

# UNDERGRADUATE ADMISSION AND RESIDENCY

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## Admission Policies and Procedures

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

### Freshman Admission

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. Entering students must have an acceptable index score in order to be admitted. USU regulations regarding the index score are as follows: Students having an index score of 90 or higher are very likely to be admitted. Those students with an index score of 89 or lower are very likely to be denied admission, but will be granted a chance to appeal upon the student's request. Students must have a minimum ACT composite score of 19 or higher, regardless of what their overall admission index score is. Exceptions to the preceding regulations will be made for applicants who have not graduated from high school, who may substitute results of the GED. In cases where the applicant is younger than 25 years, official ACT/SAT results are also required. Admission decisions are made on an individual basis.

All freshmen, including transfer students with fewer than 24 semester 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 the Admissions Office by April 1 for admission to summer or fall semesters, and by November 1 for admission to spring semester. A \$15 late fee will be charged for late applications.

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

**A student must complete the application for undergraduate admission and submit it to the Admissions Office with the \$35 application fee (\$40 beginning Spring 2005). Official ACT or SAT scores, an official high school transcript, and a list of current 12th grade classes must be received before admission will be offered.**

Prospective freshmen are likely to be admitted to an academic college if their index number is 90 or higher. Those with an index of 89 or lower will likely be placed on a waiting list, but they may appeal through the Admissions Office. Five

percent of the freshman class may be admitted by exception to the index requirement into the Division of General Studies.

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

### 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 who meet the minimum index requirements, but have less than the required number of units, will be admitted on the condition that the deficiency is satisfied at the University within the first 30 semester hours of study.

**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.

### 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 principal or counselor of the high school;
- b. A parent or guardian.

4. Application for admission and credentials from the high school must be received by the Admissions Office by April 1 for admission to summer or fall semesters, and by November 1 for admission to spring semester.

#### 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

Applicants with at least 24 semester credits earned at another accredited institution will be admitted if they have a transfer GPA of 2.50 or higher. Those transfer students having a GPA between 2.20 and 2.49 will be considered on an individual basis and are likely to be admitted. Many USU

undergraduate majors require a higher GPA for admission. For specific GPA requirements, refer to the *General Catalog* or consult the departments. In cases where the student is admissible to the University but does not meet the minimum GPA requirement for admission to the desired major, admission will be considered as an "undeclared" major on a case-by-case basis. Applicants having fewer than 24 semester transfer credits must submit an official high school transcript and ACT or SAT results.

Official transcripts of credit must accompany applications for admission when submitted by students who have attended other collegiate institutions. Transcripts submitted for admission become the property of the University and are not returned. *Transcripts from all institutions previously attended are required.*

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.

Transfer credit from nonaccredited institutions is not usually accepted by USU, but may be accepted if approved by the student's college and department.

Application for admission with official transcripts from each institution attended must be received by the Admissions Office by April 1 for the summer session, by July 1 for fall semester, and by November 1 for spring semester.

See pages 61-118 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 the Office of International Students and Scholars 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 \$50 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 minimum TOEFL score of 500 on the manual (paper/pencil) test or a 173 on the computerized test, a minimum IELTS score of 5.0, or a Michigan test score of 80. For additional information, contact Testing Services, the Intensive English Language Institute, or the Office of International Students and Scholars.

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 \$35 is required (\$40 beginning Spring 2005). Students who were in attendance during spring semester are not required to reapply for fall semester, unless they have withdrawn from the University, been suspended, or have graduated.

#### **Leave of Absence and Reentry Procedures**

Undergraduate students who plan to leave Utah State University at the end of a semester, intend to return, and have an expected return date, may elect to take a leave of absence for one of the following reasons: humanitarian service (including church or military service), financial concerns, medical condition, employment, or family responsibilities. All other requests will be considered on a case-by-case basis. Before taking a leave of absence, students should consult with the Leave of Absence Coordinator in TSC 246, as well as with their academic advisor, to determine the expected date of return and to develop a course of action for when they return.

