



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 6.5**  
**Date Approved: 09/21/90**  
**Date Amended: 03/11/05**  
**Reviewed w/no Changes:**  
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**SUBJECT: UNDERGRADUATE ADMISSIONS**

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**I. PURPOSE:** To define the Southern Utah University policy on undergraduate admissions.

**II. REFERENCES**

SUU Policies and Procedures, 6.51, Graduates Study

**III. GENERAL POLICY:**

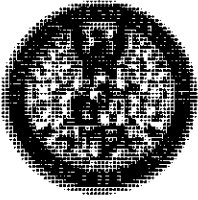
Requirements for admission to Southern Utah University and retention in the University or any program of the University will be formulated by the appropriate committees of the University, approved by the Board of Trustees, and published in the catalog.

All admission policies will apply without regard to race, color, ethnic background, national origin, religion, creed, age, lack of United States citizenship, disability, veteran status, or gender.

All prospective students must apply through the Admissions Office. Admission to Southern Utah University programs of study will be open to those who meet all criteria to become fully matriculated students.

**IV. DEFINITIONS:**

- A. Matriculated Student - Students seeking a diploma, certificate, or degree who have completed all admission application procedural steps (see section VI), and have been accepted for admission based on the current admission policy as printed in the catalog.
- B. Non-Matriculated Students - Students not seeking a diploma, certificate, or degree; students who have not completed the admission application process; or students who do not qualify for admission on the basis of current admission policy.
- C. General College Tier - Admission to the College Tier allows a student to complete work toward a diploma, certificate or associate degree program.
- D. University Tier - Admission to the University Tier allows a student to complete work toward all undergraduate programs available at the University, provided there is not a special application required for entrance to the specific program.



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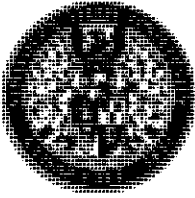
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- E. Graduate Admission - Graduate admission is the admission level for Masters degree programs that allow students to register within course and program guidelines for graduate and undergraduate level courses.
- F. New Freshmen - Students who have never attended any college or university will be classified as new freshmen. Included are students enrolled full-time in the fall term who attended college for the first time in the prior summer term, and full-time or part-time students who entered with advanced standing (college credits earned before graduation from high school). Credit earned before graduation from high school includes Advanced Placement credit, CLEP credit, Early College credit and Concurrent credit.
- G. Transfer Students - Applicants who have attended another college or university, including former SUU students who have since attended another college or university.
- H. Returning Students - Applicants who have previously attended Southern Utah University and who have not attended another college or university in the interim.
- I. International Students - Applicants who are not U.S. citizens and have not received immigrant status from the U.S. Immigration and Naturalization Service.
- J. Preparatory Students - Non-matriculated students who do not qualify for admission on the basis of current admission policy but are enrolled in a preparatory course (bridge program) for admissions completion and program placement.

**V. ADMISSION REQUIREMENTS:**

- A. The University will establish admission application deadlines for each academic term. Applicants must submit all required credentials and forms by the established deadlines as published annually in the University catalog.
- B. Admission to the University does not ensure acceptance into a specific program, department, or college of the University. Academic units may require additional information and separate applications for admission into specific programs.
- C. General Application Criteria:



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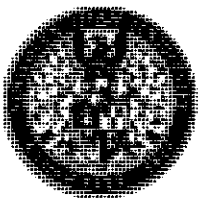
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1. Applications will be reviewed when all required information is on file.
2. Documents submitted by applicants who do not enroll will be discarded after a period of one year.
3. If admission is granted prior to high school graduation or while work is in progress at another college or university, the admission decision is contingent upon satisfactory completion of high school graduation requirements, or the work in progress, and will be revoked if the student fails to graduate or if the transfer work is not acceptable.
4. Acceptance notices are valid only for the semester indicated.
  - a. Applicants who do not register during the semester for which they were accepted and who wish to be admitted for a subsequent semester must notify the Admissions Office.
5. In the absence of a final cumulative high school GPA, non-high school graduates will be considered for admission if their ACT/SAT or GED composite test scores meet or exceed an annually established benchmark. (Note: Students who graduated from high school and are 23 years of age or older will be considered for university admission with a minimum 2.0 cumulative high school GPA. Students 23 years of age or older are not required to take the ACT/SAT).

**D. Application Requirements by Application Status**

1. New Freshmen - New freshmen applicants will be admitted to either the University Tier or the College Tier based on the following:
  - a. Students who meet the following criteria will be admitted to the University Tier:
    - 1) Verification of high school graduation or General Education Development Test (GED) with scores established by the University.
    - 2) Minimum subscores of 17 on the English and 18 on the mathematics sections of the ACT or their equivalents on the SAT.



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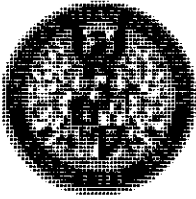
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- 3) Students who apply and do not meet the requirements for admission into the University tier will automatically be considered for admission into the College tier.
  - b. Students who meet the following criteria will be admitted to the College Tier:
    - 1) Verification of high school graduation or General Education Development Test (GED) with scores established by the University.
    - 2) Subscores below 17 on the English and/or below 18 on the mathematics sections of the ACT or their equivalents on the SAT.
    - 3) Students who enter at the College Tier will be notified and automatically advanced to the University Tier upon successful completion of all prescribed course work.
    - 4) Students who apply and are not considered for the College tier will be required to complete a preparatory course before admission is completed.
2. Admission of Transfer Students - Students seeking to transfer to the University will be admitted in accordance with the following guidelines:
  - a. Students transferring with fewer than 30 semester hours (or 45 quarter hours) of credit, will be considered for admission on the same basis as new freshmen provided their cumulative GPA is 2.0 or above.
  - b. Students transferring with 30 semester hours (45 or more quarter hours) and a 2.0 GPA will be admitted.
3. International Students - International applicants with no prior college or university credit will be considered for admission on the basis of their secondary high school transcripts or marksheets, and the results of the test of English as a Foreign Language (TOEFL) or the International English Language Testing Systems (IELTS). Student's secondary school grades must convert to a minimum U.S. GPA of 2.0.



