

## Chapter 3 – Admissions

The Admissions Office furnishes application forms and information about Southern Utah University. The Admissions Office arranges for admission counseling and campus visits. Staff in the Admissions Office will evaluate application materials. Prospective SUU students may also find similar information at: <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 admission requirements.

### Application Deadlines

Students are encouraged to plan early to apply to Southern Utah University. Deadlines for undergraduate admission are listed on the application. Application materials may be submitted at any time before the admission 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 years of age will be considered for 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 admission. 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. It is recommended that students complete 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 admission with at least a 2.0 cumulative high school GPA. (ACT/SAT scores are not required).

#### Completed GED Certificate

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

#### Transfer Students

Students who have earned fewer than 24 **post-high school** transferrable credits will be considered for admission 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 24 **post-high school** transferrable credits will be considered for admission on the 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).

<b>Table 3.1</b>	
<b>UNIVERSITY PREPARATORY CORE</b>	
Courses recommended for high school students who intend to enter SUU	
<b>Subject Area</b>	<b>Units</b>
English	4 yrs (Composition & Literature emphasis)
Mathematics	3 yrs (at least 2 of which are elementary algebra or beyond)
Science	3 yrs
Of these units that must be lab	1 yr
Foreign Language	2 yrs
Social Studies	3 yrs (1 of which is American History and Government)

Applicants who have a GPA of less than 2.0 may be denied admission. Appeals of the denial may be made in writing to the Academic Standards Committee.

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

#### Standards for Returning Students

If a student has previously attended SUU and was not enrolled 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 (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 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 admission 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 SUU Admissions Office. Applying for non-degree-seeking status is a convenient option for students applying for admission solely to take courses of interest. 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

The following information will be required of all international students who are applying for admission to Southern Utah University:

1. Application for admission: Admission application including a non-refundable application fee (U.S. currency only);
2. Finances: SUU requires that funds must be available for two academic semesters, calculated annually, and verified by an

official bank statement or other official documentation submitted with the financial statement form found at [www.suu.edu/you/pdf/intl-fin.pdf](http://www.suu.edu/you/pdf/intl-fin.pdf).

3. Transcripts: Official transcripts (record of courses taken and grades received) from each secondary school, college, or university attended must be submitted. Transcripts must be submitted on an official school document which lists the name and address of the school, the dates enrolled, grading systems, description of each subject or examination, and mark or grade earned in each subject or examination. Unless the school attended routinely issues transcripts in English, official records must be submitted in the original language with official English translations. Translations must be literal and complete and must be translated by an authorized translation service, found at [www.suu.edu/you/internationalreg.html](http://www.suu.edu/you/internationalreg.html). Official transcripts must be sent directly from the school attended to the SUU International Admissions Office, 351 W. University Blvd., Cedar City, UT 84720. Transcripts (other than official documents) submitted become the property of Southern Utah University and cannot be returned to the applicant. Faxed transcripts and other documents are not considered official. Notarized transcripts are not considered official.
4. *If transferring from a U.S. college or university, please complete the Transfer Clearance Form found at [www.suu.edu/prostu/pdf/intl-transfer-clearance.pdf](http://www.suu.edu/prostu/pdf/intl-transfer-clearance.pdf) and send it directly to the SUU International Admissions Office.*
5. English Proficiency: Proof of English proficiency is required for all applicants whose first language is not English. Students may show proficiency in English by providing scores for any one of the following:
  - TOEFL** – A minimum score of 500 on the paper based test, or 173 computer based, or a 61 IBT is required to be admitted to SUU. The official TOEFL score must be sent directly to the International Admissions Office by the educational testing service and must not be over two years old at the time of application. Registration information regarding the TOEFL is available at [www.toefl.org](http://www.toefl.org)
  - IELTS** *International English Language Testing System*—Students are required to have a minimum score of 5.0 or higher to be admitted to SUU. Students who wish to take the IELTS should visit the IELTS website [www.ielts.org](http://www.ielts.org) for information about the administration of this test and how to report the results to Southern Utah University. IELTS is jointly managed by the University of Cambridge ESOL Examinations, British Council, and IDP: IELTS Australia. Applicants with an undergraduate or graduate degree from an accredited college or university in the U.S. may not be required to take the tests listed above.
6. Health and Medical Insurance: All international students must provide verification of adequate health and medical insurance. Each new and transferring international student MUST be tested for tuberculosis at the SUU Wellness Center at the beginning of the semester, or show proof of a negative chest x-ray last three months prior to attending SUU.

