



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

## **OP 34.01: Undergraduate Admissions**

**DATE:** October 25, 2022

**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 Vice President for Enrollment Management (VPEM), the Vice Provost for Academic Innovation and Student Success, and the Provost and Senior Vice President (PSVP) and approved by the President.

### **POLICY/PROCEDURE**

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

Applicants may be considered for admission to the undergraduate divisions of Texas Tech University by graduation from 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. To be considered for admission, applicants must be eligible to return to all prior institutions.

#### **2. Standards and Requirements**

##### **a. Admission of Domestic First Time in College 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 or The Common App application available online and complete the Self-Reported Academic Record 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. An official final high school transcript will be required for any new first time student who enrolls at Texas Tech University.

Students who have not attended any institution of higher education after high school graduation are considered First Time in College. Degree-seeking students must have graduated

with one of the following Texas high school diplomas: Distinguished, Foundation with an Endorsement, or Foundation, or their equivalent. Official scores on the SAT or ACT are optional for United States students through Fall 2025, and may be required after that date.

In addition, applicants must provide information on the application form regarding high school coursework, 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 high school may 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	1240
Third Quarter	27	1280
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 Program; 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 earned a minimum 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.

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: 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 earned a minimum of 480 points on the Evidence-Based Reading and Writing portion 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 and students who present a transcript without a diploma type from the Foundation plan must successfully complete a curriculum from a high school that is equivalent in content and rigor to the Distinguished, Foundation with an Endorsement, or the Foundation High School Diploma. For these students, as well as 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 <https://www.depts.ttu.edu/admissions/DownloadableForms/DiplomaVerification.pdf>.

No form is required if student:

- 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 earned a minimum of 480 points on the Evidence-Based Reading and Writing portion and a minimum score of 530 on the Math portion of the SAT administered on or after March 5, 2016.

#### **4. Admission Review of First Time in College 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 coursework, 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 placed on a waitlist 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 Vice President for Enrollment Management (VPEM). 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 VPEM, the Executive Director of Undergraduate Admissions, the Provost and Senior Vice President, and the Vice Provost for Academic Innovation and Student Success.

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 (optional through Fall 2025) (scores cannot be more than five years old).

These applicants must meet one of the following for assured admission:

- Satisfied 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 earned 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

A transfer student is considered to be someone who has attended an institution of higher education after high school graduation or has credit on a Joint Services Transcript. Each undergraduate applicant is required to submit the Texas Common Application form or The Common App application available online. Official transcripts are required from each college attended. Students must submit high school transcripts and ACT/SAT scores for acceptance if they have completed less than 12 transferable hours after graduating from high school. 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 all former institutions 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 2.5 and eligibility to return to all former institutions attended.
- c. If transferring fewer than 12 hours, meet the same standards for admission as required of new first time in college applicants entering from high school and have a minimum 2.0 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 coursework 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. Determination of Application Type**

The following individuals should complete a domestic application to Texas Tech University:

- U.S. Citizens
- Permanent Residents
- Individuals who have a pending application for Permanent Residency
- Undocumented immigrants
- Individuals with DACA status
- Individuals meeting all of the following criteria:
  - Have graduated or will graduate from a public or accredited private high school/secondary school in Texas or received the equivalent of a high school/secondary school diploma in the state, AND
  - Lived in Texas for the 36 months immediately preceding the date of high school graduation, AND
  - Lived in Texas for the 12 months preceding the census date of the academic semester in which the student enrolls at Texas Tech University.

Individuals who do not meet any of the criteria above should complete an international application to Texas Tech University (See section 16).

## **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 receive 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. This documentation must indicate the annual scholarship amount(s) awarded to each student.

### **11. Provisional Admission for First Time in College Applicants**

- a. First time in college 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 the following ways:
  - (1) 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.
  - (2) Apply and be accepted to the Texan to Red Raider Program, a partnership with South Plains College where students enroll in a minimum of 12 credit hours each fall and spring semester, taking 3–5 credit hours at TTU, and the remainder at South Plains College. Students who successfully complete with a minimum of 51 hours in the program and have an overall GPA that meets the requirement for admission to their chosen major and college at TTU will be accepted into the degree program.

### **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 the Provost, International Affairs (International Affairs) oversees and implements all such agreements. Working with other offices on campus, International Affairs 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 International Affairs under the designation Office of the Provost – Non-Degree – University Exchange Reciprocal (UN-NDUG-UNXR).

International Affairs is also responsible for overseeing 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 Texas Tech as a specific type of exchange student. These students will come to Texas Tech under an international contract that allows them to 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 International Affairs.

### **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 all former institutions attended. Official transcripts from all institutions attended are required to 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. Students who have already been awarded a baccalaureate degree and who do not wish to pursue another undergraduate degree;
- b. Students who attend another college or university as full-time students in good standing and who intend to return to that college; and
- c. 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. Once a student completes a full academic year, 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)
- Dual credit offered through TTUISD

#### **15. Readmission of Former Students**

Students who were previously enrolled at Texas Tech University will find the Former Tech 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 Admissions section of the Texas Tech University *Undergraduate/Graduate Catalog*.

