

Chapter 3—Admissions

The Admissions Office, located north of the rotunda in the Sharwan Smith Center, furnishes application forms and information about Southern Utah University. The Admissions Office arranges for admissions counseling and for campus visits. Staff in the Admissions Office evaluate application materials. Prospective SUU students may also find similar information at SUU's website: www.suu.edu/you.

The following sections define the deadlines for applying for admission, the process by which the Admissions Office determines a student's admission status, and the standards that students must meet in order to be admitted to SUU. See Table 3.2 for a summary of admissions requirements.

Application Deadlines

Students are encouraged to plan early to apply for Southern Utah University. Deadlines for undergraduate admissions for enrollment in Fall, Spring, Maymester, and Summer semesters are one week before classroom instruction begins. Students may submit application materials at any time before the deadline. The earlier students apply, the more likely they are to secure an early registration time and a seat in the courses they want to take. (See Registration Calendars in Chapter 4).

Undergraduate Admission Standards

SUU wants each student to succeed. The University has adopted admission standards to help students thrive at SUU.

Accredited High School Graduates

If a student has graduated from an accredited high school and is under 23, SUU will consider his or her admission based on the combined high school grades and test scores found on either the ACT or SAT test. SUU's admission index (see Table 3.4) is used to determine a student's admission status. This index assigns more weight to high school grades than to test scores. For example, if the GPA (grade point average) is a 3.0 on a 4-point scale, students are likely candidates for admission. A GPA of 2.0 requires an ACT score of at least 24 or an SAT combined score of at least 1100. In addition, the student should have completed the courses recommended as specific preparatory coursework in high school (see Table 3.1). If a student has graduated from high school and is 23 or older, he or she will be considered for admission solely on his or her high school GPA, which must be a 2.0 or above.

Completed GED Certificate

If a student has completed the General Education Diploma (GED), he or she will be considered for admission if the standard score average on his or her GED is at least 500 (or 50 if the GED was completed prior to January 2002) and each sub-score is at least 450 (or 45 if the GED was completed prior to January 2002). The student must also have an ACT composite score of at least 21 or an SAT combined score of at least 990 if under 23 years of age.

Home School or Unaccredited High School Graduate

If a student has graduated from an unaccredited high school or home school program and did not complete the GED, he or she will be considered for college admission with an ACT composite score of at least 21 or an SAT combined score of at least 990.

Transfer Students

If a student has earned fewer than 30 transferable credits, he or she will be considered for admission on the basis of his or her high school transcript (2.0 or better) or GED (see GED section above),

Subject Area	Units	Courses	Restrictions
English	4	Composition, Literature	None
Mathematics	4	Algebra, Applied Math, Calculus, Geometry, Trigonometry	At least Intermediate Algebra
Social Sciences	2	American Government, Economics, Geography, Psychology, Sociology, U.S. History, World History	At least one class in American History and Government
Biological and/or Physical Sciences	2	Anatomy, Biology, Chemistry, Earth Science, Geology, Physiology, Physics, Zoology	At least one laboratory experience
Other college preparation	4	Fine arts, foreign languages, social or behavioral sciences, vocational subjects	Selection should be based on career goals

in addition to his or her ACT or SAT score (see Table 3.4). The student will also be evaluated for university admission on the basis of his or her college transcript. The student will be considered for admission if he or she was in good academic standing at the last institution attended and has a cumulative GPA (grade point average) of 2.0 (based on transferable credits from all colleges and universities). If the student has a GPA of less than 2.0, his or her application will be reviewed on an individual basis and may be considered for admission on a probationary status.

If a student was dismissed from a college or university for cause, admission is unlikely but will be considered on a case-by-case basis.

Returning Students

If a student has previously attended SUU and has left for more than two semesters (summer not included), he or she will be considered a returning student if he or she has not attended another college or university in the interim. Students who leave SUU and attend another college or university are considered transfer students. Returning students must have a previous SUU GPA of 2.0 or higher and must complete the admission requirements for returning students (see Table 3.3).