Students with scholarships should complete a Scholarship Hold form, which is available through the Financial Aid Office. Students must attach a copy of the Leave of Absence form and documentation. Scholarship holds will be processed after students have completed their last semester before leaving. Verification will be made after the semester to ensure that students have fulfilled the requirements of their scholarships. Once that verification has been made, a confirmation of the scholarship hold will be

sent to the students.

Students who take a leave of absence must officially notify the Registrar's Office of their intention to return to USU from leave, and this must occur prior to registration. (The Registrar's Office will send the students a reminder before priority registration.) Students will not need to apply for readmission unless they attend another college or university while on leave.

For more information about the Leave of Absence Program, contact Krystin Deschamps, TSC 246, (435) 797-0977.

#### **Advisor Assignments**

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

#### **Students with Undeclared Majors**

Students with Undeclared majors must meet requirements for admission in good standing. These students may be admitted as Undeclared majors and will be assigned an advisor in the Office of University Advising and Transfer Services. An advisor helps the student plan to pursue a general 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 enroll in classes at 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), the Admissions Office 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 64-118)

Students desiring to transfer credit from a previously attended institution of higher education should have an official copy of their grade transcript forwarded to the Admissions Office. 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 61-63.

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

### Credit from Foreign Institutions

This credit is first evaluated by the Admissions Office 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 64-118.) 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 the Admissions Office for determining transfer of credit.

Qualified applicants must submit the form DD214 for verification of military service. The form should be submitted to the Admissions Office.

## Residency

Persons applying for admission to Utah State University may be classified as nonresident students when their admission documentation indicates that they are legal residents of another state or when there are significant gaps in schooling and it is unsure where the student has been residing since last attending.

Persons claiming residency on their application for admission, but who are coded nonresident, will be notified of their tuition status in their acceptance letter. If they have questions regarding their status upon admission, they should contact the Residency Officer at (435) 797-8144.

### Residency for Tuition Purposes

Legislative action in the spring of 2002 changed the residency requirements. (Handouts listing the policy and deadlines will be provided to students who inquire about residency. Residency information is also available through the USU website.) A person who has come to Utah and established residency for the purpose of attending an institution of higher education shall, prior to registration as a resident student:

(a) live in Utah while completing a minimum total of 60 semester credits at a regionally accredited institution of higher education in Utah or an equivalent number of applicable contact hours at the Utah College of Applied Technology. Utah semester credits should not be broken by attendance at another school of higher education outside the State of Utah (i.e., students may NOT attend summer classes in their home state). The 60 semester credits are not tied to a period of time.

(b) have a Utah driver's license and Utah vehicle registration. (Students who own a car, or if they are borrowing a car and have it here for their regular use, must register the vehicle in Utah.)

Individuals who would like to establish residency before beginning school may move to Utah and live and work in Utah for 24 continuous months prior to beginning school. They are also required to have a Utah driver's license and Utah vehicle registration. Individuals who begin school before they have completed 24 continuous months as a nonstudent will need to complete 60 semester credits.

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 of time and, therefore, must be classified as nonresident. 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 U.S. citizens.

American Indians who are 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 Indians who are members of a federally recognized or known Utah tribe and who have graduated from a high school in Utah, shall be entitled to resident status.

### **Procedures Concerning Residency**

Persons who have been classified as nonresident students and who feel they now satisfy the requirements for Utah Resident Status for Tuition Purposes must file an application with the Residency Office, TSC 102. Applications are processed each semester beginning 30 days before the first day of classes and continuing through the 10th calendar day of the semester. Applications received after this deadline will be considered for the next semester. The application will not be processed until the student is admitted to the University. There is no application fee.

If an application is denied by the Residency Office, 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.

For other guidelines or exceptions, contact the Residency Office, TSC 102, (435) 797-8144.