#### Maintenance of Status:

INS requirement for an F-1 student are:

Have a valid passport at all times.

Maintain full-time status by registering for at least 12 undergraduate semester hours or 9 graduate semester hours for fall and spring.

Apply for an extension of program within 20 days of the expiration date of the I-20 check with the International Services Office. The student must have been in status during the entire academic stay in order to qualify.

Limit employment on campus to 20 hours while school is in session.

Current address must be kept on file with the Admissions Office at all times and with DHS within 10 days of change.

Failure to maintain legal status may result in termination of F-1 visa, and deportation.

#### Half-Half Program

An ESL program student wishing to attend regular SUU classes, but has not yet mastered English well enough to be successful as a full-time SUU student, may be placed in the Half-Half program. Students will attend the ESL program half-time or six credit hours, and regular SUU classes half-time. If the SUU classes have been successfully completed, the student may be fully admitted to SUU for subsequent semesters.

#### English as a Second Language (ESL) Transfers:

With recommendation from the Internexus Director, candidates for admission to the Half-Half program must have a 15 minute interview with the International Admissions Coordinator and an academic advisor to determine whether the candidate meets the necessary requirements to be admitted to the program.

All students admitted to the Half-Half program will be required to take a Bridge Course (University Studies 1310, "Nature of Success Course") designed to help them understand and succeed in the American university setting.

Once admitted to the University on a full time basis, students placed on academic probation because of a cumulative grade-point average of less than 2.0 may be required to return to the ESL program for additional remedial work.

#### Early Admission

High school students who wish to apply for admission to SUU on a full-time basis must meet the following requirements:

- complete SUU admission requirements (application form, application fee, transcripts and test scores); and
- meet the minimum requirements of the admissions index;
- be a senior in high school with verification that they will have completed graduation requirements;
- have written approval of parent or guardian
- have written approval of high school principal

#### 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 SUU. To take courses at a high school campus, consult a high school counselor. To take courses at SUU, contact SUU's Admissions Office. Applicants will need to:

- complete a concurrent admissions application;
- pay the application fee;
- provide a copy of the high school transcript
- 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 3.25.

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

SUCCESS Academy applicants are students in grades 9-12 who have chosen to participate in the early college high school program.

#### Admission Criteria for Success Academy Students

Students wishing to participate in limited University experiences in the 10th grade must meet the following requirements:

- Earn a minimum composite score of 17 on the ACT

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- Have a minimum cumulative High School GPA of 3.0 at the end of grade 9

Students wishing to participate in limited University experiences in the 11<sup>th</sup> & 12<sup>th</sup> grade will follow Southern Utah University's guidelines and procedures for concurrent enrollment.

All course pre-requisites must be met by the student before taking approved courses.

**Students at applied technology colleges:** Applied technology college students are eligible for admission as a transfer student with official college transcripts, high school transcripts, and ACT/SAT scores (if applicable).

### College Connections Bridge Program

Students whose index is less than 85 will be required to enroll in C.C. bridge Program (UNIV 1015). This course provides new students with an extended orientation to the academic expectations and demands of higher education

**Conditional Status:** Students whose application is incomplete may occasionally be conditionally admitted. Once the Admissions Office receives all required documents, 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 who transfer with less than a 2.0 cumulative GPA may be admitted on a probationary status and must attain a minimum 2.0 grade-point average in the first semester at SUU.

Students may be 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.

**Denied Status:** Applicants who do not meet the standards for admission will be denied admission.

### Appeals

Applicants may file appeals for special consideration if unusual or extenuating circumstances prevent an applicant from meeting the admission standards, the application deadline, or Utah residency requirements. To file an appeal, contact the Admissions Office (435) 586-7740.

### 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 transcripts.

Table 3.3 lists the requirements for graduate studies admissions.

