



UTAH VALLEY UNIVERSITY
Policies and Procedures

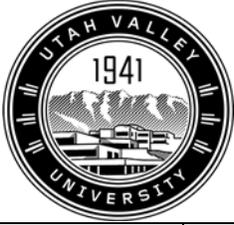
Proposed Policy Number and Title: 501 Undergraduate Admission and Enrollment		
Existing Policy Number and Title: 501 Undergraduate Admissions		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>Stage 4, Board of Trustees, November 13, 2013</u>
President's Council Sponsor: <u>Michelle Taylor</u> Ext. <u>6158</u>
Policy Steward: <u>Liz Childs</u> Ext. <u>8460</u>

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>11/17/2011</u></p> <p>University Entities Review Entrance Date: <u>04/25/2013</u></p> <p>University Community Review Entrance Date: <u>10/10/2013</u> Open Feedback: <u>10/10/2013</u> Close Feedback: <u>11/11/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>11/14/2013</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>

Printed On:

~~November 21, 2013~~ ~~November 14, 2013~~ ~~October 3, 2013~~ ~~March 29, 2013~~



POLICY TITLE	Undergraduate Admissions and Enrollment	Policy Number	501
Section	Student Affairs	Approval Date	
Subsection	Admissions, Enrollment, Tuition, and Commencement	Effective Date	
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 In support of Utah Valley University's unique educational mission, this policy establishes the requirements and procedures for admission and enrollment in UVU's undergraduate programs.

2.0 REFERENCES

2.1 NWCCU Standard 2.A.16

2.2 Utah State Board of Regents' Policy R165 *Concurrent Enrollment*

2.3 Utah State Board of Regents' Policy R461 *Admissions, Success, and Articulation*

2.4 Utah State Board of Regents' Policy R510 *Tuition and Fees*

2.5 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

3.0 DEFINITIONS

3.1 Audit: Registering and paying tuition for credit class(es) as a class participant without receiving academic credit.

3.2 Concurrent enrollment student: A qualified secondary student enrolled in a course to earn both high school credit and college credit.

3.3 Returning student: Any post-high school student who has previously enrolled in UVU courses, including concurrent enrollment courses.

3.4 Senior citizen: Utah residents age 62 and over.

4.0 POLICY

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4.1 Utah Valley University maintains an open admission practice, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered.

4.2 UVU provides educational opportunity free from discrimination in accordance with federal and state law and University core values (see Policy 165 *Discrimination, Harassment, and Affirmative Action*).

4.3 Applicants must adhere to established admission deadlines and provide all required application materials as stipulated by the University. Admission deadlines and required application materials are published in the current UVU catalog and on the UVU 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.

5.0 PROCEDURES

5.1 Applicants are notified of admission through an acceptance letter which includes a UV ID number, residency status, and instructions for pre-enrollment activities including mandatory orientation and advising.

5.2 Once pre-enrollment activities are completed, students may enroll in classes. Registration timelines are found in the current UVU catalog and on the UVU website. Students are subject to established course pre- and co-requisites including appropriate placement scores.

5.3 Concurrent enrollment students must meet eligibility requirements and complete the UVU admissions process prior to enrolling in UVU concurrent enrollment courses. Concurrent enrollment admission is limited to high school juniors and seniors; sophomores may be admitted on an exception basis upon demonstrating to the UVU Concurrent Enrollment Office the ability to succeed. (See Utah State Board of Regents' Policy R165 *Concurrent Enrollment*.) Upon high school completion, concurrent enrollment students continuing their education at UVU must complete the admission process for new freshmen.

5.4 New freshmen under the age of 17 and who have not graduated high school seeking admission must apply for exception through the Admissions Office. The student must submit all required documents for admission and demonstrate through assessment testing the ability to succeed. After meeting with the student in person, the Director or Assistant Director of Admissions will make the final determination for admittance.

5.5 Senior citizens may choose to enroll in courses where space is available on an audit basis. These individuals must complete the admissions process and comply with the senior citizen enrollment process.
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No credit shall be awarded to a senior citizen for a course taken for audit. Students registering as senior citizens may not be enrolled in courses for credit and courses for audit in the same semester.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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Utah Valley University Policies and Procedures

Title	Undergraduate Admissions	Number	501
Section	Student Affairs	Approval Date	Dec 10, 1998
Subsection	Admissions, Enrollment, Tuition, and Commencement	Effective Date	Dec 10, 1998

I. Policy

A. POLICY

Utah Valley University will maintain an "open door" policy, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered and who are generally beyond the age of high school enrollment. All transcripts from previous institutions (high schools, college, university) must be submitted before admission is complete. Any exception to this policy must be cleared through the Director of Admissions and Records.

II. Procedures

A. PROCEDURE

UVU is committed to the concept of equal opportunity without regard to race, color, disability, religion, age, sex, national origin, or other legally impermissible factors.

1. *Federal Financial Aid Eligibility*

Federal guidelines for financial aid eligibility require, in part, a high school diploma or its recognized equivalent (GED certificate, Adult High School Diploma), or that the student meet minimum requirements on a test approved by the U. S. Office of Education. This requirement does not affect enrollment status.

2. *Age Exception*

Applicants under 18 year of age, whose age group will not have graduated from high school prior to the enrollment period for which admission is sought, need to submit a high school permission form from the Center for High School Studies office with their application.

3. *Enrollment*

Being admitted to a specific major does NOT ensure enrollment. In programs or courses with limited openings (or seats), enrollment is based on a "first come, first served" procedure, assuming prerequisites have been satisfied.

4. *Specific Program Screening*

Some programs or majors of the institution are accredited by professional or technical organizations which may recommend certain minimum standards for entrance into the program. Other programs may require prerequisite skills or knowledge that are specific to entry level courses required for that major. In these instances, applicants will be admitted to the institution and then screened to determine whether they meet minimum entrance requirements as established by the major departments. Screening will be based on ACT

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~~scores, or transcripts of previous education, or institution-administered assessment testing, or any combination thereof. Applicants not meeting these minimum standards may be required to upgrade their skills through Learning Enrichment and/or General Studies courses. Upon meeting the minimum standard requirements, students may either be accepted into programs or may be required to meet additional admission criteria as established and publicized by a specific program. Screening for special courses or programs, such as workshops, seminars, short-term training, and specific training for business or industry, will be based on needs and purposes of the particular program.~~

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