

Angelo State University Operating Policy and Procedure

OP 10.01: Undergraduate Student Admissions

DATE: Approved by the Board of Regents, TTUS on December 13, 2013

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 August of every odd -numbered year by the

executive director of enrollment management with recommended revisions forwarded by September 1 through the vice president for student affairs and enrollment management 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

Angelo State University commits itself to the equal consideration of all qualified applicants for admission without regard to race, color, religion, sex, age, or national origin, and without regard to disabilities as required by the Americans with Disabilities Act of 1990. An applicant will be eligible for admission to the university when the Office of Admissions has on file the items required in the appropriate category, as listed below, and when all requirements in that category have been met.

- Application for Admission.
- Official transcripts of high school records.
- Scores on the American College Test (ACT) or the Scholastic Assessment Test (SAT) (scores cannot be more than five years old).
- Current non-refundable application fee.

1. ASSURED ADMISSION

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Assured admission is granted to applicants based on satisfaction of the following requirements: a) graduate from an accredited high school or home school with a Texas Advanced or Recommended or Distinguished Achievement Program diploma or the Endorsements or Distinguished level of Achievement on the Foundation High School Program or its equivalent; and b) present the combination rank in class and minimum test scores indicated below.

High School	1 est Scores
Class Rank	<u>ACT</u> or <u>SAT</u>
Top 10% (Distinguished Program Required)	No Minimum
Next 40%	17 / 820 (Math/Critical Reading)
3 rd Qtr	File Review
4 th Qtr	File Review

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Assured admission may also be granted to applicants not on a Texas High School Diploma Program but who meet one of the requirements listed below and meet the class rank and test score requirements noted above. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only.

- a. Submit, for private and home school students, the Texas Private High School Certification Form published by and made available on the Texas Higher Education Coordinating Board website.
- b. Satisfy ACT's College Readiness Benchmarks on the ACT assessment.
- c. Earn an SAT assessment score of at least a 1500 out of 2400.

Students who are unranked or fall within the 3rd or 4th quartiles will have their file reviewed to determine admissibility and potential for success at Angelo State University. Consideration factors include, but are not limited to, the applicant's academic record, class rank, standardized test scores, first-generation status, bilingual proficiency, extracurricular activities, community activities, region of residence, socioeconomic background, financial status of the school district, the school district's performance level on the TEA's accountability criteria, responsibilities such as employment or helping to rear children, resident of a rural or urban area or a resident of a central city or suburban area, attendance in a school under a court ordered desegregation plan, commitment to a particular field of study, personal interview, admission to a comparable accredited out-of-state institution, any other consideration the university considers necessary to accomplish the university's stated mission.

2. ADMISSION FILE REVIEW OF FRESHMAN APPLICANTS

Applicants who do not meet the assured admission criteria will have their records reviewed to evaluate other factors that predict success at Angelo State University. Consideration factors are the same as those used in the Assured Admission for applicants who are unranked or in the 3^{rd} or 4^{th} quartile.

3. ADMISSION TO A COLLEGE MAJOR

All new students will be admitted to the university then to a college and major. A college or major may have admission requirements in addition to those of the university.

4. GENERAL EQUIVALENCY DIPLOMA (GED) ADMISSION

Individuals who are not high school graduates but 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 of the following items to the Office of Admissions:

- Application for Admission.
- Scores on the ACT or the SAT (scores cannot be more than five years old).
- Current non-refundable application fee.

These applicants must meet one of the following admission requirements:

a. Satisfy the College Readiness Benchmarks on the ACT assessment.

b. Earn an SAT assessment score of at least a 1500 out of 2400.

5. DUAL CREDIT/CONCURRENT ENROLLMENT

High school and home 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 Springboard ASU 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 two courses of prescribed work during a fall or spring semester or each summer term.

A high school student will be eligible for admission to Angelo State University under the Springboard ASU Dual Credit/Concurrent Enrollment Admission Program when the applicant has met all admission requirements and has on file 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 the Texas Success Initiative (TSI) assessment test or proof of exemption.
- Dual Credit/Concurrent Enrollment Agreement form.
- Current non-refundable application fee.
- Letter of recommendation from high school counselor.
- Completed Residency Questionnaire.
- Completed Bacterial Meningitis Vaccination form.
- Completed FERPA waiver form.
- Completed Course Selectionform.