Second Baccalaureate Degree Students

If a student has already completed a baccalaureate degree and wishes to take undergraduate courses, he or she must have a 2.0 GPA from the prior college or university from which he or she obtained his or her first baccalaureate degree in order to be considered for admission. Once admitted, the student is advised to meet with the department chair of his or her major to determine course requirements.

Non-Degree-Seeking Students

If a student applies for admission solely to take courses of interest, applying for non-degree-seeking status is a convenient option. This status simply requires that a student has a high school diploma or GED. Any credits a student may earn as a non-degree-seeking student may be applied toward a degree at a later date. Students should be aware that non-degree-seeking students are not eligible to receive federal financial aid. Students who have

been dismissed from any college or university within the last semester are ineligible for non-degree-seeking status.

International Students

For freshman admission: International students will be considered for admission on the basis of their secondary high school transcript or marksheets and the results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Systems (IELTS). Students' secondary school grades must convert to a minimum U.S. GPA (grade point average) of 2.0; students must also complete the pre-university requirements of their home country. If the transcript or marksheets are not in English, students must submit the official documents in the native language, along with translated copies that have been verified or attested by the school they attended. In addition, students must achieve a minimum score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL, or 50 on the IELTS.

For transfer admission: If students have completed some coursework or a degree at the college or university level, they will be considered for admission as a transfer student on the basis of their college or university transcripts or marksheets. Transcripts or marksheets must convert to a minimum U.S. GPA (grade point average) of 2.00. If the transcript or marksheets are not in English, students must submit the official documents in the native language along with translated copies that have been verified or attested by the school they attended. Students must provide transcripts or marksheets from each college or university they have attended, along with a syllabus or course description in English (for any courses taken outside the U.S.), in order to receive transfer credit.

Transcripts submitted for transfer credit from schools located outside the U.S. must be evaluated by a third-party evaluation firm if the SUU Admissions Office decides such an evaluation is needed. If students have completed the equivalent to a U.S. bachelor's degree, their transcripts will not be evaluated.

International transfer students must achieve a minimum score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL, or 50 on the IELTS. Along with the academic records and official TOEFL scores noted above, all international students must submit the following:

- Application for admission;
- Non-refundable processing fee; and
- Verification of financial resources to cover one full year of expenses.

If students meet all of the admission requirements, the Admissions Office will issue the I-20 form required to obtain an F-1 Student Visa. International students must be covered by the university's student health insurance policy. The cost of this policy is automatically included in student fees. If students have their own health insurance policy, they may be able to have this requirement waived by providing evidence each semester that their own policy is equivalent to SUU's. This evidence must be submitted to the Admissions Office within the first 10 working days of the semester.

Early Admission

If a student is currently in high school and wishes to apply for admission to SUU on a full-time basis, he or she must meet the following requirements:

- meet the minimum requirements of the admissions index;
- be a junior or senior in high school;
- have written approval of a parent, guardian, or sponsoring agency;
- have written approval of the high school principal or designee;
- complete SUU admission requirements (application form, payment of application fee, transcripts and test scores); and

- have approval of the SUU Academic Standards and Admissions Review Committee.

Concurrent Enrollment

If students would like to attend high school and take college courses at the same time, they may be eligible for concurrent enrollment at SUU. Options include taking SUU courses at the students' high school campus or taking courses at an SUU site. To take courses on the high school campus, students should consult their high school counselor. To take courses at an SUU site, students should contact SUU's Admissions Office. Students will need to:

- complete a concurrent enrollment admission application form;
- obtain the signature of a parent and high school counselor or principal;
- be of junior or senior standing in high school; and
- have a minimum high school GPA of 2.5.

Concurrent enrollment students will be matriculated at SUU after high school graduation and submission of a complete SUU admission application, high school transcript, and ACT scores. Once matriculated at SUU, students are eligible for financial aid.

Students at Utah community and applied technology colleges:

If a student at a Utah community or applied technology college applies for admission, he or she is eligible for admission as a transfer student by meeting the standards described as a transfer student.

Admission Status

After reviewing a student's application and supporting materials, the Admissions Office assigns a particular admission status. Specifically, students will either be admitted with university, college, conditional, probationary, non-degree-seeking status, or be denied admission to the University. Each type of admission status is defined below.

