Texas Tech University - Costa Rica

Standard 10.5: Admissions Policies and Practices

The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees. (SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, 2018, Standard 10.5)

Texas Tech University is in compliance with Standard 10.5: Admissions Policies and Practices. Texas Tech University (TTU) publishes admissions policies for undergraduate, graduate, international, and online/distance students that are consistent with the institution’s mission, which states in part that the university is “dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce.”

The admission requirements for the programs offered at Texas Tech University Costa Rica (TTU-CR) are the same as those at Texas Tech University (Texas Tech Operating Policy (TTU OP) 34.01 “Undergraduate Admissions”). However, each undergraduate TTU-CR applicant is required to submit an online application form specific to TTU-CR. The requirements for each of the degrees at TTU-CR are the same as the degree requirements (i.e., curriculum and graduation requirements) for the corresponding programs at TTU (TTU OP 34.04 “Academic Regulations Concerning Student Performance”, TTU OP 34.07 “Undergraduate Academic Status”, TTU OP 34.08 “Undergraduate Credit by Examination”, and TTU OP 34.09 “Degree Requirements”). Additionally, the grading, transcription of grades, and the acceptance of transfer credits will follow the same procedures as the programs offered at TTU (TTU OP 34.12 “Grading Procedures” and TTU OP 34.15 “Grade Replacement Policy”).

I. Undergraduate Admissions Policies at Texas Tech University (TTU OP 34.01)

The university has implemented policies regarding the admission of undergraduate students in TTU OP 34.01 “Undergraduate Admissions.” TTU OP 34.01 reflects compliance with rules promulgated by the Texas Higher Education Coordinating Board (Texas Administrative...
Code, Title 19 §5.5), which implement Texas Education Code §51.801-810 regarding the requirements for a uniform admission policy for all public universities within the state. Texas Administrative Code Title 19 §5.21, §5.23, and §5.24 provide specific guidelines as to how the institution’s mission statement must align with its table of programs. Undergraduate admission standards must be based on prior high school academic achievements, college readiness test scores (SAT)/(ACT), a high school diploma, and class rank and standing.

Although undergraduate admission is framed within the context of Title 19 §5.5 of the Texas Administrative Code, Texas Tech acknowledges the needs of various colleges and programs to set standards for acceptance into a specific degree program, separate from general admission to the university. The university reserves the right to modify its admissions requirements to manage enrollment in high-demand areas. The colleges may set various requirements for continuance in certain degree programs in addition to the general university minimum requirements. These requirements are noted in the TTU Academic Catalog and on the Undergraduate Admissions website.

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, 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 to ensure sufficient resources to serve all enrolled students effectively.

Admissions Standards and Requirements
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 I, and the American College Test (ACT) are used to help predict potential academic performance. If a high school transcript does not include a class rank, an equivalent rank will be calculated by Undergraduate Admissions. Each undergraduate TTU-CR applicant is required to submit an online application form specific to TTU-CR. Additionally, TTU-CR admissions requirements are published online.
Assured Admission

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

<table>
<thead>
<tr>
<th>High School Class Rank</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>No Min</td>
</tr>
<tr>
<td>First Quarter (excluding Top 10%)</td>
<td>25</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>28</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>29</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td>Application</td>
</tr>
</tbody>
</table>

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 on the SAT assessment a score of 1500 out of the 2400 possible score (or equivalent).

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

- The Foundation High School Program, or equivalent, or other programs in transition; or
- Satisfied ACT’s College Readiness Benchmarks; or
- Earned on the SAT assessment a score of 1500 of the 2400 possible score.

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, or Distinguished level of Achievement on the Foundation High School Program. 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* published by and made available on the Texas Higher Education Coordinating Board website.

**Review of Freshman Applicants**

Applicants who do not meet the assured admission criteria will have their records reviewed to evaluate other factors that could predict success at Texas Tech University. A committee will review applicants individually in a holistic manner. The attached document highlights TTU’s *admissions requirements for international undergraduate students*. 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.

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.

**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. The admission requirements for the degree programs offered at TTU-CR are included for *Mathematics and Restaurant, Hotel, and Institutional Management* as well as *Industrial Engineering, Electrical Engineering, and Computer Science*. Students applying to the Engineering degree programs will be admitted after completion of a foundational curriculum, described below:

- The engineering degree programs at TTU-CR consists of a freshman foundational curriculum, followed by an upper-division program that includes courses taken in the sophomore, junior, and senior years. Upon completion of the foundational curriculum, a student must apply and be successfully admitted to the upper-division degree programs.
Students who are not successfully admitted to an upper-division degree program will not be allowed to continue with the engineering degree programs.

