



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 34.01: Undergraduate Admissions**

**DATE:** September 13, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to clarify policies concerning student admissions.

**REVIEW:** This OP will be reviewed in August of even-numbered years by the Associate Vice President for Enrollment Management (AVPEM) and the Senior Vice Provost (SVP) and approved by the President and the Board of Regents.

**POLICY/PROCEDURE**

**1. Consideration, Eligibility, and Expectations**

Applicants may be considered for admission to the undergraduate divisions of Texas Tech University by graduation from an accredited high school, by transfer from an accredited college, and/or by entrance examination. The completed application, test scores, prior conduct findings, and other applicable qualifying factors constitute the basis upon which eligibility is considered. Students who meet the stated requirements may reasonably expect to be admitted. However, additional factors may be considered in determining the applicant's admission. The admission of some applicants may be deferred in order to ensure sufficient resources to serve all enrolled students effectively.

**2. Standards and Requirements**

Admission of First Time Freshman Students

As a state-supported institution, Texas Tech University recognizes its responsibility to provide excellent educational opportunities for its residents. Since experience indicates that prospective students with poor academic records have little chance of successfully completing degrees at Texas Tech University, class rank in high school and scores obtained from the SAT, and the American College Test (ACT) are used to help predict potential academic performance. Each undergraduate applicant is required to submit the Texas Common Application form available online or furnished by Undergraduate Admissions and an official high school transcript that includes the applicant's rank in the high school graduating class. If a high school transcript does not include a class rank, an equivalent rank will be calculated by Undergraduate Admissions.

Degree-seeking students must have graduated with one of the following Texas high school diplomas: Advanced, Recommended, Distinguished, Foundation with an Endorsement, or Foundation, or their equivalent. Official scores on the SAT or ACT are also required for United States students.

In addition, applicants must provide information on the application form regarding high school course work, honors or advanced placement, extracurricular activities, leadership experiences, proposed field of study, civic or other service activities, and any other information they wish to provide such as socioeconomic background, family educational background, bilingual proficiency, diversity of experiences,\* and other information that may be beneficial to the Admissions Committee. Applicants who do not meet the assured admission criteria will have their records reviewed in order to assess the impact of these other factors on their potential for success.

### 3. Assured Admission

Students who graduate from an accredited high school with the Advanced, Recommended, or Distinguished level of achievement or the Foundation High School Program will be assured admission if they present the combination rank in class and minimum test scores indicated below.

High School Class Rank	Minimum Test Scores for Assured Admission	
	ACT	SAT
Top Ten Percent	No Minimum	
First Quarter (other than top 10%)	24	1180
Second Quarter	26	1260
Third Quarter	27	1290
Fourth Quarter	All applications will be reviewed.	

Students graduating in the top 10 percent of their high school class will be assured admission by completing:

- Distinguished level of achievement under the foundation; or
- Recommended; or
- Advanced; or
- Satisfied ACT's College Readiness Benchmarks; or
- Earned a score of 1500 out of the 2400 possible points on the legacy SAT assessment administered prior to March 2016, or earn a minimum of 480 points on the Evidence-Based Reading and Writing and a minimum score of 530 points on the Math portion of the SAT administered on or after March 5, 2016.

Students graduating in the remaining class ranks will be assured admission according to the minimum test score standards above and by completing:

- One of the following accredited Texas high school diplomas: Advanced, Recommended, Distinguished, Foundation with an Endorsement, or Foundation, or their equivalent; or
- Satisfied ACT's College Readiness Benchmarks; or
- Earned a score of 1500 out of the 2400 possible points on the legacy SAT assessment administered prior to March 2016; or earn a minimum of 480 points on the Evidence-Based Reading and Writing and a minimum score of 530 on the Math portion of the SAT administered on or after March 5, 2016.

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\* Diversity of experiences may include, but is not limited to, study abroad, knowledge of other cultures, proficiency in other languages, and experience with college preparatory programs.

Non-Texas resident students or students not graduating from a high school in Texas must successfully complete a curriculum from a high school other than a Texas public school that is equivalent in content and rigor to the Advanced, Recommended, Distinguished, Foundation with an Endorsement, or the Foundation High School Diploma. For private and home-schooled students, an official from the high school must submit, on behalf of the student, the *Texas Private High School Certification* form (also referred to as the Diploma Verification Form) published by and made available on the Texas Higher Education Coordinating Board website and found on the Texas Tech website at <http://www.depts.ttu.edu/admissions/DownloadableForms/DiplomaVerification.pdf>.

