



<b>POLICY TITLE</b>	Undergraduate Admissions and Enrollment	<b>Policy Number</b>	501
<b>Section</b>	Student Affairs	<b>Approval Date</b>	December 5, 2013
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	December 5, 2013
<b>Responsible Office</b>	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



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.



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>