

Utah Tech University Policy

501: Undergraduate Admissions to the University



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I. Purpose

- 1.1 Supporting the mission of Utah Tech University (“the University”) by providing opportunities for students and the community to enrich their lives. This policy establishes policy procedure for admission and enrollment into University undergraduate programs.

II. Scope

- 2.1 All admission policies shall be applied without regard to race, color, ethnic background, national origin, religion, creed, age, citizenship, disability, sexual orientation, marital status, veteran status, or gender.
- 2.2 Admission policies to the University or any of its programs are formulated by the appropriate committees of the University, in accordance with the Utah Board of Higher Education policies.
- 2.3 Admission to some programs within the University may be limited by outside agency standards, licensing requirements, limited capacity, high student demand, or program requirements.
- 2.4 All prospective students must apply through the Admissions Office. No application to a specific program will be considered until the applicant has been admitted to the University.

III. Definitions

- 3.1 ***Concurrent Enrollment Student:*** A non-matriculated high school student enrolled in college courses for dual high school and college credit.
- 3.2 ***Early Enrollment Student:*** A matriculated or non-matriculated student who

is currently enrolled in high school, is registered through the school district as a home school student, or is a minor officially released from state compulsory school attendance requirements. These students are NOT concurrent enrollment students.

- 3.3 ***Freshman Student:*** A matriculated student who has never attended any college or institution after high school. Included are students enrolled in the fall term who attended college for the first time in the prior summer term, and early enrollment students.
- 3.4 ***Graduate Student:*** A matriculated student who has completed a bachelor's degree and is now seeking admission level for master's degree programs. Student will need to follow the current graduate admissions policy. (See University Policy 704)
- 3.5 ***International Student:*** A matriculated or non-matriculated student who is not a U.S. citizen and has not received immigrant status from the U.S. Immigration and Naturalization Service.
- 3.6 ***Matriculated Student:*** A student seeking a certificate or degree who has completed all admission application steps (see section V) and has been accepted for admission based on the current admissions policy.
- 3.7 ***Non-Matriculated Student:*** A student not seeking a certificate or degree; a student attending college classes for personal interest, enrichment, or growth; or a student who has not completed the admission process. Included are Senior citizens (62 years or older and a Utah Resident) whom audit courses under House Bill 60 provisions.
- 3.8 ***Returning Student:*** A matriculated student who previously attended the University after high school graduation but has not attended in three (3) or more semesters.
- 3.9 ***Returning Transfer Student:*** A matriculated student who has attended another college or institution, including former Utah Tech University students who have since attended another college or institution.
- 3.10 ***Transfer Student:*** A matriculated student who, after high school graduation, attended another college or institution and did not attend Utah Tech University. Included are students enrolled in the fall term who transferred into the University for the first time in the prior summer term.

IV. Policy

- 4.1 The University maintains an open admission practice, admitting all applicants whose qualifications indicate they may benefit from the

instructional programs offered.

- 4.2 The University provides educational opportunities free from discrimination in accordance with federal and state law and University core values (see University Policy 154
- 4.3 Applicants must provide all required application materials as stipulated by the University. Admission required application materials are published in the current University catalog and on the University website.
- 4.4 Admission to the University does not constitute admission into an individual major or program of study. Some programs of study may require an additional program admission process.
- 4.5 Enrollment standards are established by President's Council. Newly admitted students who do not meet the enrollment standards shall be guided through a series of requirements designed to support their academic success.

V. References

- 5.1 University Policy 154: Title IX, Sex-Based Discrimination, Sexual Harassment, and Retaliation
- 5.2 University Policy 704: Graduate Admission
- 5.3 Utah Board of Higher Education Policy R165 Concurrent Enrollment
- 5.4 Utah Board of Higher Education Policy R461 Admissions, Success, and Articulation
- 5.5 Utah Board of Higher Education Policy R510 Tuition and Fees

VI. Procedures

- 6.1 All students applying for undergraduate admission to the University must complete the admission procedural steps specified for their individual application status as follows:
 - 6.2 Freshmen Students
 - 6.2.1 Complete and submit undergraduate application for admission.
 - 6.2.2 Submit high school transcript or high school graduation equivalency (GED).
 - 6.2.3 Submit college entrance or placement exam results prior to

enrollment.

6.2.4 Pay application fee or qualify for fee waiver.

6.2.5 Submit any additional documentation required by the Admissions Office.

6.3 Transfer Students

6.3.1 Transfer students with fewer than 24 semester hours of credit

6.3.1.1 Complete and submit undergraduate application for admission.

6.3.1.2 Submit high school transcript or high school graduation equivalency (GED).

6.3.1.3 Submit college entrance or placement test results.

6.3.1.4 Submit all official transcripts from each college or institution previously attended (including any concurrent/dual enrollment transcripts) directly from that college or institution to the University Admissions Office.

