

3359-60-02 Undergraduate admissions.

- (A) Admissions process. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board from time to time. The university of Akron operates under a policy of “rolling admissions” which means that successful applicants for admission receive a letter of admission as soon as all credentials are processed. The university reserves the right to enforce a deadline for applications, and to not consider applications received after such deadline. After August 1994, admission procedures will vary for: recent high school graduates, adult students, transfer students, postbaccalaureate students, special students, guest students and international students.
- (1) A prospective student who has been graduated from a regionally accredited Ohio secondary school and takes one of the college entrance tests is eligible to enroll. An applicant may submit scores from either the “American College Testing Program” (ACT) or from the “Scholastic Aptitude Test” (SAT) of the “College Entrance Examination Board.” An out-of-state applicant who meets the above requirements may be admitted upon the basis of the quality of the applicant’s secondary schoolwork and standing in the entrance tests.
- (2) Admission is necessarily limited by the university’s capacity to provide for student’s educational objectives. The university reserves the right to approve admission only to those individuals whose ability, attitude and character promise satisfactory achievement of university objectives.
- (3) Effective August 1, 1994, all successful applicants will be admitted under one of three admissions categories:
- (a) Unconditional admission to a degree-granting college:
- Individual degree-granting colleges have established college-wide or individual departmental criteria for direct admission into the college. These criteria include minimum high school grade average, test scores, high school class rank, and curriculum pursued. Students seeking direct admission to a degree-granting college

should familiarize themselves with criteria applied in that unit.

- (b) Unconditional admission to university college or to the community and technical college:

Students will be admitted directly into university college or the community and technical college upon submission of credentials which certify one of the following sets of criteria:

- (i) Completion of the fifteen unit college-preparatory curriculum recommended, including four units of English, three units in mathematics, three units in the natural sciences, three units in the social sciences, two units of foreign language; and

A high school grade-point average of 2.29 or more;
and

A minimum ACT score of sixteen (or SAT score of 650).

- (ii) A high school grade-point average of 2.79 or more;
and a minimum ACT score of nineteen (or SAT score of 790).

- (c) Conditional admission to university college or the community and technical college. All successful applicants who do not meet the above criteria will be admitted with conditions. Each conditional admittee will be required to complete a set of prescriptive courses and/or activities within the first year of enrollment as a condition for further enrollment. Such prescriptive courses and/or activities may include: completion of developmental coursework, tutoring, advising sessions, and achievement of standards for progress.

(B) Admission requirements.

- (1) Recent high school graduates: students who have graduated from high school less than two years from the date of first enrollment at

the university of Akron. Effective fall semester, 1994 or thereafter, recent high school graduates will be admitted under one of three admissions categories:

(a) Unconditional admission to a degree-granting college:

Students may be admitted directly into individual degree-granting colleges where such students can demonstrate that they have met established college-wide or individual departmental criteria for direct admission into the college. These minimum criteria will include but are not limited to high school grade average, test scores, high school class rank, and curriculum pursued. Students seeking direct admission to a degree-granting college shall familiarize themselves with criteria applied in that unit.

(b) Unconditional admission to university college or to the community and technical college or to Wayne college:

Students will be admitted directly into university college, the community and technical college, or Wayne college upon submission of credentials which certify one of the following sets of criteria:

(i) Completion of the recommended fifteen unit college-preparatory curriculum, including four units of English, three units in mathematics, three units in the natural sciences, two units of foreign language; and

A high school grade-point average of 2.29 or more; and

A minimum ACT score of sixteen (or combined SAT score of 650); or

(ii) A high school grade-point average of 2.79 or more; and

a minimum ACT score of nineteen (or combined SAT score of 790).

- (c) Conditional admission to university college, the community and technical college, or to Wayne college. All successful applicants who do not meet the above criteria will be admitted with such conditions as the university may require from time to time, including but not limited to a set of prescriptive courses and/or activities within the first year of enrollment as a condition for further enrollment. Such prescriptive courses and/or activities may include: completion of developmental coursework, tutoring, advising sessions, and achievement of standards for progress.
- (d) A recent high school graduate should apply for admission as follows:
 - (i) Obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” Fill it out and return it as soon as possible with the nonrefundable application fee. All checks should be made payable to “The University of Akron,” and should specify what fees and for which student payment is being made.
 - (ii) At the time of application, the student must send a student transcript to the office of admissions. This record of secondary school standing must be received and evaluated before any admission action can be taken by the university.
 - (iii) Take entrance tests. Arrangements can be made through the student’s high school to take the ACT or SAT. (The university of Akron’s counseling and testing center serves as a testing site for the ACT test.) Test scores must be submitted before an applicant can be formally admitted to the university.
 - (iv) The university requires enrollment in basic mathematics and/or English if the student’s academic advisor determines that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at

a previous institution in mathematics and/or English, high school academic record (if applicable), standardized test results (ACT or SAT if available), and test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance. Arrangements for the mathematics test must be made through the testing center; arrangements for the English test must be made through the department of developmental programs; and, test scores must be interpreted through the dean of the university college two days after taking the appropriate tests. Failure to take the required test(s) prohibits enrollment in college-level mathematics and/or English courses.