#### 4. Admission Review of Freshman Applicants

Applicants who do not meet the assured admission criteria will have their records reviewed in order to evaluate other factors that could predict success at Texas Tech University. A committee will review applicants individually in a holistic manner. Additional information must be included on the application, such as high school course work, honors or advanced placement, extracurricular activities, leadership experiences, proposed field of study, civic or other service activities, and any other information they wish to provide such as socioeconomic background, family educational background, bilingual proficiency, diversity of experiences, and other information that may be beneficial to the Admissions Committee.

In order to ensure that Texas Tech University may adequately serve the number of students admitted, some students considered for admission by review may be notified that they have been provisionally admitted to the university for the upcoming term.

#### 5. Admission to a College Major

All new students will be admitted to the university and then to a college and major. Texas Tech University may assign a major if the applicant does not meet the qualifications for a chosen major. A college or major may have admission requirements in addition to the university requirements. These requirements must be approved by the AVPEM. Any changes should be approved in time to comply with Texas Education Code, Section 51.805(d), which requires factors considered in admission policies to be published in the catalog and otherwise available to the public one year before any applications are reviewed under the new admission standards.

When a college or major requests a change in its admission requirements, the request will be evaluated by a committee consisting of the AVPEM, the Executive Director of Undergraduate Admissions, and the Senior Vice Provost. The committee will make a recommendation to the Provost and Senior Vice President.

The request should include, but not be limited to, justification for the request, impact on overall university enrollment, other colleges/departments, and diversity, and accreditation issues.

#### 6. Special Admission

Admissions will consider applicants after the deadline and through the fourth class day of a long semester and through the second class day of a short semester, when it has been determined to be in the best interest of the university. Applicants admitted after these dates must have approval from the President or President's designee.

### General Equivalency Diploma (GED) Admissions

Individuals who are not high school graduates but who have submitted evidence of a high school equivalency diploma from the Texas Education Agency (or equivalent agency in other states) may be eligible for admission to Texas Tech University when they have submitted all of the following items to the Office of Undergraduate Admissions:

- Application for Admission;
- Current Application Fee;
- General Equivalency test results;
- Partial High School transcript; and
- Scores on the ACT or SAT (scores cannot be more than five years old); and

These applicants must meet one of the following admission requirements:

- Satisfy ACT's College Readiness Benchmarks on the ACT assessment; or
- Earned a score of 1500 points out of the 2400 possible points on the legacy SAT assessment administered prior to March 2016; or earn a minimum score of 480 points on the Evidence-Based Reading and Writing portion and a minimum score of 530 points on the Math portion of the SAT administered on or after March 5, 2016.

### 7. Admission of Transfer Students

Transfer applicants may be admitted to the university in one of the following three ways.

- a. Transfer of 24 or more hours from an accredited institution with a minimum grade point average of 2.25 and eligibility to return to the institution most recently attended.
- b. Transfer of 12 to 23 hours, including at least 12 hours of required basic courses, from an accredited institution with a minimum grade point average of 2.50 and eligibility to return to the institution most recently attended.
- c. If transferring fewer than 12 hours, meet the same standards for admission as required of new freshmen entering from high school and have a minimum 2.00 cumulative grade point average in work completed and eligibility to return to the institution most recently attended.
- d. Individuals transferring with military or workforce credit with no grade point average on the credit to be transferred will be reviewed for admission using criteria listed below.

### 8. Admission Review of Transfer Applicants

Transfer applicants who do not meet the admission GPA requirements but who have a minimum GPA of 2.0 on transferable coursework will have their records reviewed in order to evaluate other factors that could predict success at Texas Tech University. A committee will review applicants holistically. Academic information such as the types of courses taken and the pattern of progress, as well as course work taken leading toward major, the student-submitted essay explaining her/his decision to transfer to Texas Tech University, reasons for past academic performance and plans to ensure future academic success, and extracurricular activities or employment information will be used to evaluate the applicant.

Students who do not meet Assured Admission but have a minimum of 2.0 GPA with work in progress may be considered for conditional admission. The offer of admission may be rescinded if the GPA on the final transcript falls below 2.0.

