

## **TO BE RESCINDED**

### **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 and have until May 1 to accept the offer of admission. The university reserves the right to enforce a deadline for applications and admission, 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, 2001, all successful applicants will be admitted under one of three admissions categories:
- (a) Direct 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.

- (b) Standard admission to university college or to Summit college:

Students will be admitted directly into university college or Summit college upon submission of credentials which certify the following 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 2.3 or more; and a minimum "ACT" score of sixteen (or minimum math and critical reading "SAT" score of 650).

- (c) General admission to Summit college's student success program. In order to ensure student success, 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 (age twenty or younger) who have graduated from high school less than two years from the date of first enrollment at the university of Akron or have earned a G.E.D. Effective fall semester, 1994 or thereafter, recent high school graduates will be admitted under one of three admissions categories:

- (a) Direct 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.

- (b) Standard admission to university college, Summit college or Wayne college:

Students will be admitted with standard status directly into university college, Summit college, or Wayne college upon submission of credentials which certify the following criteria:

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 2.3 or more; and a minimum “ACT” score of sixteen (or combined “SAT” math and critical reading score of 650).

- (c) General admission to Summit college’s student success program. In order to ensure student success, 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at

“<http://www.uakron.edu/admissions/onLineApplInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.

- (ii) At the time of application, the student must send a high school transcript or G.E.D. score to the office of admissions. This record must be received and evaluated before any admission action can be taken by the university.
- (iii) Take college 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 adviser 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) In the letter of admission to the university, information regarding new student orientation will be provided.
- (2) Adult students. An adult student, other than a recent high school 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineApplInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.
  - (b) 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 to 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) In the letter of admission to the university, information regarding new student orientation will be provided.
- (3) Transfer students. A student applying for admission who has formerly attended other institutions of higher learning and has earned twelve credits of accredited transfer work 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineAppInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.
  - (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) The university requires enrollment in basic mathematics and/or English if the student’s academic adviser determines

that deficiencies exist in one or both of these areas. This recommendation will be based on the following: work completed at a previous higher education 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) as part of his/her new student orientation program. Failure to take the required test(s) prohibits enrollment in college-level mathematics and/or English courses.

- (d) In the letter of admission to the university, the student will receive information regarding new student orientation.
- (4) Postbaccalaureate students. A student who holds a baccalaureate degree from an accredited college or university 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineAppInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.
  - (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) 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 enrolled as a non-degree seeking student to participate in a special short-term 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineAppInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.
  - (b) Information regarding registration for classes and academic advising will be provided 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) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineApplInst.php>” , or obtain an application form from the “Office of Admissions, The University of Akron, Akron, Ohio 44325-2001.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the “Signature Verification Form” and the application fee if not paying online.
  - (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 an open registration period 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 recommended by faculty senate and approved by the board of trustees. Students are advised to consult advisers 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 they pursue studies in a number of major fields.
  - (2) Admission procedures for international undergraduates.
    - (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 for which the student wishes to enroll.
    - (b) The following application procedures should be followed:
      - (i) Apply online with the option of paying the one-time nonrefundable application fee online with a mastercard, visa, or discover credit card at “<http://www.uakron.edu/admissions/onLineIntlAppl.php>”, or obtain an international student application packet from the “Office of International Programs, Polsky Building Room 483, The University of Akron, Akron, Ohio 44325-3101.” The form must be completed and returned with the application fee. All checks/money orders should be made payable to “The University of Akron” and should specify what fees and the name of the student for whom payment is being made. For online applications, students must submit the

“Signature Verification Form” and the application fee if not paying online.

- (ii) Submit official transcripts from all secondary or middle schools and all universities/colleges previously attended. Original academic records in languages other than English must be accompanied by exact English translations and certified by the school, an official translator or by a U. S. consular officer, and accompanied by appropriate verifications.
- (iii) Degree Conferral. Applicants must submit supporting documentation for all earned degrees indicated on the application. Provisional certificates may be accepted pending the award of a degree. High school/secondary school students must show proof of graduation before they will be permitted to register for their first semester.
- (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”) the “International English Language Testing System” (“IELTS”), or the “Michigan English Laboratory Assessment Battery” (“MELAB”). “TOEFL” applications may be obtained from bi-national agencies, “United States Information Service” (“USIS”) offices, or from the “Educational Testing Service” (“ETS”). The “IELTS” is jointly administered by Cambridge (“ESOL”), British Council and IDP Education Australia. The “MELAB” is a secure test battery, and is administered only by the ELI-UM and ELI-UM authorized official examiners in the United States and Canada. Undergraduate students must achieve a minimum “TOEFL” score of 173 (61, internet based, 500 paper-based test), a minimum “IELTS” score of 6.0, or a minimum “MELAB” score of 69.

“TOEFL”, “IELTS”, and “MELAB” scores older than two (2) years are invalid and unacceptable.

- (v) Proof of adequate financial support. An international student is required to submit a “Declaration and Certification of Finances” and official documents showing that the student has sufficient funds to cover the cost of the student’s education, living expenses, and health insurance 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 studying 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 as described below.
- (vi) Scholarships for international undergraduate students. “The New Undergraduate International Student Award” is a scholarship available to first-time international undergraduate students. This award is granted once a year by the office of international programs and is supported by the “June Thomas Rogers International Student Fund”. If a student is awarded a scholarship, he or she must attend the university of Akron during both the fall and the spring semesters in order to receive the entire amount they have been awarded. The scholarship will be equally distributed for the fall and the spring semesters. Students who attend only one semester will receive only half the award.

Applications for this scholarship are included with the application packet or may also be obtained from the office of international programs. The office of international programs must receive all scholarship applications between January 1 and April 1 to be considered for the following academic year. Applicants for the “New Undergraduate International Student Award” must explain why they want to study at the university of Akron, as well as demonstrate a commitment to returning home and utilizing the knowledge obtained from the university of Akron for developing their home country. Additional criteria for consideration would be: An underrepresented major, gender, country, and student’s ability to share knowledge with a wide audience. Applicants who have not demonstrated English language proficiency are not eligible for consideration for the “June Thomas Rogers Scholarship”. An international applicant is not required to take either the “SAT” or “ACT” for standard admission. However, these tests may be required for direct admission or scholarship consideration.

- (vii) Student health insurance. All international students will automatically be enrolled in the student major medical health insurance available through the university, the cost of which will be assessed as a fee and applied to the student’s account unless prior to enrollment the student provides proof, as proscribed by the university, and maintains in full force and effect during enrollment, major medical insurance that meets or exceeds requirements established by the university.
- (3) Orientation. The international student is required to attend a special orientation program which is held prior to the beginning of fall/spring semester classes. A student admitted for summer semester must attend the fall semester orientation. The schedule for orientation will be mailed with the “Certificate of Eligibility” from the office of international programs’ immigration specialists.

During orientation, the international student is given an English language placement examination. This is in addition to the international proficiency examination. 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 program 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 fully admitted for academic study. An international student enrolled in the English language institute may not enroll for undergraduate coursework at the same time.

(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, standard, or general 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.).

Effective: June 30, 2011

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Prior Effective Date: Prior to 11/4/77, 8/30/79, 1/30/81, 5/15/82 1/30/87, 5/22/91,  
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