

## Chapter 3—Admissions

The Admissions Office 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 will evaluate application materials. Prospective SUU students may also find similar information at SUU's website: <http://www.suu.edu/you>.

The following sections define the deadlines for applying for admission, the process by which the Admissions Office determines admission status, and the standards that students must meet 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 to Southern Utah University. Deadlines for undergraduate admissions for enrollment in Fall, Spring, Maymester, and Summer semesters are one week before classroom instruction begins. Application materials may be submitted at any time before the deadline. Students who apply early are more likely to secure an early registration time and a seat in the courses desired. (See Registration Calendars in Chapter 4).

### Admission Standards

SUU wants each student to succeed as a college student doing college-level work. The University has adopted admission standards to prepare students for success in college.

#### Accredited High School Graduates

Students who have graduated from an accredited high school and are under 23, will be considered for university admission based on combined high school grades and test scores on either the ACT or SAT test. SUU's admission index (see Table 3.4) is used to determine admissions status. This index assigns more weight to high school grades than to test scores. For example, if a student's GPA (grade point average) is a 3.0 on a 4-point scale, he/she is a likely candidate for admission. A GPA of 2.0 requires an ACT score of at least 21 or SAT combined score of 990. In addition, students should have completed the courses recommended as specific preparatory coursework in high school (see Table 3.1). Students who graduated from high school and are 23 or older will be considered for university admission with at least a 2.0 cumulative high school GPA.

#### Completed GED Certificate

Students who have completed the GED will be considered for university admission if the standard score average on the GED is at least 500 (50 if the GED was completed prior to January 2002) and the student has an ACT composite score of at least 21 (or SAT combined score of at least 990).

#### Home School or Unaccredited High School Graduate

Students who graduated from an unaccredited high school or home school program and did not complete the GED, will be considered for admission with an ACT composite score of at least 21 (or SAT combined score of at least 990).

#### Transfer Students

Students who have earned fewer than 30 transferable credits, will be considered for admission status on the basis of their high school transcript or GED, ACT/SAT scores, and their transcript of college work. Students who have earned more than 30 transferable credits will be considered for admission status on the

Subject Area	Units	Courses	Restrictions
English	4	Composition, Literature	None
Mathematics	4	Algebra, Applied Math, Calculus, Geometry, Trigonometry, Statistics	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

basis of their college transcript. Students will be considered for admission if they were in good academic standing at the last institution attended and have a cumulative GPA (grade point average) of 2.0 (based on transferable credits from all colleges and universities). Applicants who have a GPA of less than 2.0, will be considered for admission on probationary status.

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

#### Standards for 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 (see Table 3.2).

#### Second Baccalaureate Degree Students

If a student desires to obtain a second baccalaureate degree, he or she must have a 2.0 GPA for university admission. Once admitted, students are advised to meet with the department chair of his or her major to determine course requirements.

#### Non-Degree-Seeking Students

The University offers a non-degree admissions category for students who are 1) visiting students from another college who are in good academic standing; 2) adults living in the area who wish to take a course or two for their own personal or professional development. Students applying for Non-degree status are restricted to enrolling in no more than seven credit hours per term and must reapply each term. Additional hours may be taken upon approval by the appropriate high school guidance counselor and/or the designated officers within the SUU Admissions Office. Applying for non-degree-seeking status is a convenient option for students applying for admission solely to take courses of interest. This status required a high school diploma or a GED. Credits earned as a non-degree-seeking student may be applied toward a degree at a later date. Please be aware that non-degree-seeking students are not eligible to receive federal financial aid. Students

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

### International Students

**Freshman Admission:** Students will be considered for admission on the basis of their secondary school transcript or marksheets, and the results of the Test of English as a Foreign Language (TOEFL) or English Language Testing System (ELTS). Secondary school grades must convert to a minimum U.S. GPA (grade point average) of 2.0, along with completing the pre-university requirements of the applicant's home country. Non-English transcripts or marksheets must be submitted along with translated copies that have been verified or attested by the school attended. In addition, a minimum score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL, or 50 on the IELTS must be achieved. For more information about International admission, visit <http://www.suu.edu/prostu/international.html>.

**Transfer Students:** Students who have completed some coursework or a degree at the college or university level, will be considered for admission as a transfer student on the basis of college or university transcripts or marksheets and the results of the TOEFL or ELTS. Transcripts or marksheets must convert to a minimum U.S. GPA (grade point average) of 2.0. If the transcript or marksheets are not in English, official documents in the native language along with translated copies that have been verified or attested by the school attended must be submitted. Applicants must provide transcripts or marksheets from each college or university attended, along with a syllabus or course description in English (for any courses taken outside the U.S.), in order to receive transfer credit.

College 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 determines such an evaluation report is needed. Transcripts of students who have completed the equivalent to a U.S. bachelor's degree, will not be evaluated.

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 ELTS. Along with the academic records and official TOEFL or ELTS 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 all admission requirements are met, 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. Students who have their own health insurance policy, may be able to have this requirement waived by providing evidence of insurance that is equivalent to SUU's policy each semester. This evidence must be submitted to the Admissions Office within the first 10 working days of the semester.

