. Students who do not meet the requirements for acceptance into a major department may also be referred to the Undeclared Program.

No degree is offered through the Undeclared program. Courses taken will count toward graduation credit, however. Students should plan to transfer into an academic field offering a degree by the end of the sophomore year.

Admission Procedures for Nonmatriculated Undergraduate Students

Students who are not planning to earn a degree may be admitted to USU on a nonmatriculated basis. A nonmatriculated student may request matriculation by applying for admission to USU and satisfying current admission requirements. Under certain conditions (certified to by an academic dean), Recruitment/Enrollment Services may allow "special adult students" who do not meet the regular admission standards at USU to register for a specific course or courses as nonmatriculated students. Each student is required to submit an application for admission.

Evaluation of Transfer Credit

(Also see pages 83-121)

Students desiring to transfer credit from a previously attended institution of higher education should have an official copy of their grade transcript forwarded to Recruitment/Enrollment Services. That office will evaluate the completed coursework, and acceptable courses will be transferred to the student's USU grade transcript. In general, the credits must be from an accredited institution and must be college-level. The student's major department will determine how the credits are to be used. For example, some credits may be used for University Studies, others for electives courses, and others for departmental courses. Transferred courses will not be used in evaluating the student's USU GPA. (Only courses completed at USU are figured into the USU GPA.)

USU has established transfer articulation agreements with many institutions. Completion of an Associate of Arts or an Associate of Science degree, or completion of the general education requirements at the sending institution, will satisfy USU's General Education requirements. A complete listing of these agreements and institutions can be found on pages 83-84.

The types of credits which are often transferred are categorized as follows:

Credit from Foreign Institutions

This credit is first evaluated by Recruitment/Enrollment Services to determine if it will be accepted as college credit and posted to the USU transcript as transfer credit. The student's department considers the credit as possible University Studies credit and determines its applicability to the major requirements.

University Studies Coursework

Courses transferred from other institutions may be acceptable for USU University Studies requirements.

Individual colleges and departments determine which courses are acceptable and evaluate credit transfers accordingly. (See pages 85-121.) Associate degrees and University Studies credits completed from CLEP, AP, and other special examinations may be used to fill University Studies requirements or may be used as electives.

Military Credit

The University may grant credit to students currently enrolled at the University who have served in the armed forces. These students may be granted credits, depending upon their length of military service. The breakdown for credits granted is as follows:

Length of Active Duty	USU Credits Granted
Six months to one year	4
More than one year	10
Qualifying for a commission	12

Other credit from military schools may be accepted for transfer, if such credit meets University requirements. The *Guide to the Evaluation of Educational Experiences in the Armed Services* is used by Recruitment/Enrollment Services for determining transfer of credit.

Qualified applicants must submit the form DD214 for verification of military service. The form should be submitted to Recruitment/Enrollment Services.

Incoming First-Year Students

First-Year SUCCESS Program

The SUCCESS Program is an integrated program of academic, social, and leadership experiences, with a support system of tutors and mentors, set in a living/learning community. It is designed to enhance the first-year experience by helping students adjust easily to university life and preparing them for continued academic success.

Participants in the SUCCESS Program will:

- establish themselves in the university environment.
- learn more about university life.
- develop university survival skills.
- participate in service and enrichment activities.
- participate in leadership development projects.
- live in central campus residence halls with other SUCCESS students who have similar goals.
- participate in fun, organized student activities and educational programs.
- develop close-knit friendships and study

groups.

- attend special workshops on communication, diversity, leadership styles, motivation, stress management, and more.
- meet with an academic or peer advisor.
- take courses on strategies for academic success.
- participate in small group discussion sessions.
- learn about and join campus clubs and organizations.
- learn about career and major options.
- enjoy more interaction with faculty.
- excel in smaller classes.
- take courses that lead to fulfillment of the University Studies requirements.

The SUCCESS Program has a total package cost that may be paid with monthly installments. The package includes:

- tuition and student body fees for 13-18 credits for both fall and spring semesters.
- residential academic advisors and mentors.
- access to all University academic support services.
- access to residence hall computer labs, as well as computer labs on campus.
- shared room in USU traditional residence halls.
- local telephone access, cable TV, all utilities and maintenance, and data line for internet access.
- open door dining account at The Junction (all you can eat daily).

The SUCCESS Program is open to all first-year students and is limited to the first 500 students who qualify for USU admission. Early application is encouraged. The priority application deadline is May 1.

For more information about the total package cost and to request an application, call toll-free 1-866-821-5355.

New Student Orientation

Newly admitted students are required to participate in a Student Orientation, Advising, and Registration (SOAR) session before being permitted to register for classes. More information is available on pages 42-43.

University Connections Course

University Connections is a week-long two-credit course that takes place during the week before school begins. The course has been designed to help students make their transition to USU easier, and to help prepare them for their collegiate experience. The course focuses on developing study skills, time management techniques, test-taking abilities, and University awareness. Students will have the opportunity

to participate in many scheduled activities as well. For further information, call 797-1132 or 797-8092.

Residency

Students applying for admission to Utah State University may be classified as nonresident students when:

- 1) all prior schooling is from outside the State of Utah, or
- 2) there are significant gaps in schooling, and it is unsure where the student has been residing since last attending.

Students who have been classified as nonresident students and who feel they satisfy the requirements for Utah Resident Status must file an official residency application with the Residency Office, TSC 246, no later than 10 calendar days from the first class day and not more than 30 days before the beginning of the semester for which residency is sought. Those missing the application deadline will have residency considered for the next semester, provided that the next appropriate deadline is met with adequate updated documentation.

If an application is denied by the Residency Officer, the student may appeal to the Residency Appeals Committee no later than the 14th calendar day of the semester. Appeals cannot be considered after this deadline.

Procedures Concerning Residency

1. Persons claiming residency on their application for admission, but who are coded nonresident, will be notified in writing of their nonresident status in their acceptance letter.

2. Definition of a resident student.

(a) Students who attend the University on a full-time basis are presumed to have moved to Utah for the purpose of attending an institution of higher education and are nonresidents for tuition purposes. The burden of rebutting this presumption is upon the person seeking resident status. Mere presence in the state is not sufficient for establishing residency. This presence must be coupled with clear and convincing evidence that a person has established a domicile in the state beyond the circumstance of being a student, and that the student does not maintain a residence elsewhere.

(b) Aliens who are present in the United States on visitor, student, or other visas which authorize only temporary presence in this country do not have the capacity to intend to reside in Utah for an indefinite period and, therefore, must be classified as nonresident.

(c) Aliens who have been granted immigrant or permanent resident status in the United States shall be classified for purposes of resident status according to the same criteria as citizens.

(d) Any American Indian who is enrolled on the tribal rolls of a tribe whose reservation or trust lands lie partly or wholly within Utah or whose border is at any point contiguous with the border of Utah or any American Indian who is a member of a federally recognized or known Utah tribe and who has graduated from a high school in Utah, shall be entitled to resident status.

3. Handouts listing the policy and deadlines will be provided to students who inquire about residency.