- (v) A health record will be sent from the office of admissions after the student has been admitted. The form must be completed and returned to the university. This provides the university with the information necessary for a complete health record on every student.
 - (vi) In the letter of admission to the university, directions for academic advising will be explained.
- (2) Adult students. An adult student, other than a recent graduate or transfer student who has graduated from a regionally accredited Ohio secondary school or completes the G. E. D. test is eligible to enroll. The following application procedures should be followed:
- (a) Obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” Fill it out and return it as soon as possible with the nonrefundable application fee. All checks should be made payable to “The University of Akron,” and should specify what fees and for which student payment is being made.
 - (b) ~~If the student is under twenty-five years of age, the student must request a transcript from the student’s high school.~~

All students, except home-schooled, must submit an official high school transcript or G.E.D. score. This official record must be received and evaluated before admission action can be taken. If, due extenuating circumstances, official records cannot be obtained, the student may petition the director of admission for consideration. Home-school students should indicated “home-schooled” in the section of the admissions application for name of high school. An admission committee will review each home-schooled student application in accord with the provisions of Ohio law.

- (c) If the student is under twenty-one years of age, the student must submit results of either the ACT or SAT. (The university of Akron’s counseling and testing center serves as a testing center for the ACT test.) These test scores are needed before an applicant is formally admitted to the university.
 - (d) A health record will be sent from the office of admissions after the student has been admitted. The form must be completed and returned to the university. This provides the university with the information necessary for a complete health record on every student.
 - (e) In the letter of admission to the university, the student will receive directions concerning academic advising.
- (3) Transfer students. A student applying for admission who has formerly attended other institutions of higher learning is generally eligible to transfer to the university if the student is eligible to re-enter the last institution from which transfer is desired or is a graduate of such institution. The student must present scholastic records judged to be satisfactory by university of Akron officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value and other such factors which the university or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the university or to specific programs. A transfer student should apply as follows:

- (a) Obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” Fill it out and return it as soon as possible with the nonrefundable application fee. All checks should be made payable to “The University of Akron,” and should specify what fees and for which student payment is being made.
- (b) A transfer student must request official transcripts from the records office of all institutions previously attended. The transcripts should be mailed to the office of admissions.
- (c) A student under twenty-five years of age and with fewer than twelve credits of accredited transfer work must submit a high school transcript or G. E. D. scores along with the college transcript(s). A student under twenty-one years of age and having fewer than twelve transfer credits must submit results from the ACT or SAT test in addition to a high school transcript or G. E. D. scores. If it appears necessary to validate the transfer credits, the appropriate admitting officer may require the ACT battery. These documents must be received and evaluated before any admission action can be taken by the university.
- (d) The university requires enrollment in basic mathematics and/or English if the student’s academic advisor determines that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at a previous institution in mathematics and/or English, high school academic record (if applicable), standardized test results (ACT or SAT if available), and university mathematics and/or English placement test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance. Arrangements for the mathematics test must be made through the testing center; arrangements for the English test must be made through the department of developmental programs; and, test scores must be interpreted through the dean of the university college two days after taking the appropriate tests. Failure to take the required test(s) prohibits

enrollment in college-level mathematics and/or English courses.

- (e) A health record will be sent from the office of admissions after the student has been admitted. The form must be completed and returned to the university. This provides the university with the information necessary for a complete health record on every student.
- (f) In the letter of admission to the university, the student will receive directions concerning academic advising.
- (4) Postbaccalaureate students. A student who holds a baccalaureate degree from an accredited college and desires to obtain further education but has not been admitted to the graduate school should apply as a postbaccalaureate student through the office of admissions. This procedure should be followed:
 - (a) Obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” Fill it out and return it as soon as possible with the nonrefundable application fee. All checks should be made payable to “The University of Akron,” and should specify what fees and for which student payment is being made.
 - (b) A postbaccalaureate student must request the registrar of the institution(s) from which the student graduated or which the student has since attended to send an official and complete transcript. These documents must be received and evaluated before any admission action can be taken by the university.
 - (c) A health record will be sent from the office of admissions after the student has been admitted. The form must be completed and returned to the university. This provides the university with the information necessary for a complete health record on every student.
 - (d) In the letter of admission, the student will receive information on registration and instructions for academic

advising by a faculty member in the appropriate department.

- (5) Special students. A “special student” is one who does not qualify for regular admission to the university or who is participating in a special short-term academic program. A special student may not take more than fifteen credits unless official status as a regular student is gained. This procedure should be followed:
 - (a) Obtain a special student application from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.”
 - (b) Information regarding registration for classes and academic advising will be forthcoming in the letter of admission to the special student program.
- (6) Guest students. An undergraduate guest student must apply directly to the office of admissions. A graduate guest student must apply through the graduate school. A guest student may not attempt more than sixteen credits in any semester or session and is subject to all rules and regulations of the university of Akron. The following procedures should be followed when applying to the university as a guest student:
 - (a) Obtain a guest student application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” The form must be completed and returned with the nonrefundable application fee.
 - (b) Obtain written approval by the home institution for the coursework for which the student plans to enroll.
 - (c) After admittance, information regarding registration will be sent to the student. The admissions officers act as guest student counselors, and one day of open registration is set apart for guest students to register for classes.
- (C) Post-matriculation admission into degree-granting colleges, certain departments and certified programs.