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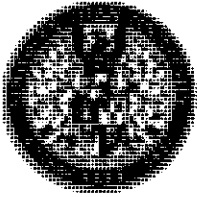
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4. Returning Students - Returning students will be readmitted in the same tier in which they left. If they have attended another college or university in the interim they will be considered as transfer students.
  - a. Southern Utah University students who stopped attending while on "Academic Warning" or "Academic Probation" will be reactivated on "Warning" or "Probation" as applicable, with no specified waiting period.
  - b. Former Southern Utah University students who were academically suspended will be considered for readmission according to the academic standards policy of the University.
5. Non-Matriculated Students – Non-matriculated students must complete the application procedure appropriate to their classification. Credit toward graduation will be allowed for only the first 30 semester hours (or 45 quarter hours) taken as a non-degree-seeking student, and financial aid cannot be awarded.
  - a. Students who qualify for credit through concurrent enrollment programs must complete the application process required by those programs.
  - b. Students who are not seeking a degree and are attending a course, seminar or workshop administered through The School of Continuing and Professional Studies must apply through that School.
6. Non-degree-seeking students must apply by submitting the admission application and fee, if applicable, and will be allowed to register for any classes for which they have met prerequisite requirements, except those in limited enrollment programs on a space-available basis.
7. Senior citizens (62 years or older and a Utah resident) who are non-degree seeking, are not required to apply for admission. They will be required to complete a registration form (available at the Registrar's Office), and obtain instructor permission for each course they attend, and the course will not appear on a transcript of credits.
8. Faculty, staff, and faculty/staff spouses will not be required to pay an application fee.



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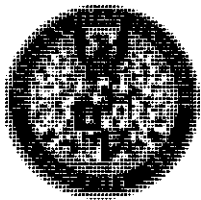
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9. A student may request an enrollment deferral or interruption of studies through the Admissions Office and may take a leave of absence of up to five semesters, not including summers. Upon returning to SUU, students will have the option to select the original catalog at initial enrollment or the current catalog to complete degree requirements.

**VI. ADMISSION PROCEDURES:**

- A. All students applying for admission to Southern Utah University must comply with the admission application procedural steps specified by the University for their particular application status, e.g. new freshmen, transfer, returning, or international applicant as follows:
  1. New freshmen must complete the following admission application process:
    - a. Submit evidence of graduation from an accredited high school or evidence of high school graduation equivalency. High school graduation equivalency may be satisfied in one of the following ways:
      - 1) Pass the General Education Development Test (GED) with an overall score of 50/500 or better, with no individual subscore below 45/450.
      - 2) Pass the ACT/SAT with a composite score which meets or exceeds an annually established benchmark. Note: To satisfy high school equivalency in this manner an applicant's high school class must have graduated.
    - b. Submit an official transcript from their high school of graduation. The transcript must be sent directly from the high school to the Southern Utah University Admissions Office.
    - c. Submit ACT/SAT test scores.
    - d. Submit an application for admission.
    - e. Pay the application fee.



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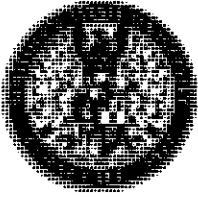
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2. Transfer students must complete the following admission application process:
  - a. Submit an official transcript from each college or university previously attended. Transcripts must be sent directly from the prior college or university to the Southern Utah University Admissions Office.
  - b. Submit an application for admission.
  - c. Pay the application fee.
3. Returning students must complete the following admission application process:
  - a. Southern Utah University students who were previously enrolled, but have been gone for two semesters or less, with the exception of summer term, can be reactivated without having to fill out an application for admission, provided they were not academically suspended and have not attended another college or university in the meantime. They may reactivate their file by contacting the Southern Utah University Admissions Office.
  - b. Southern Utah University students who were previously enrolled, but have been gone for more than 2 semesters (3 quarters), with the exception of summer term, may be required to submit an application for admission to reactivate their file.
4. International applicants must submit the application information required of new freshmen or transfer students (as applicable), and must also submit evidence of:
  - a. English Proficiency: A minimum score of 500 on the paper based or 173 on the computer based Test of English as a Foreign Language (TOEFL), or a minimum of 50 on the International English Language Testing Systems (IELTS).
  - b. Financial Support: A financial statement indicating the availability of funds for school and living expenses for the first year at Southern Utah University, and adequate support for the full length of time they expect to be enrolled at the University.



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- c. Current Immunization: A form signed by a health care provider showing current evidence of DPT and MMR immunization, and no active Tuberculosis.
- d. Health Insurance: International students must provide evidence of independent health insurance coverage for each term enrolled.

**VII. SPECIAL ADMISSION**

- A. SUU will consider up to five percent of new students annually for admission who do not meet conventional criteria for College or University tier admission. This special admission consideration may be given to diverse groups of students: for instance, those for whom the common indicators of predicted academic success may not be valid indicators of their potential ability.
- B. Exceptional students may be considered for early admission to the University if they meet all of the specified academic and procedural requirements pertinent to their status.
- C. Student appeals for waiver of established admission policies and requirements, including appeals for admission under the five percent rule, will be heard and acted upon by the Admissions Office. Students appealing these decisions to the Academic Standards and Admissions Review Committee must comply with the guidelines established for and by that Committee.