### Early Admission

High school students who wish to apply for admission to SUU on a full-time basis, 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

Students who would like to attend high school and take college courses at the same time, 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 at a high school campus, consult a high school counselor. To take courses at an SUU site, contact SUU's Admissions Office. Applicants will need to:

- complete a concurrent admissions application;
- pay the application fee;
- 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 admissions application, high school transcript, and ACT scores. Once matriculated at SUU, students are eligible for financial aid.

### SUCCESS Academy Applicant

SUCCESS Academy applicants are select students in grades 10-12 who have chosen to participate in the early college high school program. The SUCCESS Academy program is sponsored by the State of Utah and students are closely supervised in their University experience by SUCCESS Academy faculty and administrators.

### Admission Criteria for Success Academy Students to SUU Coursework as 10<sup>th</sup> Graders

Students wishing to participate in limited University experiences in the 10<sup>th</sup> grade are required to meet four academic competency indicators based on an index score.

- Successful completion of the SUU/SUCCESS connection curriculum. This course would be offered during the summer following a student's 9<sup>th</sup> grade year.
- Successful completion of student placement tests in mathematics (Accuplacer) and reading comprehension (U-TIPS). Students are required to take these tests and demonstrate basic competency in these academic areas.
- Demonstrated academic success as measured by 9<sup>th</sup> grade GPA.

### Students at Utah community and applied technology colleges:

Utah community college or applied technology college students are eligible for SUU university or college admission as a transfer student by meeting the standards described above for transfer students.

### Admission Status

Once applications and supporting materials have been reviewed, the Admissions Office will assign 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 help ensure success, students with an English ACT sub-score less than 17 will be

required to take one composition course. Students whose Mathematics ACT sub-score **between 14 and 18 are encouraged** to take the Math Placement Test at entrance and complete the appropriate math course. ~~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 admission. Within three semesters, students must complete a minimum of 16 credits of course work:

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

College status will be assigned if any of the following apply:

- Student meets SUU's requirement for high school grade-point average and ACT/SAT scores, but an English or Mathematics sub-score warranted placement in a developmental program;
- A graduate of a Utah high school, but ACT/SAT scores are below SUU minimum for university admission status;
- Originally denied admission to the University, but were then admitted by the Admissions Committee after requesting review of special circumstances.

### **College Connections Bridge Program**

Students whose index is less than 80 will be required to attend a pre-fall semester College Connections Bridge Program (UNIV 1015) before enrolling for the Fall Semester. This course provides new students with an extended orientation to the academic expectations and demands of higher education. It focuses on English and Math preparation and student success through a systematic exploration of values and skills that will assist them in becoming successful in their academic endeavors. Students learn to connect to the larger campus community.

**Conditional Status:** Transfer students whose transcripts are incomplete may occasionally be conditionally admitted. Once the Admissions Office reviews the complete official transcript, students will be assigned a final admission status. Admission under conditional status may remain in effect for no longer than one semester. Students will not be eligible to register for subsequent semesters until the admission status changes.

**Probationary Status:** Students must attain at least a 2.0 grade-point average in the first semester at SUU. Students who earn less than a 2.0 GPA will be placed on probation. Students who receive below a 2.0 for a second semester will be required to withdraw and will be ineligible to attend SUU for a least two semesters. Students who are dismissed from the University a second time may be ineligible to attend.

Students are assigned probationary status if any of the following apply:

- The student transferred to SUU with less than a 2.0 GPA from another college or university.
- The student attended SUU and left the university on academic probation.

Even if a student successfully completes 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:** The University offers a non-degree admissions category for students who are 1) visiting students from another college who are in good academic standing; 2) high school students who have permission from their high school to enroll in

University courses; or 3) adults living in the area who wish to take a course or two for their own personal or professional development. Students applying for Non-degree status are restricted to enrolling in no more than seven credit hours per term and must reapply each term. Additional hours may be taken upon approval by the appropriate high school guidance counselor and/or the designated officers within the SUU Admissions Office. These credits can be used toward a degree if they are later admitted as a degree-seeking student. However, non-degree-seeking students are ineligible for federal financial aid at SUU.

**Denied Status:** Applicants who do not meet the standards for admission will be denied admission as a degree-seeking student. Students who are denied admission may inquire about enrollment as a part-time non-degree-seeking student or appeal this decision.

### **Appeals**

Applicants may file appeals for special consideration if unusual or extenuating circumstances prevent an applicant from meeting the admission standards, the application deadline, requirements of college status, or Utah residency requirements. To file an appeal, apply to or 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 major college or school.
- Please be advised that performing an Academic Renewal may have an adverse effect on future financial aid. Please consult your Financial Aid Counselor before making this decision.

### **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: <http://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 3.3 lists the requirements for graduate studies admissions.