To be eligible for admission to Angelo State University under the Springboard ASU Dual Credit/Concurrent Enrollment Admission Program, high school students must meet the following admission requirements:

- a. Enrolled currently in high school courses necessary to complete the curriculum requirements on a Texas Advanced or Recommended or Distinguished Achievement High School Program, or the Endorsements or Distinguished level of Achievement on the Foundation High School Program, or its equivalent.
- b. Meet the class ranked test score requirements noted below, and

High School	Test Scores	
Class Rank	<u>ACT</u> or <u>SAT</u>	
Top 10%	No Minimum	
Next 40%	17 / 820 (Math/Critical Reading	
3 rd Qtr	File Review	
4 th Qtr	File Review	

c. Meet Texas Success Initiative (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 provide passing scores on the TSI assessment test.

Students granted enrollment to take academic courses under the Springboard ASU 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.

6. TRANSFER ADMISSIONS

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.
- Current non-refundable application fee.
- a. Transfer students from an accredited college or university who are not on disciplinary 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:

Total College Level	Minimum Cumulative Grade
Semester Credit	Point Average and
Hours Attempted	Other Requirements
1-17	2.00 and meet admission criteria for regular admission for high school graduates
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. Graduates from an accredited two-year college with the associate degree will be admitted to Angelo State University once official transcripts demonstrating a 2.00 GPA or greater on all transferrable coursework 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 toward a bachelor's degree at ASU. ASU will not accept transfer credit for developmental courses.
- c. 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 nontransferable, developmental, and some technical/vocational courses are disregarded.
- d. 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 appeal their 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.

7. ADMISSION REVIEW OF TRANSFER APPLICANTS

Transfer applicants who do not meet the admission GPA requirements but who have a minimum GPA of 2.0 on transferable coursework will have their records reviewed to evaluate other factors that could predict success at Angelo State University. A committee will review applicants holistically. Academic information such as the types of courses taken and the pattern of progress, as well as course work taken leading toward the major, the student-submitted essay explaining her/his decision to transfer to Angelo State University, reasons for past academic performance and plans to ensure future academic success, and extracurricular activities or employment information will be used to evaluate the applicant.

8. FORMER STUDENT ADMISSIONS

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

Former ASU students who have attended another college or university after leaving ASU will be considered as transfer students and must meet the requirements listed in section 6 above. Students must submit official transcripts of all college or university course work since their last enrollment at ASU. The cumulative grade point average of all official transcripts that were not previously received in the Office of Admissions 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.

9. TRANSIENT ADMISSIONS

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 for any term may be considered for enrollment without regard to the provisions of (section 6) above, but must not be on academic suspension from another institution.

Transient students are required to submit an application for undergraduate admission, the current non-refundable undergraduate application fee, and proof of good standing with their current institution.

10. POST-BACCALAUREATE ADMISSIONS

Post-baccalaureate admission is granted to students who have been awarded a bachelor's degree and do not want to obtain another undergraduate degree. Post-baccalaureate students are required to submit an application for undergraduate admission, current non-refundable undergraduate application fee, and proof of baccalaureate degree.

ASU undergraduate students who are in good standing and seek post-baccalaureate admission for the term directly following their graduation need to submit a Continuing Education Verification Form for admission.

11. PROVISIONAL ADMISSION

- a. Freshman applicants not admitted through the university's standard admission and review process may be considered for admission through the provisional admission program.
- b. Students may satisfy their provisional admission requirement in one of two ways:
 - 1) Apply and be accepted to the Angelo State Direct Path Program, a partnership with Howard College. Upon earning 18 transferable credit hours with a cumulative 2.0 or higher grade point average a student will be fully admitted to Angelo State University.
 - 2) Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework with a 2.0 or greater grade point average either at Angelo State University or at another college or university. Following successful completion of the requirements, a student will be admitted to Angelo State University.

12. OTHER PROVISIONS AND CONDITIONS OF ADMISSION

All other provisions and conditions of admission not covered by the above admission requirements shall be established by the president of the university.

13. ADMISSION DECISION APPEALS

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