



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

**Policy # 6.5**  
**Date Approved: 09/21/90**  
**Date Amended: 03/20/18**  
**Reviewed w/ No Changes:**  
**Office of Responsibility: Provost**  
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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 Admissions

SUU Policies and Procedures, 6.16, International Admissions

III. **DEFINITIONS:**

- A. Matriculated Student - Students seeking a 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.
- B. Non-Matriculated Students - Students not seeking a certificate or degree; **or** students who have not completed the admission application process.
- C. New Freshmen - Students who have never attended any college or university after high school graduation will be classified as new freshmen. Included are 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, International Baccalaureate credit, and Concurrent credit.
- D. Transfer Students - Applicants who have attended another college or university after high school graduation, including former SUU students who have since attended another college or university.
- E. Returning Students - Applicants who have previously attended Southern Utah University and who have not attended another college or university in the interim.
- F. High School Concurrent Enrollment Students – High school juniors or seniors who desire to take college courses for credit.
- G. Early Admission – High school students who complete graduation requirements and desire admission before their peers.

IV. **GENERAL POLICY:**

Requirements for admission to Southern Utah University and retention in the University



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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.

Southern Utah University does not discriminate against any member of the University community on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability status, veteran status, pregnancy, pregnancy-related conditions, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

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.

**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.
- 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:
  - 1. Applications will be reviewed when all required information is on file.
  - 2. 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. Students will have one semester to submit final transcripts from their high school or former college/university or their admission will be revoked.
  - 3. Acceptance notices are valid only for the semester indicated.

Applicants who do not register during the semester for which they were



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accepted and who wish to be admitted for a subsequent semester must notify the Admissions Office.

4. In the absence of a final cumulative high school GPA, non-high school graduates will be considered for admission if their ACT/SAT composite and GED/HiSET test scores meet or exceed an established benchmark. (Note: Students who graduated from high school and are 24 years of age or older will be considered for university admission on high school performance and are not required to take the ACT/SAT).

**D. Admission Requirements by Application Type**

1. New Freshmen - New freshmen applicants will be admitted based on a minimum admission index as established by the University. Applicants who are at least 24 years of age will be considered for admission based on the cumulative unweighted GPA.
  - a. All students must provide verification of high school graduation or General Education Development Test (GED) or HiSET with scores established by the University.
  - b. Students who do not meet the minimum criteria may request a review by the Academic Standards and Admissions Committee by contacting the Admissions Office:
  - c. Home school students must provide transcripts and ACT or SAT scores. ACT scores and admission index must meet the minimum requirement as established by the University.
2. Early Admission Students – Students must meet all New Freshmen requirements and provide three letters from: (1) the student, (2) a parent, (3) a high school administrator.
3. High School Concurrent Enrollment Students – High school students will be admitted upon receipt of a current transcript with a minimum cumulative GPA of 3.0. Students must meet pre-requisite course requirements prior to enrollment. **High school seniors may take classes on campus as Early College concurrent enrollment students and pay full tuition and fees.**



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4. Transfer Students - Students seeking to transfer to Southern Utah University will be admitted in accordance with the following guidelines:
  - a. Students transferring with fewer than 24 semester hours (or 45 quarter hours) of credit, will be considered for admission on the same basis as new freshmen provided their cumulative transfer GPA meets the minimum requirements.
  - b. Students transferring with 24 semester hours or more (45 or more quarter hours) and the minimum required GPA will be admitted.
5. Returning Students - Returning students will be readmitted if they were in good academic standing when last attended. 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 Probation" and have been out two or fewer semesters will be reactivated on "Probationary Status".
  - b. Southern Utah University students who stopped attending while on "Academic Probation" and have been out more than two semesters must submit a written request for readmission. Students should contact the admissions Office for information.
  - c. Former Southern Utah University students who were required to withdraw must submit a written request for readmission. Students should contact the Admissions Office for information.
6. Non-Matriculated Students – Non-matriculated students must complete the application procedure appropriate to their classification
  - 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 Integrated and Engaged Learning apply through that School.



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7. 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.
8. 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 an official transcript.
9. Faculty, staff, and faculty/staff spouses desiring to take classes must submit an application but will not be required to pay an application fee. Official transcripts for all school attended are required if credit is desired.
10. 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 six 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.
11. After Admission, all new students will attend University Orientation or complete the online equivalent prior to the end of their first semester. Transfer students will attend University Orientation, or Transfer Orientation, or complete the online equivalent prior to the end of their first semester.

**VI. APPLICATION 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 application type, e.g. new freshmen, high school concurrent enrollment, transfer, and returning students as follows:
  1. New freshmen must complete the following admission application process:
    - a. Submit an application for admission.
    - b. Pay the application fee.



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- c. Submit an official transcript with the complete list of classes and grades from the high school of graduation, including home schools. Evidence of graduation or equivalency (GED or HiSET) must be provided after the graduation year.
  - d. Submit ACT/SAT test scores. Students 24 years old or more are not required to submit ACT/SAT scores. Home school or unaccredited private school students are required to pass the ACT/SAT with a composite score which meets or exceeds an annually established benchmark.
2. High school concurrent enrollment students must complete the following admissions application process:
  - a. Submit an application for admission.
  - b. Pay the application fee.
  - c. Submit an official transcript from their high school of graduation
  - d. Submit ACT/SAT test scores if required for desired course.
3. Transfer students must complete the following admission application process:
  - a. Submit an application for admission.
  - b. Pay the application fee.
  - c. 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.
  - d. Students with fewer than 24 transfer credits must also provide a high school transcript and ACT/SAT scores (if under 24).
4. Returning students must complete the following admission application process:



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- a. Southern Utah University students who were previously enrolled, but have been gone for two semesters or less, with the exception of summer term, may can be reactivated without having to fill out an application for admission, provided they were not required to withdraw and have not attended another college or university in the interim. 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, will be required to submit an application for admission and pay the application fee to reactivate their file.

**VII. SPECIAL ADMISSION**

- A. SUU will consider up to five percent of new students annually for admission who do not meet conventional criteria for 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 will be heard and acted upon by the Admissions Office. Students appealing these decisions to the Academic Standards and Admissions Committee must comply with the guidelines established for and by that Committee.