Table 3.2 Admission Requirements	
To apply for undergraduate admission, students must submit all materials indicated in the appropriate list below to the Admissions Office. The application and fee may be submitted on the web at <a href="http://www.suu.edu/you">www.suu.edu/you</a> .	
<b>Concurrent Enrollment for High School Students</b>	High school seniors and juniors may take courses on high school campus' or on the SUU campus. <ul style="list-style-type: none"> <li>▪ Concurrent Enrollment Application for Admission Form;</li> <li>▪ One-time, nonrefundable application fee.</li> </ul>
<b>First-time, Full-time Freshmen</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>▪ ACT or SAT scores.</li> </ul>
<b>Former High School Graduates</b>	Students graduating more than one year before application term. <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.</li> <li>▪ ACT or SAT results (required for students 23 or younger)</li> </ul>
<b>Transfer Students</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 24 post high school 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>▪ ACT or SAT results (required for students 23 or younger)</li> </ul>

<b>Returning SUU Student</b>	<p>Former SUU students who have not enrolled for two semesters 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:</p> <ul style="list-style-type: none"> <li>▪ Nonrefundable re-application fee;</li> <li>▪ Official transcripts from all other colleges attended.</li> </ul> <p>(NOTE: Students who have deferred their attendance do not need to complete an application nor pay the reapplication fee.)</p>
<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>Graduate Academic Programs Applicant</b>	<p>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: <a href="http://www.suu.edu/you/grad.html">www.suu.edu/you/grad.html</a>.</p> <p>Requirements for graduate students are summarized in Table 3.3. See chapter 16 for detailed information.</p>

<b>Table 3.3 Graduate Studies Admissions</b>
In order to apply for graduate admission, the following must be submitted to the SUU Admission office:
<ol style="list-style-type: none"> <li>1. Have a completed Bachelor's Degree from an accredited college or university;</li> <li>2. Completed Graduate Admission application;</li> <li>3. One-time, nonrefundable application fee;</li> <li>4. Two official transcripts from each college or university previously attended; and</li> </ol>

5. Three letters of recommendation on letterhead (no emails)
Applicants for the <b>Master of Fine Arts (MFA) program</b> must also submit:
<ol style="list-style-type: none"> <li>a. A statement of purpose;</li> <li>b. Résumé;</li> <li>c. GRE scores (optional)</li> </ol>
Applicants for the <b>Master of Education (M.Ed.) program</b> must also submit:
<ol style="list-style-type: none"> <li>a. A handwritten letter of intent;</li> <li>b. Verification of teaching credentials;</li> <li>c. Writing Sample;</li> <li>d. Photo; and</li> <li>e. MAT or GRE scores.</li> </ol>
Applicants for either the <b>Master of Accountancy (M.Acc.)</b> or the <b>Master of Business Administration (MBA) program</b> must also submit:
<ol style="list-style-type: none"> <li>a. GMAT or GRE scores. (Note: Letters of recommendation are not required for SUU graduates.)</li> </ol>
Applicants for the <b>Master of Arts in Professional Communication (MA) program</b> must also submit:
<ol style="list-style-type: none"> <li>a. Letter of intent GRE;</li> <li>b. Writing Sample.</li> </ol>
Applicants for the <b>Master of Sports Conditioning and Performance program</b> must also submit:
<ol style="list-style-type: none"> <li>a. Letter of intent</li> <li>b. GRE;</li> <li>c. Certification or license if baccalaureate degree is not in physical education, exercise science, wellness, sports medicine, health or related fields of study.</li> </ol>
Applicants for the <b>M.S. in Forensic Science Program</b> must also submit:
<ol style="list-style-type: none"> <li>a. GRE</li> <li>b. A letter of intent, describing your undergraduate and work experience and desired emphasis area.</li> </ol>
Applicants for the <b>Master of Public Administration program</b> must also submit:
<ol style="list-style-type: none"> <li>a. Letter of intent</li> <li>b. GRE, GMAT, or LSAT scores</li> </ol>
<b>Rural Master of Social Work</b>
Southern Utah University cooperates with the University of Utah in making this degree available on the SUU campus. For more information call Scott Sorensen CN 213L ~ (435) 586-1938.
Prospective graduate students should check with the department of their intended academic plan to determine if additional admissions requirements are necessary.

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### Application Deadline and Dates

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

#### **MBA or M.Acc**

Fall = March 31

Spring = October 1

#### **M.Ed., or MS in Sports Conditioning & Performance**

Fall = **May 1**

Spring = **September 1**

Summer = **January 1**

**MFA** = March 31.

#### **MA in Professional Communication -**

Fall = July 15

Spring = October 15

Summer = February 15

### Graduate Assistantships

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

Students applying for or participating in a graduate assistantship must be full-time students, 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.



