

RESOLUTION ASA10- 25

REVISING POLICY 3.00, ADMISSION AND DEGREE REQUIREMENTS

WHEREAS, Policy 3.00 currently sets forth the University's requirements for admission to its degree programs; and

WHEREAS, the University wishes to allow non-college prepared students to be admitted as undecided students pursuing a baccalaureate degree or as non-selective associate degree-seeking students; and

WHEREAS, the University shall require all undecided students to declare a specific degree program no later than the semester after completion of 30 undergraduate credit hours in residence; and

WHEREAS, the University wishes to develop approved reduced credit hour baccalaureate degree programs requiring fewer than 120 credit hours;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby amends Policy 3.00, Admission and Degree Requirements.

(August 8, 2025)

Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	08/08/2025
NEXT REVIEW DATE:	08/2030
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Shawnee State University, created pursuant to O.R.C. Chapter 3362, serves as the regional state university for Southern Ohio. SSU is an open access university for all students who have successfully completed a high school education. This policy serves to identify SSU's requirements for admission to the University's degree and non-degree programs -- including undergraduate, graduate, online, and non-credit -- and the credit requirements for those programs, where applicable.

2.0 ADMISSION REQUIREMENTS FOR BACCALUAREATE AND ASSOCIATE DEGREE PROGRAMS

2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link to state standards web page below), and (3) ability to meet the requirements of a specific selective-admission program.

2.1.1 Non-College Prepared Students. Applicants not meeting the college preparedness standard may be admitted into a non-selective admission associate degree program or may be admitted as an undecided student with an intended broad program of study in either associate- or baccalaureate-level degrees. These students will be required to participate in University programs and courses for underprepared college students. Students with an undecided major must declare a specific major no later than the semester following completion of 30 credit hours of coursework in residence at Shawnee State University.

2.1.2 International Applicants. Admission requirements for international applicants also include meeting a university-established minimum test score on the Test of English as a Foreign Language (TOEFL) or equivalent for applicants whose native language is not English, and proof of sufficient financial resources.

- 2.1.3 Transfer Students. Applicants applying for admission to associate or baccalaureate programs who have earned credit post high school from other regionally accredited colleges or universities are considered transfer students and are admitted under the same standards described in sections 2.2 and 2.3 of this policy and may be subject to additional requirements.
 - 2.2 Associate Degrees. The University offers both selective and non-selective admission associate degree programs. All associate degree programs will require a minimum of 60 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog at the time of the applicant's matriculation.
 - 2.3 Baccalaureate Degrees. The University offers both selective and non-selective admission baccalaureate degree programs. Bachelor's degree programs shall require a minimum of 120 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog at the time of the applicant's matriculation. Reduced-credit hour baccalaureate degrees that are approved by both the Ohio Department of Higher Education, the institutional accreditor (e.g. The Higher Learning Commission), and applicable programmatic accreditor may be offered.
- 3.0 ADMISSION REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS
- 3.1 Master's degree programs shall require a minimum of 30 hours of credit at graduate level and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog at the time of the applicant's matriculation.
 - 3.1.1 Applicants are only admitted to selective admission Master's degree programs.
 - 3.1.2 Applicants to an SSU master's degree program must present evidence of an earned bachelor's degree from a regionally accredited institution or the equivalent thereof and meet the requirements for the program for which they are applying.
 - 3.1.3 International applicants are subject to additional requirements established by the University's Graduate School.
 - 3.2 Doctoral degrees generally require the successful completion of at least 90 semester credit hours (or 135 quarter credit hours) of work beyond the bachelor's degree or at least 60 semester credit hours (or 90 quarter credit hours) beyond the master's degree. Deviations from these credit hour guidelines require proper justification and state approval.

- 3.2.1 Applicants are only admitted to selective admission Doctoral degree programs.
- 3.2.2 Applicants to an SSU doctoral degree program must present evidence of an earned master's degree from a regionally accredited institution or the equivalent thereof and meet the requirements for the program for which they are applying.
- 3.2.3 International applicants are subject to additional requirements established by the University's Graduate School.