University Status: Students who meet all requirements for admission to SUU and have an admission index of 85 or higher will be admitted with university status.

SUU is concerned about each student. To ensure their success, students whose English ACT score is less than 17 will be required to take ENGL 1000 with ENGL 1010. Students whose Mathematics ACT score is less than 18 will be required to take the math placement test at entrance and the appropriate math course based on the test results. These courses must be completed within the first three semesters of attendance.

College Status: Students who meet all requirements for admission to SUU but have an admission index between 80 and 84 will be admitted with college status. A few restrictions apply to their admission. Within three semesters, students must complete a minimum of 16 credits of course work:

- one English composition course;
- one mathematics course;
- the first year seminar;
- one computer literacy course; and
- a course from one of the Knowledge Areas that makes up the General Education curriculum.

Students must earn a grade of C- or better in these courses. Students whose index is less than 80 will be considered for admission on a case-by-case basis. (updated 9/22/04)

Conditional Status: Students who have submitted an incomplete college transcript are granted admission with a conditional status. A complete transcript must later be submitted. Once the Admissions Office reviews the students' complete official transcript, students will be assigned a final admission status. Admission under a conditional status may remain in effect for no

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longer than one semester. Students will not be eligible to register for subsequent semesters until their status is no longer conditional.

Probationary Status: Students will be admitted with a probationary status if any of the following apply:

- Students are currently attending SUU and do not meet the 2.0 GPA requirement;
- Students attended SUU and left the University on academic probation;
- Students transfer to SUU with less than a 2.0 GPA for previous college-level study.

Each case of probationary status will be evaluated by the Academic Standards and Admissions Review Committee. Even if students successfully complete courses at another institution since leaving SUU, they will reenter on a probationary status if their SUU GPA is below 2.0.

Non-Degree-Seeking Status: Students who apply solely to take courses of interest are admitted with a non-degree-seeking status on a semester by semester basis. The credits non-degree-seeking students earn can be used toward a degree if they are later admitted as a degree-seeking student. However, non-degree-seeking students are ineligible for financial aid.

Denied Status: Students who do not meet the standards for admission and who are denied as degree-seeking students are denied admission. These students may inquire about enrollment as a part-time non-degree-seeking student through the School of Continuing and Professional Studies or may appeal their denied admission status.

Appeals

Students may file appeals for special consideration if unusual or extenuating circumstances prevent them from meeting the admission standards, the application deadline, or the requirements of admission with provisional status. To file an appeal, visit the Admissions Office or call at (435) 586-7740.

Petition for Academic Renewal

Undergraduate students currently enrolled at SUU may request that their academic record be reviewed for the purpose of discounting, for cumulative GPA computation, a course with a D plus or lower grade. These classes must have been entered on the student's academic record five or more calendar years prior to the time of the request for review. The following conditions and procedures apply:

- The renewal option can be used only once during a student's undergraduate career.
- Students pursuing a second baccalaureate degree or a graduate degree are ineligible.
- "Renewed" courses do not count toward the total hours required for graduation.
- Petition is made to the dean of the student's college or school.

When Students Are Admitted

Once students are admitted, they will receive notice of their admission status by mail.

Retention of Admission Records

If a student applied for admission but never enrolled, the Admissions Office keeps his or her records for two years. If a student reapplies to Southern Utah University beyond this retention period, he or she may be asked to furnish new application materials, such as an application or college transcripts.

Graduate Admission Standards

Southern Utah University will admit applicants without regard to age, race, color, religion, sex, marital status, national origin, or

disability. Southern Utah University offers master's degrees in accounting, education, business administration, and fine arts administration. For application and admission information about any of the master's degree options, please contact the Admissions Office at (435) 586-7740.

Graduate Student Enrollment Procedures

Graduate applications are available on SUU's website: www.suu.edu/ss/admissions/forms/MastersApplication.html. Graduate applicants must arrange with each college or university previously attended to send two official transcripts. Transcripts submitted by the applicant are considered unofficial. Transcripts from different institutions accumulated on one record are not acceptable.

