



**Angelo State University**  
**Operating Policy and Procedure**

**OP 10.01: Undergraduate Student Admissions**

**DATE:** August 5, 2011 (Approved by the Board of Regents, TTUS)

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to outline policies concerning undergraduate student admissions.

**REVIEW:** This OP will be reviewed in April of every even-numbered year by the associate vice president for enrollment management with recommended revisions forwarded by June 1 through the vice presidents to the president for approval and submission to the Board of Regents for approval. (*Regents' Rules*, Sections 05.01.2 and 05.02)

**POLICY/PROCEDURE**

**1. HIGH SCHOOL GRADUATE**

A graduate from a public or private high school accredited by a generally recognized accrediting agency or from a high school operated by the Department of Defense will be eligible for admission to Angelo State University when the applicant has met all admission requirements and has on file in the Office of Admissions the following items:

- Application for Admission
- Official transcripts of high school records with class rank and graduation program (see item a below in Assured Admission). *Students attending non-ranking high schools (including home schools) will be evaluated based on 3<sup>rd</sup> Qtr ranking as noted on the chart found in the Assured Admission section below.*
- Residency Questionnaire
- Scores on the ACT or the SAT (scores cannot be more than five years old)
- Current non-refundable application fee

**Assured Admission**

Applicants from an accredited Texas high school must meet one of the following requirements to be eligible for assured admission:

- a. Successfully complete the Recommended or Advanced High School Program.
- b. Successfully complete a curriculum from a high school other than public that is equivalent in content and rigor to the Recommended or Advanced High School Program.
- c. Satisfy ACT's College Readiness Benchmarks on the ACT assessment.
- d. Earn an SAT assessment score of at least a 1500 out of 2400, or the equivalent.

[Reviewed, no changes: April 18, 2012]

Applicants who meet one of the above requirements (a-d) and who meet the class rank and test score requirements noted below are assured admission. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only. Writing portions of both tests are required but not used in determining assured admission.

<b>High School Class Rank</b>	<b>Test Scores ACT or SAT</b>	
Top 10%	No Minimum	
Next 40%	16	760
3rd Qtr	23	1030
4th Qtr	30	1270

### **Admission Review of Applicants**

Applicants who do not meet the assured admission criteria will have their records reviewed to evaluate other factors that could predict success at Angelo State University. A committee will review applicants individually in a holistic manner. Additional information such as, but not limited to, high school course work, dual credit experience, and honors/advanced placement courses will be considered transcript for the purpose of identifying candidates for admission.

## **2. GENERAL EQUIVALENCY DIPLOMA (GED)**

Individuals who are not high school graduates who have submitted evidence of a high school equivalency diploma from the Texas Education Agency (or equivalent agency in other states) may be eligible for admission to Angelo State University when they have submitted all required items noted in 1. above and must meet one of the following admission requirements:

- a. Satisfy ACT's College Readiness Benchmarks on the ACT assessment, or
- b. Earn an SAT assessment score of at least a 1500 out of 2400, or the equivalent.

Students admitted under this category are subject to requirements regarding satisfactory writing, reading, and mathematics skills as imposed on high school graduates based upon their subscores on the ACT or SAT exams, or scores received on the TSI assessment test.

## **3. DUAL CREDIT/CONCURRENT ENROLLMENT**

High school students who have completed the sophomore or junior year of high school may be eligible for enrollment in certain courses at Angelo State University under the Dual Credit/Concurrent Enrollment Admission Program (*DC/CE*). Students approved for *DC/CE* must be enrolled concurrently in Angelo State University and high school. Enrollment will be limited to no more than seven semester credit hours, or two courses of prescribed work during a fall or spring semester or each summer term.

In order to be eligible for admission to Angelo State University under the *Dual Credit/Concurrent Enrollment Admission Program*, high school students must meet the requirements in one of the following categories:

- a. Distinguished Enrollment

[Reviewed, no changes: April 18, 2012]

- (1) Current enrollment in high school courses necessary to complete the curriculum requirements for the Texas Scholars Program, Recommended High School Program, Distinguished Achievement or other College Preparatory Curriculum, and
- (2) Meet TSI exemption requirements with a composite score of 23 or above (19 subscore in English and math) on the ACT or a combined verbal and math score of 1070 (minimum 500 verbal and 500 math subscores) or above on the SAT, or

b. Regular Enrollment

- (1) Current enrollment in high school courses necessary to complete the curriculum requirements for the Texas Scholars Program, Recommended High School Program, Distinguished Achievement or other College Preparatory Curriculum and present a composite score on the ACT or a combined critical reading and mathematics score on the SAT, for the high school class rank shown below:

<b><u>High School Class Rank</u></b>	<b><u>Test Scores ACT or SAT</u></b>	
Top 10%	No Minimum	
Next 40%	16	760
3rd Qtr.	23	1030
4th Qtr.	30	1270

- (2) A score of 17 or greater on the English section of the ACT or 430 or greater on the critical reading component of the SAT; and
- (3) A score of 18 or greater on the mathematics section of the ACT or 430 or greater on the mathematics component of the SAT.

