

# Shawnee State University

AREA: STUDENT AFFAIRS	POLICY NO.: 3.00 Rev.
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SUBJECT: GENERAL GUIDELINES FOR STUDENT ADMISSION	RECOMMENDED BY: Paul Crabtree
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Shawnee State University shall assist prospective new and returning students by providing information about the University, its academic programs, and admission procedures through the Admission Office.

## POLICY GUIDELINES

1.0 General Admission Requirements - All applicants must file an application for admission and pay an application fee, the latter of which may be waived by the Vice President of Student Affairs upon recommendation of the Director of Admission and Retention.

### 1.1 Student Admission to Degree and Certificate Programs

1.1.1 Admission to the University shall be open to graduates of state chartered and accredited high schools and to students who have earned high school equivalency through the General Education Development program (GED).

1.1.2 Admission to the University does not automatically guarantee admission to a major program of study. Some major programs of study have specific entrance requirements that must be met as prescribed by academic heads.

1.1.3 Students with deficiencies in English or mathematics may be required to take developmental courses prior to attempting college-level work.

1.2 Student Admission to Special Non-Degree Studies: Individuals not seeking a degree at Shawnee State University may be admitted as special non-degree students.

1.3 Admission of Out-of-State Students: Candidates for admission who are not residents of Ohio will be accepted for admission to the University provided that general and school or college-specific admission requirements are met.

### 1.4 Admission of International Students

1.4.1 Shawnee State University welcomes applications from qualified international applicants provided that specific criteria for admission are met.

1.4.2 Undergraduate applicants must have an educational background that is equivalent to a high school diploma from the state of Ohio.

1.4.2.1 Only an official transcript and certificates for all secondary and post-secondary studies, accompanied by a certified English translation and sent by the foreign institution directly to the Office of Admission, shall be accepted as evidence of academic preparation.

1.4.2.2 The applicant may be required to submit his/her credentials to an evaluation service and pay the cost of the evaluation if so determined by the Office of Admission.

1.4.3 All international applicants must demonstrate proficiency in English.

1.4.3.1 For applicants whose native language is not English the Test of English as a Foreign Language (TOEFL) shall be required. A minimum score of 500 shall be required for admission to the University without restrictions. Official scores on the TOEFL must be forwarded to the admission Office directly from Educational Testing Service (Box 592, Princeton, New Jersey, 08540).

1.4.3.2 International students may be tested for English proficiency upon arrival at SSU and required to enroll in appropriate English courses if the testing so indicates.

1.4.3.3 Applicants, if admitted, who score below 500 will be required to enter the ESL (English as a Second Language) Program.

1.4.4 Since there is no financial assistance available for undergraduate international students, the University must be assured that all international applicants have adequate financial resources to attend SSU.

1.4.4.1 If the applicant is being sponsored, a financial statement form must be accompanied by an affidavit of support and a bank statement from a U.S. bank provided by the sponsor, indicating that the amount of money available to the student for the purpose of studying at SSU for one academic year is adequate and accessible to the student.

1.4.4.2 If the applicant is financing his/her education from personal funds, a bank statement from a U.S. bank must be submitted along with the financial statement.

1.4.4.3 Such a statement must be from a U.S. bank and must reflect the availability of resources equal to the amount needed for a year of study. A statement will be required during each year of attendance at SSU. The bank should forward the statement directly to the SSU Admission Office.

1.4.5 International applicants accepted for admission shall receive an acceptance letter along with the necessary forms to be used to secure a student visa.

## 1.5 Undeclared Major/Undecided Students

1.5.1 Students intending to pursue a degree but undecided as to a major may remain "undecided" until the first 45 quarter hours of credit are earned.

1.5.2 Upon completion of 45 hours, the student must declare a major or receive permission from the Director of Placement and Career Center in order to register.

1.6 While the following courses are not requirements, it is highly recommended that the high school background of entering freshmen include:

- 4 units of English
- 3 units of math (Algebra I and II, Geometry)
- 3 units social studies
- 3 units science
- 2 units foreign language
- 1 unit visual performing arts (drama, music and art) 1/2 unit of typing or keyboarding

## 2.0 Degree and Certificate-Seeking Students

### 2.1 Test Scores

2.1.1 While the University has an open admission policy and does not use the American College Testing Service score (ACT) or the Scholastic Aptitude test score (SAT) for admission determination, such scores are required for student advisement and institutional research.