6.3.1.5 Pay application fee or qualify for fee waiver.

6.3.1.6 Submit any additional documentation required by the Admissions Office.

6.3.2 Transfer students with 24 or more semester hours of credit

6.3.2.1 Complete and submit undergraduate application for admission.

6.3.2.2 Submit all official transcripts from each college or institution previously attended (including any concurrent/dual enrollment transcripts) directly from that college or institution to the University Admissions Office.

6.3.2.3 Pay application fee or qualify for fee waiver.

6.3.2.4 Submit any additional documentation required by the Admissions Office.

6.4 Returning Students

6.4.1 Complete and submit undergraduate application for admission.

- 6.4.2 Returning students who have attended another college or institution since attending Utah Tech University must submit all official transcript(s) from each college or institution previously attended sent directly from that college or institution to the University Admissions Office.
- 6.4.3 Pay application fee or qualify for fee waiver.
- 6.4.4 Submit any additional documentation required by the Admissions Office.
- 6.5 Non-matriculated student
 - 6.5.1 Complete and submit undergraduate application for admission.
 - 6.5.2 Pay application fee or qualify for fee waiver.
 - 6.5.3 Submit any additional documentation required by the Admissions Office.
- 6.6 Graduate Students
 - 6.6.1 See University Policy 704
- 6.7 International Students
 - 6.7.1 Complete and submit undergraduate application for admission.
 - 6.7.2 Submit evidence of secondary school graduation.
 - 6.7.3 In order to receive college credit for college courses completed outside the U.S., all college transcripts must be submitted through an approved credentials service. Additionally, course syllabus may be required.
 - 6.7.4 Pay application fee or qualify for fee waiver.
 - 6.7.5 Submit proof of English proficiency.
 - 6.7.5.1 In order to be admitted as a degree-seeking student, student must prove English proficiency by submitting one of the scores listed in the Addenda, Section 7.1.
 - 6.7.5.2 Students not meeting the minimum test score requirements can be admitted into the English as a Second Language Program (ESL) and will be limited in registering for other college coursework until completion of the ESL program.

- 6.7.5.3 Upon completion of college entrance or placement test results, ESL Program and submission of college entrance or placement test results, the student can be matriculated as a degree-seeking student and may take regular college coursework as long as proof of funds has been provided.
- 6.7.6 Submit required finance statement verifying ability to meet minimum educational and living expenses.
- 6.7.7 Submit any additional documentation required by the Admissions Office.
- 6.8 Concurrent Enrollment
 - 6.8.1 Demonstrate college readiness by submitting college entrance or placement exam results or by demonstrating to the University Concurrent Enrollment Office the ability to succeed (See Utah Board of Higher Education Policy R165 Concurrent Enrollment).
 - 6.8.2 Submit USHE Concurrent Enrollment Participation Form or the University Concurrent Enrollment Application.
 - 6.8.3 Pay application fee or qualify for fee waiver.
 - 6.8.4 Submit a parent/guardian permission form.
 - 6.8.4.1 Emancipated minors may submit court documentation showing such status in lieu of parent/guardian permission.
- 6.9 Early Enrollment Students
 - 6.9.1 Complete and submit undergraduate application for admission.
 - 6.9.2 Demonstrate college readiness by submitting college entrance or placement exam results or by demonstrating to University Admissions Office the ability to succeed.
 - 6.9.3 Submit a parent/guardian permission form.
 - 6.9.4 Emancipated minors may submit court documentation showing such status in lieu of parent/guardian permission.
 - 6.9.5 Submit any additional documentation required by the Admissions Office.
- 6.10 Students who do not complete the admission process or who do not enroll in classes after completing the admission process may be charged a

readmission fee upon reactivation.

VII. Addenda

7.1 In order to be admitted as a degree-seeking student, the student must prove English proficiency by submitting one of the scores listed below:

7.1.1 Overall TOEFL score of 68+ (Reading – 22+ & Writing – 24+); or

7.1.2 Overall IELTS score of 6.0+ (Reading – 6.0+ & Writing 6.0+); or

7.1.3 ACT English score of 17+; or

7.1.4 Overall Duolingo score of 95+; or

7.1.5 SAT Writing/Language Score of 24+.

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Associate Provost for Enrollment Management

History:

Approved 04/26/96

Revised 03/16/00

Revised 01/22/10

Revised 11/01/19

Revised 03/05/21

Editorial 07/01/22