These specific admissions requirements must be approved by the Senior Associate Vice Provost for Enrollment Management (SAVPEM). 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 SAVPEM, 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.

**Special Admission**
Admissions will consider applicants after the deadline and through the fourth class day when it has been determined to be in the best interest of the university. These applicants must meet admission requirements.

**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 the following items to the Office of Undergraduate Admissions:

- Application for Admission;
- Scores on the ACT or the SAT (scores cannot be more than five years old); and
- Current Application Fee

These applicants must meet one of the following admission requirements:

- Satisfy ACT's College Readiness Benchmarks on the ACT assessment; or
- Earn an SAT assessment score of at least 1500 out of 2400
Students admitted under this category are subject to requirements regarding satisfactory writing, reading, and mathematics skills as imposed on high school graduates, based on their sub scores on the ACT or SAT exams or scores received on the TSI assessment test.

II. Admission of Transfer Students

Transfer applicants may be admitted to the university in one of the following three ways. Please see the attached holistic review document for transfer students.

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.

Admission Review of Transfer Applicants

The policies for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates are consistent with the mission of Texas Tech University and institutional best practices. The Transfer Equivalency Office (TEO), within the Office of the Registrar, considers and reviews all credit submitted as transfer credit. The applicability of this credit toward degree programs at Texas Tech University is determined by the department chair of the department and/or the college dean in which a given degree program is offered. This process ensures transfer credit is from courses at the collegiate level. The institution demonstrates responsibility for the academic quality of articulation or other agreements with community colleges in Texas using the Texas Common Course Numbering system (TCCNS) which is “A statewide course numbering system for lower-division courses to facilitate transferring course among institutions of higher education by promoting consistency in course designation and identification of institutions from which students frequently transfer credits” (TTU Academic Catalog, Academic Requirements).
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 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.

III. Admission of International Students

International applicants may be admitted to the university based on the following circumstances.

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 I, 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.

IV. Recruitment Materials

Undergraduate Recruitment

Prospective undergraduate students eligible for and inquiring about admission to TTU-CR receive marketing information from the institution through print media, electronic media, the interactive Undergraduate Admissions website, and presentations and programs produced by the Undergraduate Admissions personnel. Texas Tech University Undergraduate
Admissions retains a marketing staff who has primary responsibility for producing recruitment and admission media materials. All recruitment materials are subject to TTU OP 68.01 “Communications and News Media Policy and Procedures”.

**Printed Recruitment Materials**

The Office of Undergraduate Admissions expects to facilitate the enrollment of college-ready students throughout each academic year. Building a pool of well-qualified prospective students requires purposeful and accurate marketing of the academic potential and campus community provided by Texas Tech University. To ensure this accuracy in all recruitment materials and presentations, the marketing staff of Undergraduate Admissions works collaboratively with other staff in the Office of International Affairs, including recruiters and admissions counselors, as well as with the university’s Office of Communications and Marketing, to develop and review all admission-related publications. All marketing materials and presentations are reviewed, updated, and/or revised annually prior to their distribution during each recruitment cycle, and adhere to university policies and practices. Additionally, representatives of the academic colleges across the university comprehensively review the materials to verify the accuracy of information produced by Undergraduate Admissions regarding academic programs and/or disciplines. A sampling of TTU-CR recruiting materials is available.

**Website**

Texas Tech University – Costa Rica administers and supports the design and development of its website. The TTU-CR website operates in a dynamic environment, including real-time updates to the webpage which keep current information regarding university policies and practices for the admission and enrollment of students to the institution. Wherever possible, the admission’s webpage provides links directly to the appropriate websites within the Texas Tech University web environment.

**V. Use of Independent Contractors**

Edulink, our educational partner, maintains a full-time student recruiter role at TTU-CR. This recruiter upholds and maintains TTU’s policies regarding international student recruitment.
Conclusion

Texas Tech University is in compliance with Standard 10.5: Admissions Policies and Practices. TTU publishes its admissions policies consistent with its mission as evidenced on the Undergraduate Admissions website, the TTU-CR website, and the TTU Academic Catalog.