- 2.1.2 All individuals under 21 years of age pursuing a four-year baccalaureate degree, a two-year associate degree, or a one-year certificate are required to have their ACT or SAT scores forwarded to the Office of Admission in addition to the general admission requirements. Some academic majors in Allied Health require specific ACT scores of all their students regardless of age.
  - 2.1.3 Unless indicated otherwise, applicants 21 years of age or over at the time of application shall be exempt from the ACT or SAT score requirements for admission to the University.
  - 2.1.4 Applicants who have not taken the ACT or SAT shall be accepted as "provisional students," but must take the ACT during the first quarter of enrollment. Students who have not yet taken the SAT or ACT may contact the Admission Office for information on future ACT test dates.
  - 2.1.5 Students who have not taken the ACT by the end of their first quarter of attendance shall not be permitted to register for subsequent quarters without the permission of the Registrar.
  - 2.1.6 During each registration period, the University shall conduct placement testing for those new to the University to determine course enrollment. Information on the placement test schedule shall be available from the Office of Academic Assessment Services and the Office of Admission.
- 2.2 Recent High School Graduates
- 2.2.1 Degree-seeking applicants who have recently graduated from high school are required to submit a final official transcript of academic work in high school. In order to accomplish this, the applicant may send a high school transcript request form (available at the Admission Office) or a written request to his/her high school asking that an official transcript be forwarded directly to the university's Office of Admission.
  - 2.2.2 Applicants who have successfully completed the GED may use the GED transcript request form (available at the Admission Office) or may request official transcripts directly from the state GED office. The transcript should be mailed directly to the Office of Admission.
  - 2.2.3 Applicants may have their final, official transcript forwarded to the Office of Admission:

- 2.2.3.1 Directly mailed from the high school; or
- 2.2.3.2 Hand-carried in an envelope with the high school guidance counselor or high school official's signature across envelope seal; or
- 2.2.3.3 Sent via FAX from the high school accompanied with a signed transmittal form by the guidance counselor or high school official; or
- 2.2.3.4 Sent by electronic transfer by the guidance counselor or high school official.

The University reserves the right to verify the final, official authenticity of any student's transcript. Any transcript document found to be fraudulent becomes the student's responsibility and the University reserves the right to withdraw admission acknowledgment and/or approval of acceptance.

### 2.3 Transfer Students

- 2.3.1 Transfer students may be admitted as "conditional students" until such time as the official transcripts are received from all previous educational institutions attended and reviewed.
- 2.3.2 Applicants who have completed one or more courses from other regionally accredited colleges or universities shall be considered transfer students and may transfer to Shawnee State University provided:
  - 2.3.2.1 They were in good academic standing at the institution most recently attended.
  - 2.3.2.2 They submit an application for admission, the application fee, and an official high school transcript (or GED transcript) forwarded directly to the University.
  - 2.3.2.3 They arrange for all transcripts to be forwarded directly to the Office of Admission from each college or university previously attended.
- 2.3.3 ACT scores shall be required for transfer students under the age of 21 who have earned fewer than 45 quarter hours of credit.

Such applicants may attend Shawnee State University as "conditional students" but must take the ACT during the initial quarter of enrollment. Otherwise, permission to register for subsequent quarters shall not be granted.

2.3.4 Students who previously attended postsecondary institutions, but who do not wish to transfer course credits to Shawnee State University, may do so with the understanding that they shall be entering freshmen; that is previously earned course credit shall never apply to degree requirements of Shawnee State University.

#### 2.4 Students from Regionally Accredited Colleges or Universities

2.4.1 Credits for courses in which the student has earned a "C" or better and are applicable to the curriculum for which the student is applying shall be accepted at the time of admission.

2.4.2 A minimum of 30 hours must be earned at SSU for a student to be considered for the award of an associate degree.

2.4.3 Only courses completed with a grade of "C" or better (according to the definition of grades currently used at SSU) shall be considered for transfer.

2.4.4 A minimum of 45 quarter hours must be earned at SSU for a student to be awarded any baccalaureate degree.

2.4.5 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.

2.4.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."

#### 2.5 Students from Non-Regionally Accredited Colleges or Universities:

2.5.1 Such students may transfer to SSU provided that all admission standards applicable to other transfer students are met.