Table 3.2 lists the requirements for graduate studies admissions.

Table 3.2 Graduate Studies Admissions	
In order to apply for graduate admissions, the following must be submitted:	
1. Completed Graduate Programs application for admission;	
2. One-time, nonrefundable application fee;	
3. Two official transcripts from each college or university previously attended; and	
4. Three letters of recommendation.	
Graduate students applying for the MFA program must also submit:	
a. A statement of purpose;	
b. Resumé; and	
c. GRE scores.	
Graduate students applying for the M.Ed. program must also submit:	
a. A letter of verification of teaching credentials	
b. Essay;	
c. Photo; and	
d. MAT or GRE scores.	
Graduate students applying for either the M.Acc. or the MBA program must also submit:	
a. Photo; and	
b. GMAT scores.	
Prospective graduate students should check with the department of their intended academic plan to determine if additional admissions requirements are necessary.	

Application Deadline and Dates

The application deadlines for SUU's graduate programs are as follows:

For MFA, the deadline is March 31.

For M.Ed., the deadline is May 1.

For MBA or M.Acc., the deadline is March 31, rolling.

Graduate Assistantships

Graduate assistantships are available in limited number in nearly all graduate programs.

Students applying for or participating in a graduate assistantship must meet or exceed all criteria for entering the program, maintain graduate status, and make satisfactory progress toward the degree. Information on graduate assistantships is available from deans or coordinators of graduate programs.

Questions About These Policies?

If students have questions about these policies, they should contact the Admissions Office, Sharwan Smith Center Building, Room 167, (435) 586-7740.

Table 3.3 Admission Requirements	
To apply for undergraduate admission, students must submit all materials indicated in the appropriate list below to the Admissions Office. Their application and fee may be submitted on the web at www.suu.edu/you .	
New Freshman in Academic Programs	<ol style="list-style-type: none"> 2. Completed application for admission; 3. One-time, nonrefundable application fee; 4. Official high school transcript showing all courses completed and date of graduation OR GED test scores; (NOTE: If a student is currently enrolled in high school, he or she may receive a preliminary admission decision by submitting high school transcripts after his or her junior year of high school;) and 5. Official ACT or SAT results posted on a student's high school transcript or received directly from the testing agency.
Transfer Student in Academic Programs	<ol style="list-style-type: none"> 1. Completed application for admission; 2. One-time, nonrefundable application fee; and 3. Official transcript from each college or university attended. (NOTE: If a student is attending another college, he or she may receive admission with conditional status by sending an in-progress transcript of his or her work to date.) <p>If a student is transferring to SUU with fewer than 30 transferable credits, he or she must also submit the following:</p> <ol style="list-style-type: none"> 4. Official high school transcript showing date of graduation OR GED test scores; and 5. Official ACT or SAT results if under 23 years of age.
Returning SUU Student in Academic Programs	<ol style="list-style-type: none"> 1. A new, completed application for admission; 2. Nonrefundable reapplication fee, necessary if student has been away from SUU for more than one year or attended another institution; and 3. Any other documents needed to complete the admission file.
Second Baccalaureate Degree Applicant in an Undergraduate Academic Program	<ol style="list-style-type: none"> 1. Completed application for admission; 2. One-time, nonrefundable application fee; and 3. Official transcript which shows completion of baccalaureate degree.
Non-Degree-Seeking Applicant	<ol style="list-style-type: none"> 1. Completed application for admission; and 2. One-time, nonrefundable application fee.
International Applicant	<ol style="list-style-type: none"> 1. Completed application for admission; 2. One-time, nonrefundable application fee; 3. Academic records; 4. Official TOEFL or IELTS scores; 5. Verification of financial resources to cover one full year of expenses; and 6. Any other documents necessary listed under "International Students" concerning immigration information.
Graduate Academic Programs Applicant	<p>Students interested in applying for graduate studies at SUU should contact the Admissions Office to apply. Information about SUU's graduate programs and the application are also available online at this website: www.suu.edu/prostu/grad.html.</p> <p>Requirements for graduate students are listed in Table 3.2.</p>