## 16. Admission of International Students

The admission of international undergraduate students mirrors that of the university's standards and requirements with the addition of the following:

- a. Graduates of foreign secondary schools who have completed the equivalent of at least a U.S. high school diploma may apply for admission to Texas Tech University.
- b. A nonrefundable international student application fee is required, and no fee waivers are accepted. Students with permanent resident status may use the United States first year in college or transfer application and are required to pay the United States resident undergraduate application fee.
- c. International students not living in the United States are encouraged to apply a year in advance to allow for immigration processing. International applicants must prove their ability to support themselves financially in order to complete this process.
- d. International students who attended secondary school outside of the United States are not currently required to submit SAT or ACT scores (through Fall 2025). Though not required for admission into all programs, these scores can be considered for proof of English proficiency.
- e. International applicants with foreign academic credentials must provide attested/certified records in the original language with a literal word-for-word English translation. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories).
- f. All international applicants must provide proof of English proficiency before applications can be considered for admission. International students can demonstrate English proficiency through exams, secondary and post-secondary coursework, certificates, and waivers. Official documentation of scores must be sent to TTU directly from the testing agency.
- g. International students who are enrolling from high school must provide a high school/secondary school transcript showing GPA and class rank. Applicants that provide a transcript without a class rank will be assigned a rank.

Texas Tech University will accept any of the following as proof of English proficiency:

### Exams:

- TOEFL (Test of English as a Foreign Language; [TOEFL](#))
  - The minimum TOEFL score required to show proof of English proficiency is 550 (paper-based version) or 79 (internet-based version). The TTU institutional code is B100.
  - TOEFL Essentials: the minimum score required to show proof of English proficiency is 8.5.



- IELTS (International English Language Testing Service; [IELTS](#))
  - The minimum IELTS required score is an overall band score of 6.5 on the Academic version; IELTS General Training results are not acceptable.
- SAT (Scholastic Aptitude Test; [SAT](#))
  - The minimum Evidence-Based Reading and Writing score required to show proof of English proficiency is 500. The TTU institutional code is 6859.
- ACT (American College Testing Program; [ACT](#))
  - The minimum English score required to show proof of English proficiency is 21. The TTU institutional code is 4220.
- PTE Academic (Pearson Test of English Academic; [PTE Academic](#))
  - The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable.
- Cambridge CPE (Cambridge Certificate of Proficiency in English; [CPE](#))
  - The minimum required Cambridge CPE grade is C.
- Cambridge CAE (Cambridge Certificate of Advanced English; [CAE](#))
  - The minimum required Cambridge CAE grade is B.
- Duolingo English Test ([Online examination](#))
  - The minimum required Duolingo score is 100. Scores must be sent to Undergraduate Admissions.

**High School / Secondary School or College Coursework:**

- Attend two consecutive years of high school / secondary school in the United States.
- Attend two consecutive years in a high school / secondary school with U.S. accreditation or attend high school / secondary school within an English proficiency exempt country. See a list of exempt countries below.
- Achieve a score of 4 (grade of C) or higher in English on the IB diploma.
- Achieve a grade C or better in English on the A-Level GCE. This cannot be English as a second language (ESL courses), English literature, etc.
- Completion of the equivalent of TTU's ENGL 1301 + 1302 English courses with a grade of B or better at an institution with U.S. accreditation or an institution within an English proficiency exempt country—where the language of instruction was primarily English. This can include a literature, composition, speech, or English class. These cannot be remedial or ESL courses. See a list of exempt countries below.

- Complete 30 transferrable credit hours at an institution with U.S. accreditation or an institution within an English proficiency exempt country—where the language of instruction was primarily English. Remedial or ESL courses do not count toward the total credit hours. See a list of exempt countries below.

**Certificates and Other:**

- An ELS Educational Services (<https://www.els.edu/>) official transcript and certificate showing successful completion of ELS' English for Academic Purposes program level 112 as proof of English proficiency.
- Completion of any CEA-accredited English program, or the equivalent thereof, as proof of English proficiency. International Undergraduate Admissions (IUA) requires the official transcript and certificate showing successful completion of the CEA-accredited English program or equivalent. A list of CEA-accredited programs can be found at <https://cea-accredit.org/accredited-sites>.

**English Proficiency Waivers:**

The English proficiency requirement is waived only for the following reason:

- Applicants are citizens of an English proficiency-exempt country listed below.

Texas Tech University considers the following countries to have English as their official language:

- American Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Canada (except the Province of Quebec)
- Cayman Islands
- Dominica
- Falkland Islands (Islas Malvinas)
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- Ireland, Republic of
- Jamaica
- Kenya
- Liberia
- Micronesia Islands, Federated States of
- Montserrat
- New Zealand
- Nigeria

- Saint Kitts and Nevis
- Saint Lucia
- Saint Helena
- South Africa
- St. Vincent and the Grenadines
- Trinidad and Tobago
- Turks and Caicos Islands
- United Kingdom (England, Scotland, Northern Ireland, and Wales)
- United States
- Virgin Islands
- Zimbabwe

Texas Tech University will accept copies of foreign academic credentials for evaluation purposes only. International applicants are required to provide official documentation prior to matriculation to the university. Official transcripts from all institutions attended, secondary/state exit exams, and English proficiency test scores must be sent to TTU directly from the institution and the testing agency, respectively. The admission decision could be rescinded if the applicant fails to submit official documentation prior to matriculation to the university.

#### **17. Readmission of Former International Students**

- a. If a student was originally admitted as an international student and has not become a U.S. citizen, or permanent resident, and wishes to return to Texas Tech University, they must complete the International Admissions application found at [admissions.ttu.edu](https://admissions.ttu.edu).
- b. If a student wishes to return after sitting out for more than two long semesters, they should contact the Office of Undergraduate Admissions for information on returning.