- 2.5.2 Credits applicable to the curriculum for which the student is applying which were earned at the non-regionally accredited institution may be considered for acceptance as transfer credit if:
  - 2.5.2.1 The student has completed the associate degree at that institution and is applying for a baccalaureate degree at SSU.
  - 2.5.2.2 The student validates the award of credit by completing with a "C" (according to the definition of grades currently used at SSU) or better in a planned program of courses. The validation courses must total a minimum of 30 credit hours applicable to a four year curriculum as approved by the Registrar.
  - 2.5.2.3 A maximum of 90 quarter hours from the non-regionally accredited college shall be considered for transfer.
  - 2.5.2.4 A minimum of 45 quarter hours must be earned at SSU to be awarded any baccalaureate degree.
- 2.6 A grade of "pass" or "credit" may be considered for transfer credit if it is considered the equivalent of a "C" or better by the originating institution; however, if no statement to this effect is available in the publications of the original institution, credit will not be awarded.
- 2.7 While credits of courses for which the grade of "D" was assigned are not normally transferable, a grade of "D" may be transferable when assigned to courses that are part of a sequence of courses for which a student has received an average grade of "C."
- 3.0 Non-Degree Students
  - 3.1 Special Non-Degree Students
    - 3.1.1 Students who are not interested in pursuing a degree but who wish to take courses may do so by filing an application for admission (in the Admission Office) along with the standard application fee. Transcripts of high school and college work or SAT/ACT scores shall not be required.

- 3.1.2 Students enrolled in the Shawnee State GED program are considered special non-degree students. However, if after completion of the GED, a student wishes to pursue a degree, the student shall be subject to the same requirements for admission as students applying to a degree program.
- 3.1.3 Special non-degree students may take courses which have no prerequisites or courses for which the student has the appropriate prerequisites. For courses assuming prior knowledge or a certain degree of proficiency, placement testing may be advised or required prior to registration.
- 3.1.4 If, at a later time, the student decides to pursue a degree program, all admission requirements in effect at the time of initial enrollment must be met.
  - 3.1.4.1 Depending on the specific requirements for the major being declared, such requirements normally shall include official transcripts from high school (and/or GED) and college work, SAT/ACT results, recommendations, etc.
  - 3.1.4.2 Non-degree work normally may be applied toward a degree program if it is applicable.
- 3.2 Transient Students
  - 3.2.1 Students who are enrolled at another college or university but who wish to take course work temporarily at SSU shall be considered transient students.
  - 3.2.2 Transient students shall be required only to file an application for admission (which is available at the Admission Office), along with the application fee.
  - 3.2.3 While transcripts of high school and college level work are not required, such transcripts are helpful in advising appropriate course work. Unofficial transcripts or grade cards therefore may be needed to verify prerequisites for courses to be taken at Shawnee State University.
  - 3.2.4 It shall be the student's responsibility to consult with the advisor at the previous educational institution as to the appropriate course work to be taken at SSU and how such course work may transfer back to the student's home school.

3.2.5 A transient student who decides to seek a degree at SSU shall be considered a "transfer student" and shall be bound to all requirements for a degree seeking (transfer) student, including whatever requirements existed for the pursued major at SSU at the time of initial enrollment.

### 3.3 Academically Advanced High School Students

3.3.1 Freshmen and sophomore students in high school may enroll under the following requirements:

- Courses are to be taken for college credit only.
- Tuition, books, and fees are the responsibility of the student/parent(s)/guardian.
- Students may attend part time only.
- The student must show evidence of a 3.0 (A=4.0) grade point average (GPA) in local high school.
- The student must apply for admission, submitting the application for admission and the non-refundable admission fee, and provide a written recommendation by the high school counselor or principal along with written permission from parent(s)/ guardian.
- School and parent/guardian recommendation and permission forms must be submitted each quarter of enrollment.
- Course schedule must be approved by the Office of Admission.

3.3.2 High school juniors and seniors may enroll under Option A or Option B of the Post-Secondary Enrollment Options Program.

#### 3.3.2.1 Eligibility

To be eligible for the Post-Secondary Enrollment Options Program, students must

- be of junior status, as defined by the student's local high school district.
- be commuting from their permanent residence or attending a high school within commuting distance of the University.
- present evidence of a 3.0 (A=4.0) GPA in high school.
- PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.

- meet all requirements of the Ohio Revised Code, Section 3365.02, the rules for that section set forth by the Ohio State Board of Education, and other rules and portions of the ORC that pertain to this Program.

3.3.2.2 Option A

- 3.3.2.2.1 Eligible high school students may take college courses for college credit only and may attend during any academic quarter, including Summer.
- 3.3.2.2.2 Tuition and fees, books and materials will be paid for by the student/ parent(s) /guardian.
- 3.3.2.2.3 PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.