<b>Table 3.2 Admission Requirements</b>	
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 <a href="http://www.suu.edu/you">http://www.suu.edu/you</a> .	
<b>New Freshman in Academic Programs</b>	<ul style="list-style-type: none"> <li>▪ Application for Admission Form;</li> <li>▪ One-time, nonrefundable application fee;</li> <li>▪ Official high school transcript showing all courses completed and date of graduation OR GED test scores; (NOTE: Students currently enrolled in high school, may receive a preliminary admission decision by submitting high school transcripts after the junior year)</li> <li>▪ Official ACT or SAT results posted on the student's high school transcript or received directly from the testing agency.</li> </ul>
<b>Transfer Student in Academic Programs</b>	<ul style="list-style-type: none"> <li>▪ Application for Admission Form;</li> <li>▪ One-time, nonrefundable application fee;</li> <li>▪ Official transcript from each college or university attended. (NOTE: Students currently attending another college may receive a preliminary admission decision by sending an in-progress transcript of work to date.)</li> </ul> <p>Students transferring to SUU with fewer than 30 transferable credits, must also submit the following:</p> <ul style="list-style-type: none"> <li>▪ Official high school transcript showing date of graduation OR GED test scores;</li> <li>▪ Official ACT or SAT results.</li> </ul>
<b>Returning SUU Student in Academic Programs</b>	Former SUU students who have not attended for one semester or more (not including summer) must reapply for admission by submitting a new Application for Admission Form. Returning Students must also submit any of the following that are needed to complete their file: <ul style="list-style-type: none"> <li>▪ Nonrefundable application fee;</li> <li>▪ Official transcripts from all other colleges attended.</li> </ul>
<b>Second Baccalaureate Degree Applicant in an Undergraduate Academic Program</b>	<ul style="list-style-type: none"> <li>▪ Application for Admission Form;</li> <li>▪ One-time, nonrefundable application fee;</li> <li>▪ Official transcript from each college or university attended.</li> </ul>
<b>Non-Degree-Seeking Applicant</b>	<ul style="list-style-type: none"> <li>▪ Application for Admission Form</li> <li>▪ One-time, nonrefundable application fee.</li> </ul>
<b>International Applicant</b>	<ul style="list-style-type: none"> <li>▪ Application for Admission Form;</li> <li>▪ One-time, nonrefundable application fee;</li> <li>▪ Academic records;</li> <li>▪ Official TOEFL or IELTS scores;</li> <li>▪ Verification of financial resources to cover one full year of expenses.</li> <li>▪ Any other documents necessary listed under "International Students" concerning immigration information.</li> </ul>
<b>Early Admission Applicant</b>	<ul style="list-style-type: none"> <li>▪ Meet the minimum requirements of the admissions index;</li> <li>▪ Be a junior or senior in high school;</li> <li>▪ Have written approval of a parent, guardian, or sponsoring agency;</li> <li>▪ Have written approval of the high school principal or designee;</li> <li>▪ Complete SUU admission requirements (application form, payment of application fee, transcripts, and test scores);</li> <li>▪ Have approval of the SUU Academic Standards and Admissions Review Committee;</li> </ul>
<b>Concurrent Enrollment Applicant</b>	<ul style="list-style-type: none"> <li>▪ Complete a concurrent admissions application;</li> <li>▪ Pay the application fee;</li> <li>▪ Obtain the signature of a parent and high school counselor or principal;</li> <li>▪ Be of junior or senior standing in high school;</li> <li>▪ Have a minimum high school GPA of 2.5;</li> </ul>
<b>Success Academy Applicant</b>	<ul style="list-style-type: none"> <li>▪ Successful completion of the SUU/SUCCESS connection curriculum. This course would be offered during the summer following a student's 9<sup>th</sup> grade year.</li> <li>▪ Successful completion of student placement tests in mathematics (Accuplacer) and reading comprehension (U-TIPS). Students are required to take these tests and demonstrate basic competency in these academic areas.</li> <li>▪ Demonstrated academic success as measured by 9<sup>th</sup> grade GPA.</li> </ul>
<b>Graduate Academic Programs Applicant</b>	Students who wish to pursue graduate studies, must apply through the SUU Admissions Office. Information about SUU's graduate programs and the application are also available online at the following website: <a href="http://www.suu.edu/prostu/grad.html">http://www.suu.edu/prostu/grad.html</a> .  Requirements for graduate students are listed in Table 3.3.

<b>Table 3.3 Graduate Studies Admissions</b>	
In order to apply for graduate admission, the following must be submitted:	
<ol style="list-style-type: none"> <li>1. Completed Graduate Programs application for admission;</li> <li>2. One-time, nonrefundable application fee;</li> <li>3. Two official transcripts from each college or university previously attended; and</li> <li>4. Three letters of recommendation.</li> </ol>	
Graduate students applying for the <b>MFA program</b> must also submit:	
<ol style="list-style-type: none"> <li>a. A statement of purpose;</li> <li>b. Resumé; and</li> <li>c. GRE scores.</li> </ol>	
Graduate students applying for the <b>M.Ed. program</b> must also submit:	
<ol style="list-style-type: none"> <li>a. A letter of verification of teaching credentials</li> <li>b. Essay;</li> <li>c. Photo; and</li> <li>d. MAT or GRE scores.</li> </ol>	
Graduate students applying for either the <b>M.Acc. or the MBA program</b> must also submit:	
<ol style="list-style-type: none"> <li>a. Photo; and</li> <li>b. GMAT scores.</li> </ol>	
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.