- (1) Admission procedures and requirements vary for each of the university degree-granting colleges, some departments within the degree-granting colleges and certain certificated programs. Information about these admission procedures and requirements is available in the dean's office of the various degree-granting colleges.
 - (2) Except as otherwise stated herein, admission to the university of Akron does not, per se, entitle a student to admission into a degree-granting college, any department which has admission procedures and requirements, or certain certificated programs. Students seeking admission into these colleges, departments or programs must meet the requirements of the respective college, department or program as the situation may warrant.
 - (3) Admission procedures and requirements of the degree-granting colleges, any departments which have admission procedures and requirements, or certain certificated programs are subject to change from time to time when approved by university council. Students are advised to consult advisors within these colleges, departments or programs, the general bulletin, and other university documents that may apply to the discipline or program in which they seek admission to ascertain the current admission procedure and requirements for the college, department or program in which they seek admission.
- (D) International student program.
- (1) The university of Akron welcomes qualified students from other lands and seeks to make their educational experiences pleasant and meaningful. These students represent numerous countries and are pursuing studies in a number of major fields.
 - (2) Admission procedures.
 - (a) Applicants may be accepted for any academic term. All admission requirements should therefore be completed at least forty-five days prior to start of the term in which the student wishes to enroll.
 - (b) The following application procedures should be followed:

- (i) Obtain an international student application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325.” The form must be completed and returned with the nonrefundable application fee.
- (ii) Submit official transcripts from all secondary or middle schools and all universities attended previously. Original records in languages other than English must be accompanied by exact English translations and certified by the school or by a U. S. consular officer, and accompanied by appropriate verifications.
- (iii) International students must also include an autobiographical essay with the application. This essay should cover significant personal, occupational and educational experiences.
- (iv) Proof of English language proficiency. The university of Akron requires all students for whom English is not the native language to take the “Test of English as a Foreign Language” (TOEFL). This test is administered throughout the world in major cities. Applications may be obtained from binational agencies, U. S. I. S. offices, or by applying directly to “Educational Testing Service, Princeton, New Jersey 08540.” Because it normally takes four to six weeks for the university to receive the results of the TOEFL, students are encouraged to take the examination well in advance of the projected date of enrollment. The English language institute at the university also offers a program in English for students who have not reached the level of proficiency required for full admission. Students who have not yet taken or passed the TOEFL can still enroll in the English language institute.
- (v) Proof of adequate financial support. An international student is required to submit a

“Declaration and Certification of Finances” showing that the student has sufficient funds to cover the cost of the student’s education while attending the university of Akron and that these funds will be available to them in this country. Immigration regulations prevent the student from earning any substantial portion of these funds while in the United States. There are virtually no scholarships available to undergraduates from abroad, although a graduate student may request and receive financial aid through fellowships and graduate assistantships. A graduate student interested in applying for this aid should request the necessary forms at the time of application for admission to the graduate school. Each international student will be held responsible for obtaining and maintaining appropriate health and accident insurance coverage while enrolled at this institution. This insurance coverage is mandatory.

- (3) Orientation. The international student is required to attend a special orientation program which begins two weeks before classes. The schedule for orientation will be mailed with the “Certificate of Eligibility” from the office of the advisor. During orientation, the international student is given an English language placement examination. This is in addition to the proficiency examination overseas. The student may be required to participate in noncredit English classes if it is felt the results of this placement examination warrant such action.
 - (4) English language institute. The university of Akron offers an intensive English language institute for the international student whose command of the English language has not reached the level of proficiency to enable the student to begin full-time coursework. The English language institute operates on a schedule of two fifteen-week semesters and a summer session. An applicant is required to pass a language proficiency test before being admitted.
- (E) Admissions policy - home schooled students.

- (1) The university of Akron accepts a student's completion of home schooling as an alternative to a high school diploma. Home schooled students should indicate "home schooled" in the section of the admissions application for name of high school.
- (2) An admissions committee will review each application from a home-schooled student. The academic preparation review will place home-schooled students, based on this assessment, in the appropriate category of direct, conditional, or unconditional admission will be applied.
- (3) The academic preparedness of a home-schooled student will be assessed on a case by case basis using the following criteria:
 - (a) A transcript of studies.
 - (b) College preparation form.
 - (c) "ACT" or "SAT" test results.
 - (d) Documentation of any post-secondary coursework.
 - (e) Documentation that the student was exempt from compulsory school attendance for the purpose of home education (signed by school district superintendent).
 - (f) Other supporting documents (book lists, etc.).