

Undergraduate Admission

Academic Affairs – Administration

CWU Policy 504-20

Effective: April 14, 2021

Policy Review Date: YEAR

Policy Executive: Vice President for Student Engagement & Success

Responsible Office/Unit: Enrollment Management

Policy Statement:

Applicability:

Contents:

Policy

Appendix A – Undergraduate Admission Procedure

(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 CWU 504-20(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 Admissions criteria will be considered for admission. Note: ACT/SAT scores are not required.
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.
 - a. Applicants with a 3.00 cumulative GPA or higher who have satisfied the State of Washington CADR requirements will be admitted. A personal statement is not required.
 - b. Applicants with a 2.00–2.99 cumulative GPA who have satisfied the CADR requirements will be evaluated through the comprehensive review process that considers factors such as a personal statement, grade trends, and the rigor of the courses completed. A personal statement is required.
- C. Students denied admissions may submit an appeal. Appeals are reviewed as per CWU 504-20(8) Admissions Appeals.
- D. 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 (CWU 504-20(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. Applicants who have completed a transferable associate's degree from an accredited post-secondary institution will be admitted as space allows. The registrar's office determines which out-of-state degrees are transferrable. Students may petition the registrar's office to have their associate degree reviewed.
- B. Applicants without a transferable associate's degree, but with at least 40 quarter (27 semester) transferrable credits from an accredited post-secondary institution may be admitted as space allows provided they have at least a 2.50 cumulative GPA in transferable courses is lower than 2.50 will be evaluated through the comprehensive review process (see CWU 504-20(7)). A personal statement will be required.
- C. Applicants with fewer than 40 quarter (27 semester) transferable credits will be considered for admission if they also meet the first-year requirements. (See CWU 504-20(2).A.2)
- D. Students with a cumulative transfer GPA below a 2.00 may be admitted through the comprehensive review process (see CWU 504-20(7)). For students with a cumulative transfer

GPA of less than 2.00, college-level credits earned below a 2.00 may be disregarded for admissions purposes only, provided the work was completed at least four years before the time of enrollment at CWU. Application of this policy is contingent upon both evidence of extenuating circumstances and evidence of future academic success.

(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 CWU 504-20(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 CWU 504-20(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.

History:

*06/2002; Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council: 04/29/2014; 01/26/2021; Cabinet/UPAC; Review/Effective Date: 06/04/2014; 02/21/2018; 02/20/2019; 03/31/2020; 04/14/2021; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-90-020, June 2025
Procedure CWUR 2-90-020 attached as Appendix A, June 2025*

Appendix A - Undergraduate Admission Procedure

(1) Admission Policy Endorsement

- A. First Year applicants must arrange to have official copies of all high school and college transcripts sent to the Office of Admissions. Applicants must also arrange to have official copies of documents verifying test scores or other credit related items (e.g., SAT/ACT scores, College Board Advanced Placement scores, CLEP® credits, military transcriptions, etc.) sent to the Office of Admissions if they wish to have such credit test scores or other considered for posting to their Central Washington University transcript.
- B. Applicants must follow published deadlines. After university deadlines have passed, the university may admit applicants on a space-available basis.

(2) First Year Applicants

No procedures

(3) Transfer Applicants

- A. Applicants who have earned the Direct Transfer Agreement (DTA) degree from an accredited Washington State community college (or approved out-of-state associate degree) will receive priority consideration for admission.
- B. Transfer applicants with an associate degree from an accredited community college (as delineated in the DTA) will have fulfilled the general education requirements and the foreign language graduation requirements (CWUP 5-90-040(6)).
- C. Transfer applicants without an associate degree must satisfy the foreign language graduation requirement prior to completing a total of 135 credits.

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

- A. Students may be admitted based on their test of general education development (GED) scores or their ACT, SAT, COMPASS, or other standardized test scores, and personal essay statement.
- B. Other alternative admission criteria
 - 1. College in the High School programs, such as Running Start and Cornerstone, administered through the office of continuing education provide high school students the opportunity to take CWU college courses on their high school campus during regular school hours.
 - 2. College in the High School courses must be academic in nature and at the 100-200 level. All courses must follow approved CWU syllabi (CWUP 5-90-040(37)) and use textbooks approved by the department chair or chair designee.
 - 3. Academic departments will assess all classes included in the College in the High School programs. For all courses taught as part of the program, teachers are required to administer the university's Student Evaluation of Instruction (SEOI) or alternative assessment approved by the department chair.

- C. Applicants may also be required to complete supplement information and/or meet with admissions counselors.
- D. Applicants in this category are considered according to the alternative admission process. (See CWU 504-20(6))

(5) International Students

- A. International students must submit the university's international student application for admission with a non-refundable application processing fee.
- B. Applicants must submit official transcripts from all secondary schools and colleges evaluated by one of the two agencies listed below or the CWU transcript evaluator. Transcripts must have a complete course-by-course evaluation. The completed evaluation must be submitted to CWU with a copy (original or photocopy) of the transcript. If the original transcript is not written in English, a certified English translation must also be submitted.
 - 1. Foundation for International Services (FIS), Inc. (Note FIS provides a CWU-specific application and evaluation.)
 - 2. World Education Services (WES).
 - 3. CWU Transcript Evaluator
- C. Examination results, such as general certificate of education, ordinary and advanced level scores, West African school certificate, Hong Kong certificate of education or advanced level certificate, etc., should be sent directly from the testing center in charge of administering the examinations. Personal student papers, copies, or attested copies are not normally accepted for admission or evaluation purposes.