## 9. Admission of International Students

- a. Graduates of foreign secondary schools who have completed the equivalent of at least an American high school diploma may apply for admission to Texas Tech University.
- b. Applicants with foreign academic credentials must provide academic records in the original language with a literal word-for-word English translation. Applicants who have attended school outside the United States must provide official results of secondary external examinations (e.g., GCE "Ordinary" level exams) on examination board letterhead, certificates of completion of a state secondary school examination, and official transcripts from any university-level studies already completed in the United States or elsewhere. Failure to provide complete information regarding post-secondary level study could result in cancellation of admission. Students who have completed secondary school in the United States also must take and submit scores from the SAT, or ACT. Texas Tech University will accept copies of foreign academic credentials for evaluation purposes only, and will require the student to submit official/original academic credentials for review upon matriculation at Texas Tech University.
- c. Students whose native language is not English also must present a score of at least 550 (paper exam) or 79 (Internet-based exam) on the *Test of English as a Foreign Language* (TOEFL); a 6.5 overall band score on the *International English Language Testing System* (IELTS); or, a recommendation from a recognized intensive English program official that indicates readiness for a four year university study. The TOEFL requirement may be waived if the student has attended a U.S. high school or college for at least two years or if the student is a citizen in a country where English is the native language. Countries considered by Texas Tech University to have English as the native language include: Australia, Canada (except the province of Quebec), Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, Wales), and the United States. Information concerning the TOEFL may be obtained from Educational Testing Service, P.O. Box 899, Princeton, New Jersey 08540, U.S.A.
- d. Conditional admission for international students may be considered for undergraduate students sponsored by a known and responsible organization, institution, corporation, or government, who would be eligible for admission to Texas Tech University, except for a deficiency in English language skills as determined in section c. above. Applicants for conditional admissions must be reviewed and approved by the Office of International Affairs. While in this status, students will be enrolled in a recognized and accredited Intensive English Program. Upon successful completion of the Intensive English Program and meeting the language requirements for admission to the specific program for which they are applying, students may then transfer into the appropriate department and college at Texas Tech University.

- e. International students not living in the United States are encouraged to apply a year in advance. International students are required to verify their ability to support themselves financially.
- f. A nonrefundable international student application fee is required. Students with permanent resident status may use the United States freshman or transfer application and are required to pay the United States resident undergraduate application fee.

#### 10. Admission of Students with Competition Scholarships

- a. A competition scholarship is defined as an award granted by a college or department that is based upon non-academic performance criteria as determined by the awarding college or department. Examples include, but are not limited to, the following:
  - (1) Performing Arts
  - (2) Athletics
  - (3) Agricultural Competition
- b. Undergraduate Admissions will request a list of students who have been awarded a competition scholarship from colleges and departments of the university, and enroll these students as special admissions in accordance with the official university catalog and schedule.
- c. Colleges and/or departments must send to Undergraduate Admissions documentation of students who receive competition scholarships by the priority processing date of May 15 for the fall semester and October 15 for the spring semester. This documentation must indicate the scholarship amount(s) awarded to each student.
- d. Any competition scholarship awards made after the above dates must have dean (or equivalent) approval prior to Undergraduate Admissions beginning special admission procedures.

#### 11. Provisional Admission for Freshmen

- a. Freshman applicants not admitted through the university's standard admission and review process may be considered for admission through the provisional admission program.
- b. Students may satisfy their provisional admission requirement in one of two ways:
  - (1) Apply and be accepted to the Tech Transfer Acceleration Program (TTAP), a partnership with South Plains College where students enroll for 12 credit hours plus a one credit hour transfer seminar at Texas Tech University. The South Plains College courses are taught on the Texas Tech University campus. At the conclusion of this semester-long program, students who have successfully completed the following requirements will be fully admitted to Texas Tech University.

If TTAP coursework is completed during a long term (fall or spring), then the student must:

- compete all 13 credit hours;
- earn a 2.5 grade point average on courses completed while in TTAP; and
- have a cumulative 2.0 or higher grade point average that includes all previous transfer work (where applicable).

If TTAP is completed during a short term (summer), then the student must:

- complete all seven credit hours;
  - earn a 2.5 grade point average in courses completed while in TTAP; and
  - have a cumulative 2.0 or higher grade point average that includes all previous transfer work (where applicable).
- (2) Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework in a single summer term with a minimum 2.5 GPA at an accredited community college. Following successful completion of the requirements, a student will be admitted to Texas Tech University.