4.0 NON-DEGREE SEEKING APPLICANTS

Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, guest status, dual credit enrollments, College Credit Plus, or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.

5.0 APPLICANT CRIMINAL HISTORY AND BACKGROUND INFORMATION

- 5.1 All applicants to the University shall be required to provide information regarding their criminal history and background information as part of the admissions process. Failure to disclose criminal history as required, or providing false or misleading information, may result in disciplinary action, up to and including dismissal.
- 5.2 In recognition that depriving all past offenders of access to higher education may not always align with the University mission, past criminal or disciplinary action will not automatically bar admission to the University. Providing education to these applicants will be balanced against the University's need to determine if admission of the applicant poses an undue or unreasonable risk to safety, security, or welfare of the University or the University community.
- 5.3 In all cases where an applicant to the University has a criminal conviction, pending criminal charges, or has been dismissed or denied admission from an institution of higher education, additional information, including a criminal background check, will be requested. The information will be reviewed by the Shawnee State Director of Public Safety and the Dean of Students. The Dean of Students will determine if the applicant will be admitted, denied admission, or required to interview with the Dean of Students prior to an admissions decision.
- 5.4 The following, unless reversed on appeal, will disqualify an applicant from admission to the University:

- 5.4.1 A plea of guilty or nolo contendere (no contest) to, a finding of guilty by a jury or court, or conviction of any of the following felonies or misdemeanors:
 - 5.4.1.1 a sex offense, as defined in Chapter 2907 of the Ohio Revised Code;
 - 5.4.1.2 an offense of violence, as defined in O.R.C. section 2901.01 (A) (9)(a);
 - 5.4.1.3 an offense substantially comparable to those described in 5.4.1.1 and 5.4.1.2 above, under the laws of the United States or a state other than Ohio;
- 5.4.2 An applicant is also disqualified from admission to the University if they have:
 - 5.4.2.1 been found responsible for an offense as a juvenile that would be a felony if committed by an adult;
 - 5.4.2.2 been found responsible for or admitted responsibility to sexual assault, sexual harassment, dating violence, domestic violence, or stalking at another school or institution of higher education; or
 - 5.4.2.3 been removed from another institution for disciplinary reasons prior to their application for admission at Shawnee State University.
- 5.4.3 Applicants disqualified under Section 5.4.1 or 5.4.2 or any subsection of either, may file an Appeal for Disqualified Applicant Admission that will be reviewed by the Shawnee State Director of Public Safety and the Dean of Students. The Dean of Students will determine in their sole discretion if the applicant will be admitted or denied admission, according to the Disqualified Applicant Admission Procedure.
- 5.5 Following review of applicant's criminal history and any required interview under Section 5.3 or 5.4.3 hereinabove, the admission decision and any conditions of admission will be delivered to the applicant in writing. The Dean of Students' decision is final.
- 5.6 Applicants with criminal history who are admitted to the University may not be eligible for licensures associated with certain programs of study, and admission to the University does not grant admission to selective admissions programs at the undergraduate or graduate level. Once admitted to the University, applicants with a criminal history are subject to Policy 3.20, University Housing, which may

prohibit them from living in or visiting University-owned or managed residential facilities.

- 5.7 Admissions procedures may be developed and adopted to allow exceptions to Section 5.0 for applicants seeking admission to Shawnee State University Second Chance Programs, including Prison Education Programs and/or Rehabilitation and Recovery Programs delivered exclusively online or off-campus at Shawnee State University Second Chance Program sites.

Important Links:

University Catalog: <https://www.shawnee.edu/registrar/academic-catalog>

State of Ohio's Uniform Statewide Standards for Remediation-free Status:

*<https://highered.ohio.gov/static/files/uploads/college-readiness/2021%20Uniform%20Remediation%20Free%20Standards.pdf>

History

Effective: 04/02/1990

Revised: 08/08/2025; 02/14/2025; 03/13/2020; 02/10/2017; 04/21/1995; 03/16/1992