(6) Alternative Admissions

- A. Minimum alternative admission requirements are established by the Washington Student Achievement Council (WSAC). No more than 15% of first year students who are offered admission may fall under the alternative admissions standard. Additional alternative admissions criteria may be established by the Academic Affairs Committee in consultation with the Associate Vice President for Enrollment Management. The comprehensive review process looks first at cognitive, then non-cognitive factors:
 - 1. The cognitive score for first year applicants is designed to predict first-year academic performance. It evaluates quality of the coursework, senior year course schedule, HS cumulative GPA, grade trends, test scores, and completion of core course subject requirements. For transfer students, the cognitive score evaluates cumulative college GPA, quality of coursework, basic skills completion, preparation for the major, and grade trends.
 - 2. Non-cognitive factors are all other factors that may affect a person's ability to perform to their fullest potential. This includes, but is not limited to, traits such as positive self-concept; realistic self-appraisal; understanding and navigating systems; long-range goal planning; successful leadership experience; demonstrated community service; and special talents, skills and/or acquired knowledge.

- B. The Admissions Review Committee may request personal essay statements; updated transcripts; test scores; letters of recommendation; or other supporting documents.
- C. Students who are admitted through the alternative admissions process may either be admitted regularly, or with conditions as recommended by the Admissions Review Committee or Director of Admissions. Conditions may include:
 - 1. Taking courses during first year of study to address missing core requirements.
 - 2. Requirement to participate in intensive academic support programs, such as the Student Transitions and Academic Resources Program (STAR), Student Support Services, or the College Assistance Migrant Program (CAMP).
 - 3. Admission on Warning or Probationary status.
 - 4. Meeting regularly with an academic advisor.

(7) Leaves of Absence

- A. Undergraduate and post-baccalaureate students who do not enroll for consecutive academic quarters (exclusive of summer), and are planning to take two quarters off, must reapply for admission. However, if students meet the criteria below, they may be granted a leave of absence, which means that they do not have to reapply for re-admission their returning quarter and that they may register early for classes as continuing students at the designated time.
 - 1. The application for leave of absence must be submitted to Registrar Services at least two weeks prior to the term for which the student is seeking leave.
 - 2. Leaves will be approved only if attending consecutive quarters would present an exceptional hardship or loss of opportunity.
 - 3. Students may be granted for up to two quarters at a time. Additional consecutive quarters must be petitioned separately.
- B. Graduate students need to contact the school of graduate studies for leave of absence information.

(8) Admissions Appeals

- A. Applicants who wish to appeal an admissions decision must contact the CWU Office of Admissions for instructions on the Admission Appeal Process and associated deadlines. An Admissions Appeals Committee will meet regularly to review completed files for appeal, which must include a letter from the applicant explaining the reason(s) for the appeal, along with other supporting documents, such as letters of recommendation speaking to the applicant's ability to succeed in college.

(9) Readmission of Former Students

- A. Eligibility for readmission will be based on performance at Central Washington University as well as on additional college-level work.

- B. Students must arrange for transcripts of the additional work to be sent to the Office of Admissions if they have attended college elsewhere during their absence.

(10) Readmission of Former Students Due to Military Exigency

- A. If military commitments prevent students from registration, requests for extensions will be considered. Should a course required for graduation or a course as part of a required sequence be closed, every effort will be made to accommodate the student. Requests for accommodations should be directed to the appropriate college dean.
- B. Should students called to active military service earn college credit while on active duty, they shall not be considered transfer students for readmission purposes, but the transfer of said credits is subject to acceptance of transfer credit as outlined in CWU 504-21.
- C. As long as the university receives the proper notification, the student will not need to reapply for admission when he/she is ready to return to CWU.

(11) Provisional Enrollment

No procedures

(12) Offer of Admission

- A. Students offered admission to the university must confirm their intention to enroll by paying a nonrefundable Enrollment Confirmation Deposit (ECD) before they can begin the orientation, registration, and advising process. An ECD waiver process is available for students with economic hardship.
- B. Students who choose not to accept offers of admission must notify the Office of Admission in writing.
- C. The university may withdraw an offer of admission if, between the time of application and the quarter of intended enrollment, an applicant's academic work results in not meeting the requirements for admission. In this case, the ECD will be refunded.
- D. The university will not withdraw an offer of admission until after May 1. After that date applicants who have not paid the ECD may be denied admission if space is not available.

(13) Applicants for Non-matriculated Status

- A. Non-matriculated students do not need to go through the regular admissions process but apply through the Registrar Services, and will be allowed to register on a space-available basis.
- B. Credits earned when in non-matriculated status may not be used to satisfy degree or certificate requirements unless the student matriculates, in which case a maximum of 45 credits may be applied unless they have been enrolled in a special program such as Running Start or Cornerstone.
- C. A student who is under active suspension from the university will not be permitted to register in non-matriculated status.

- D. Non-matriculated students are not eligible for most financial aid, veteran's benefits, credit evaluations, or other services regularly provided for matriculated students unless they are enrolled in a College in the High School program.

(14) High School Enrichment Program

- A. Students who have not yet graduated from high school may be allowed to enroll as non-matriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere.
- B. To be eligible for the High School Enrichment Program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High School Enrichment Program applicants must submit official copies of their high school transcript. Some courses may require that the student submit ACT, SAT, or COMPASS scores in order to qualify for placement into those courses. In addition, they must complete the High School Enrichment application that is available from Registrar Services, and obtain the approval of their high school principal, and the course instructor.

(15) Running Start

(Procedures to be developed for on-campus and in-the-high-school offerings.)