## 12. Exchange Students

Reciprocal exchange students are admitted to Texas Tech University on the basis of a contract signed with the international partner university. The Office of International Affairs (OIA) oversees and implements all such agreements. Working with other offices on campus, OIA coordinates admission of the students and, working within the framework of the contract and with the partner institution, advises and enrolls these students. These non-degree seeking students will be admitted via OIA under the designation Office of the Provost – Non-Degree – University Exchange Reciprocal (UN-NDUG-UNXR).

OIA is also responsible to oversee issues of balance in its reciprocal exchange agreements. According to the contract, if the exchange is out of balance (TTU's partner institution has sent more students than have been sent abroad), Texas Tech will allow students from the partner institution to attend at Texas Tech as a specific type of exchange student. These students will come to Texas Tech under an international contract that allows them attend as full fee-paying, non-degree seeking students. Accordingly, they will be admitted through the standard university admissions process into the designation Office of the Provost – Non-Degree – University Exchange Non-Reciprocal (UN-NDUG-UNXS). Their advising and enrollment will also be provided by OIA.

## 13. Transient Students

Transient students are students who are not seeking a degree from Texas Tech University but wish to take classes from Texas Tech University. Transient students may apply using the transient student application form of the ApplyTexas application and are required to submit an official transcript from and be eligible to return to their most recently attended institution. Official transcripts from other institutions attended are required if they show completion of courses needed as pre-requisite classes. Qualifying students will be admitted under the Office of the Provost to the curriculum code UN-NDUG-UNVS and will be advised by University Advising. Examples of students considered transient include:

- a. High School students wishing to enroll for dual credit courses (students are subject to applicable TSI rules);
- b. Students who have already been awarded a baccalaureate degree and who do not wish to pursue another undergraduate degree;
- c. Students who attend another college or university as full-time students in good standing and who intend to return to that college; and

- d. Working professionals in the community who may not have a baccalaureate degree but who wish to improve their skills.

Transient students are not eligible for financial aid as funds are only available for degree-seeking students.

Unless student exchange agreements between Texas Tech University and other institutions contain different provisions regarding credit hours and reapplication, admission as a transient student is valid for one full academic year, provided the student is attending continuously. Once a student completes a full academic year, or if a student sits out for a long semester or summer term, the student will be required to reapply and pay the application fee. Fee waivers are not accepted for transient students unless they qualify under faculty/staff/dependent status.

At the discretion of the assigned academic advisor, transient students may be allowed to take a full load of courses while enrolled at Texas Tech. Students taking courses at an international location of Texas Tech University will be allowed to enroll in a maximum of 18 hours per term.

Transient students who decide to pursue a degree from Texas Tech University must apply as a degree-seeking student and meet all application admission criteria, including the payment of an application fee and the provision of all official transcripts from all previously enrolled institutions. There is no guarantee that courses taken as a transient student will apply toward a degree.

#### 14. Students Applying to Attend While Still in High School

Texas Tech offers a variety of opportunities for high school students who would like to earn college credit. Examples of these programs include:

- The Compass Program through the Honors College
- Estacado Early College High School (Lubbock, TX)
- OnRamps
- Dual credit offered through TTUISD
- Dual credit offered through Estacado High School (Lubbock, TX)
- Other high school students seeking college credit and not included in other specific programs\*

There is a dedicated High School application found on the Texas Tech website for these individuals, and requirements for each specific program are found on the applications.

*\* Individuals not included in a specific population must provide the application, current application fee, official high school transcript, ACT or SAT test results, and registration form containing parent/counselor permission.*

#### 15. Readmission of Former Students

Students who were previously enrolled at Texas Tech University will find application materials and deadlines at [www.gototexastech.com](http://www.gototexastech.com). Official transcripts from all institutions attended subsequent to Texas Tech University enrollment must be submitted prior to the application deadline. A minimum 2.0 GPA on coursework taken since leaving Texas Tech University is required for consideration for readmission. Students seeking to return to Texas Tech University should refer to the admissions



criteria listed in the Undergraduate Academic Status section of the Texas Tech University *Undergraduate/Graduate Catalog*.