3.3.2.3 Option B

- 3.3.2.3.1 PSEO participants will not be permitted to register at Shawnee State University for courses required for high school graduation, specifically, American History, Government, and senior English. PSEO participants may register for courses which are not available at their high school. PSEO participants are limited to 12 credit hours per quarter (minimum full-time).
- 3.3.2.3.2 Tuition and fees, books and materials are paid for by the State of Ohio based on an established formula. NOTE: if a student withdraws prior to the end of a quarter, any and all fees become the responsibility of the student and the student's parent(s) or guardian.

- 3.3.2.3.3 PSEO participants under both Options A and B must complete the assessment (placement testing for reading, math and English) at the collegiate level in order to be eligible for admission to the program.
- 3.3.2.3.4 Successfully completed courses will receive appropriate high school credit as determined by the student's school district.
- 3.3.2.3.5 After high school graduation, Option B students who choose to attend Shawnee State University will be awarded college credit for courses completed as a high school student, and those courses will appear on the student's college transcript.
- 3.3.2.4 Admission and Enrollment under the Post-Secondary Enrollment Options Program
  - 3.3.2.4.1 Students must complete an application for admission and a verification form, and submit both with the current application fee. This is a once-only, non-refundable fee. The student must also complete a high school transcript request form and submit it to his/her counselor, who will attach the current transcript and forward to the Office of Admission. Students who have previously applied to Shawnee State and paid the fee do not have to re-apply.
  - 3.3.2.4.2 High school juniors and seniors who intend to take college course work under the Post-Secondary Enrollment Option Program during the academic year under Options A or B of the Post-Secondary Options Program must meet all of the admission requirements and apply to Shawnee State University by the May deadline. Students may postpone participation in PSEO until Winter or Spring Quarters as long as they meet the May deadline, and maintain the high school GPA which makes them eligible.

- 3.3.2.5 Registration
  - 3.3.2.5.1 Students accepted for admission are required to attend an Orientation/Registration Program, after which an advisor will assist them in registering for classes. The registration period for students in the Post-Secondary Enrollment Program will be scheduled between Early and Late Registration each quarter.
  - 3.3.2.5.2 PSEO participants will not be permitted to register at Shawnee State University for courses required for high school graduation, specifically, American History, Government, and senior English.
  - 3.3.2.5.3 Registration is on a space-available basis, and classes are subject to cancellation.
  - 3.3.2.5.4 To register for a course, students must meet course prerequisites listed in the catalog in effect during the quarter of intended enrollment.
  - 3.3.2.5.5 Students must attempt the course as a regularly graded course. No grading options except A-F are available to students enrolled in the Post-Secondary Enrollment Options Program.
- 3.3.2.6 Program Continuation
  - 3.3.2.6.1 Students participating in this program are required to maintain a cumulative grade point average (GPA) of at least 2.0 for all college courses completed. Students whose GPA falls below 2.0 will not be permitted to continue in the Post-Secondary Enrollment Options Program. Students must maintain a 3.0 at their high school.

3.3.2.6.2 Students in this program must remain in academic and disciplinary "good standing" at the University and the local high school to remain eligible. A disciplinary action of the local school or school district affecting a student in the Post-Secondary Enrollment Options Program will be honored by the University.

3.3.2.7 Acceptance Notification and Reporting

3.3.2.7.1 In compliance with the law, ten days after completion of the application process, the following individuals will be notified regarding admission status: the student, the student's parent(s) or guardian, the high school counselor, the district superintendent, and the state superintendent.

3.3.2.7.2 The student will be notified immediately of his/her enrollment.

3.3.2.7.3 In compliance with the law, ten days after the beginning of the academic term, the following individuals will be notified regarding the student's schedule: the student's parent(s) or guardian, the high school counselor, the district superintendent, and the state superintendent.

3.3.2.8 Validation of Credit

3.3.2.8.1 Grades will be reported to the student and/or the student's parent(s)/guardian as appropriate.

3.3.2.8.2 For students in Option B, the University will supply an official transcript of grades to the student's high school principal.

### 3.4 Senior Citizens

3.4.1 The University shall admit senior citizens (60 or older) for courses on a non-credit or audit space available basis. While formal application and registration are required, no fees are charged.

3.4.2 The usual tuition and fees shall apply to courses taken for credit.

### 4.0 Students with Special Needs

4.1 The University shall endeavor to provide equal educational opportunity to all qualified students and shall strive to provide the necessary support to handicapped students who require help to overcome barriers preventing them from reaching their educational goals.

### 5.0 Students from Minority Groups

5.1 The University is committed to addressing the needs of minority groups by providing equal educational opportunity regardless of national origin or race.

5.2 In order to help realize the university's goals, there shall be active recruitment of minority students (Blacks, Hispanics, Asian and native Americans) into the University.

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