A high school student will be eligible for admission to Angelo State University under the *Dual Credit/Concurrent Enrollment Admission Program* when the applicant has met all admission requirements and has on file in the Office of Admissions the following items:

- Dual Credit/Concurrent Enrollment Application for Admission
- Official transcripts of high school records
- Official scores on the ACT or the SAT (scores no more than five years old)
- Passing scores on a Texas Success Initiative (TSI) assessment test or proof of exemption
- Dual Credit/Concurrent Enrollment agreement form
- Current non-refundable application fee

Students granted enrollment to take academic courses under the *Dual Credit/Concurrent Enrollment Admission Program* will not be considered as having officially been admitted to, nor matriculated at, Angelo State University until they graduate from high school and enroll in the university as regular students.

#### 4. TRANSFER FROM ANOTHER COLLEGE OR UNIVERSITY

Students transferring from an accredited college or university will be eligible for admission to Angelo State University when they have met all admission requirements and have on file in the Office of Admissions the following items:

- Application for Admission
  - Official transcripts of all college or university work\*
  - Residency Questionnaire
  - Transfer Admission Agreement (if currently enrolled at another college or university)
  - Current non-refundable application fee
- a. Transfer students from an accredited college or university who are not on disciplinary probation or suspension may be admitted if their cumulative grade point average on all college level work attempted meets the following criteria and the other designated requirements:

<u>Total College Level Semester Credit Hours Attempted</u>	<u>Minimum Cumulative Grade Point Average and Other Requirements</u>
1-17	2.00 and meet admission criteria for regular admission for high school graduates as listed under No. 1
18 or more	2.00

Students who are on academic suspension at any institution attended are ineligible for admission to Angelo State University until the period and terms of the suspension have been satisfied and the above criteria have been met.

- b. Transfer students will be subject to the same special requirements regarding developmental course work in English/writing/reading and/or mathematics as required for high school graduates if their ACT or SAT scores, their performance on the Texas Success Initiative (TSI) assessment test or on proficiency tests administered by the university, or their performance in subsequent course work at Angelo State University indicates a deficiency in English and/or mathematics skills. ASU will not accept transfer credit for developmental courses.
- c. Graduates from an accredited Texas public two-year college with the associate degree will be admitted to Angelo State University once official transcripts have been received in the Office of Admissions. However, a maximum of sixty-six semester credit hours of college level academic course work may be applied towards a bachelor's degree at ASU.

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\* Students meeting all admission requirements who are currently enrolled in another college or university and are unable to provide current transcripts of all previous work may petition for tentative admission to the Office of Admissions. It is the responsibility of the students to provide the official transcript to the Office of Admissions or be subject to forced withdrawal.

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- d. When calculating a transfer grade point average, grades of *A*, *B*, *C*, *D*, and *F* are computed as recorded. Grades of *WF* are averaged as *F*. When a course has been repeated, the last grade stands and is used for GPA calculations. Grades in non-transferable, developmental, and technical/vocational courses are disregarded.

## **5. READMISSION OF FORMER ASU STUDENTS**

All former undergraduate Angelo State University students who did not attend one long semester (fall or spring) must re-apply for undergraduate admission in order to re-enter ASU. They must submit an application for undergraduate admission and the current non-refundable application fee.

Former ASU students who attend another college or university must submit an application for undergraduate admission, the current non-refundable undergraduate application fee, and official transcripts of all college or university course work since last enrollment at ASU. The cumulative grade point average of all official transcripts since last attendance at ASU must be a minimum 2.00.

Students who leave ASU on scholastic probation may be re-admitted on scholastic probation. If a student was suspended from ASU, he or she may return on probationary status after complying with the suspension requirements.

## **6. TRANSIENT ADMISSIONS**

Transient admission is for the summer only. Applicants who have completed college work and are working toward a degree at another college or university are eligible to be considered for transient admission. Applicants who desire to register only for a summer session may be considered for enrollment without regard to the provisions of (a) above, but must not be on academic or disciplinary probation or suspension from another institution.

## **7. NON-DEGREE SEEKING STUDENT**

A student who already has been awarded a Bachelor's degree and does not want to obtain another undergraduate degree may apply for admission as a non-degree seeking student. Non-degree seeking students are ineligible to receive financial aid.

## **8. OTHER PROVISIONS AND CONDITIONS OF ADMISSION**

All other provisions and conditions of admission not covered by the above admission requirements, including but not limited to early admission for high school students, international student admissions, consideration of the content of the high school or college curriculum pursued by the applicant, and special admission on an individual basis, shall be established by the president of the university.

## **9. APPEALS**

The policies and procedures for considering appeals shall be established by the vice president for student affairs and enrollment management, subject to the approval of the president of the university, and the university's decision in all such cases shall be final.