### Undergraduate Admissions

**Date Submitted:** 3-30-20

**Submitted by (Individual):** Walter Szeliga

**Department:** Faculty Senate

**Division:** President

**Policy Number:** CWUP 5-90-020

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<th>Procedure Number:</th>
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- ☑ New
- ☑ Revision

☐ The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes ☐ No ☑

(If yes, please attach a spreadsheet that provides an analysis of the impact.)

### Consultation and Review

Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

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<td>3-26-20</td>
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**Summary of policy/procedure content and impact:**

**Itemization of changes (revision documents):** Removing the requirement for students to submit SAT/ACT test scores. English and Math no longer use SAT/ACT scores for placement.
CWUP 5-90-020 Undergraduate Admission

(1) Admission

(A) Applicants must submit an application for admission.

(B) Applicants must pay a non-refundable application processing fee. Application fee waivers may be granted by the Office of Admissions.

(C) For initial admission, applicants must meet minimum standards as established by the State (see RCW 28B.77.020(7)(a)) and CWU (see CWUP 5-90-020(2)). The Academic Affairs Committee may recommend more stringent standards as well as standards for automatic admission. Standards for initial admission will be established by the Academic Affairs Committee of the Faculty Senate in consultation with the Dean of Student Success and the Associate Vice President for Admissions and Enrollment. Adherence to established standards of admission will be monitored by the Academic Affairs Committee.

(2) First Year Applicants

(A) First Year applicants are either:

1. Those who will graduate from high school and enroll the summer or fall immediately following high school graduation, regardless of number of college credits earned while in high school through Running Start, College in the High School, Advanced Placement (AP), International Baccalaureate (IB), etc. or

2. Those who have earned fewer than 40 quarter hour college credits from an accredited two-or four-year college or university after high school graduation.

(B) First year applicants who meet the following two Initial Admissions criteria will be considered for admission.

1. The minimum level of preparation in the College Academic Distribution Requirements (CADR) course subject areas as defined by the Washington Student Achievement Council (as per RCW 28B.77.020(7)(a)).

2. At least a 2.00 cumulative grade point average (GPA) in all high school and any applicable college work. Application processes vary depending on cumulative GPA as outlined below:

a. Applicants with a 3.00 cumulative GPA or higher who have satisfied the State of Washington CADR requirements will be automatically admitted regardless of ACT or SAT scores*. A personal statement is not required. (*Applicants must still submit an ACT or SAT test scores as they are used for placement in English and Math courses at CWU.)

b. Applicants with a 2.50–2.99 cumulative GPA who have satisfied the CADR and have ACT/SAT ≥ 500 in both Math and English will be automatically admitted. A personal statement is not required.

c. Applicants with a 2.50–2.99 cumulative GPA who have satisfied the CADR and either have ACT/SAT < 500 in either Math or English or have not submitted ACT/SAT scores will be considered through CWU’s Comprehensive Review process. A personal statement is not required.

d. Applicants with a cumulative GPA of 2.00–2.49 who have satisfied the CADR will be considered through CWU’s Comprehensive Review process regardless of ACT/SAT scores. Applicants in this category are required to submit a personal statement.

(C) First year applicants deficient in any of the CADR areas up to, but not exceeding 3 Distribution Requirements, may be considered through the alternate admissions standards (CWUP 5-90-020(6)). Students considered for admission through the alternate admissions standards will be subject to the comprehensive review process and are required to submit a personal statement.

(3) Transfer Applicants

(A) A transfer applicant is one who comes with 40 or more credits from an accredited two-or four-year college or university. Credits earned at other institutions will be evaluated to determine if they will count toward a CWU degree.
(B) Transfer students must submit official copies of all college transcripts to the Office of Admissions. [7/09]

(4) Applicants Without High School Diplomas (including alternatively graduated applicants).

(A) Applicants who have not earned a high school diploma may be offered admission to the university under the alternative admissions process outlined in CWUP 5-90-020(6).

(5) International Students

(A) International students must meet the following minimum requirements for admission purposes:

1. Evidence of completion of the academic course work and national examinations that would qualify them to apply to colleges and universities in their native country.

2. Normally, if English is not the first language, competency in English demonstrated in one of the following ways:
   a. Test of English as a Foreign Language (TOEFL) minimum score of 525 paper-based, 195 computer-based and 71 internet-based
   b. International English Language Testing System (IELTS) minimum score of 6.0
   c. Completing two English department approved composition courses each with minimum grade of 3.0 or equivalent rating from a regionally accredited U.S. college, university or an approved university partner.

3. If English is the first language, the foreign language requirement for the Bachelor of Arts degree can be fulfilled by completing the basic skills foreign language requirement, passing the CLEP®, passing a foreign language course challenge exam, or obtaining approval from the Chair of World Languages.

4. Applicants transferring from U.S. institutions must have a minimum grade point average in transferable courses as established by the Academic Affairs Committee or DTA associate degree from an accredited Washington State community college (or approved out-of-state associate degree).

5. Adequate financial support for the student’s intended studies. Financial support will be judged based on applicant’s confidential financial statement and a current bank letter or guaranteed source of funding.

6. If all of the above conditions are met, the student is recommended for admissions by the international admissions counselors, and the Office of International Studies and Programs may issue the INS certificate of eligibility for F-1 status (Form 1-20).

(B) Exceptions to the above admissions requirements must be approved by the admissions review committee in consultation with the Assistant Vice President of International Studies and Programs.

(6) Alternative Admissions

(A) Applicants who do not meet admission criteria in CWUP 5-90-020(2)(B) may be considered for admission by the Admissions Review Committee through an alternative admissions pathway. Such applicants include, but are not limited to, applicants who have been home-schooled; persons who are 18 or older and have neither completed high school nor 40 credits of college work elsewhere but have earned the GED; applicants deemed deficient in high school course requirements; and applicants who are 25 or older who have poor academic histories and who have not attended school recently. Applicants considered through the alternative admissions pathway will be subject to the comprehensive review process and are required to submit a personal statement.

(B) Applicants without an associate degree must satisfy the foreign language admission requirement prior to completing a total of 135 credits.

(7) Comprehensive Review

(A) Under certain situations, a comprehensive review of an applicant’s academic performance may be performed to ascertain whether the applicant has a high likelihood of success at CWU. A comprehensive review may include the following aspects, high school grade trends, rigor of coursework in an applicant’s senior year of high school, or a personal statement.
(8) Admissions Appeals

(A) Appeals to admissions decisions are occasionally granted for students in unusual situations who demonstrate potential for success at CWU.

[06/2002; Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost’s Council 04/29/2014: Cabinet/UPAC; Review/Effective Date: 06/04/2014; 02/21/2018; 02/20/2019; Approved by: James L. Gaudino, President]