

1. GENERAL

- 1.01 Sam Houston State University accepts applications for admission from students without regard to race, color, religion, sex, disability, or age.
- 1.02 All undergraduate admissions applications and all transcripts (high school and college/university) are discarded/destroyed when students do not enroll (or register for classes) for the semester/summer session for which admission was sought.

2. BEGINNING FRESHMAN STUDENTS

- 2.01 A beginning freshman student must graduate from an accredited high school, take the ACT Composite or SAT I Total (verbal + quantitative) and, effective with enrollment for the fall semester 2005, the following test scores for beginning freshmen will be required:
  - a. Students in the top 10%, no minimum score on ACT Composite or SAT I Total (verbal + quantitative).
  - b. Students in the top 11% - 25%, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
  - c. Students in the Second Quartile, a minimum score of 19 on ACT Composite or a minimum score of 930 on SAT I Total (verbal + quantitative).
  - d. Students in the Third Quartile, a minimum score of 22 on ACT Composite or 1030 on SAT I Total (verbal + quantitative).
  - e. Students in the Fourth Quartile, a minimum score of 25 on ACT Composite or 1140 on SAT I Total (verbal + quantitative).
- 2.02 A beginning freshman student must submit the following documentation:
  - a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
  - b. Official copy of Act Composite or SAT I Total (verbal + quantitative) score.

- c. Official copy of high school transcript showing class rank. Upon graduation from high school, applicant must provide a final official high school transcript showing final class rank and date of graduation.
  - 2.03 A beginning freshman student who has attempted college/university course work while enrolled in high school or in the semester prior to entering Sam Houston State University must provide official transcript(s) indicating the completion of all transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) with an overall cumulative transfer grade point average of 2.0 or higher on all academic hours attempted.
- 3. GRADUATES OF A NON-ACCREDITED OR NON-RANKING HIGH SCHOOL
  - 3.01 Sam Houston State University admits qualified students graduating from non-accredited high schools or non-ranking schools who meet the following criteria on a traditional 4.0 grading scale:
    - a. Students with a 3.50 – 4.00 GPA, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
    - b. Students with a 3.00 – 3.49 GPA, a minimum score of 19 on ACT Composite or a minimum score of 930 SAT I Total (verbal + quantitative).
    - c. Students with a 2.50 – 2.99 GPA, a minimum score of 22 ACT Composite or a minimum score of 1030 SAT I Total (verbal + quantitative).
    - d. Students with a 2.00 – 2.49 GPA, a minimum score of 25 ACT Composite or a minimum score of 1140 SAT I Total (verbal + quantitative).
    - e. Students with a GPA below 2.00, a minimum score of 27 ACT Composite or a minimum score of 1200 SAT I Total (verbal + quantitative).
  - 3.02 Graduates of a non-accredited or non-ranking high school must submit the following documentation:
    - a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.

- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. A high school transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education. See [www.tea.state.tx.us/taa/ch74001101.html](http://www.tea.state.tx.us/taa/ch74001101.html) or Texas Administrative Code (TAC) Chapter 74.

#### 4. GRADUATES OF A HOME SCHOOL

4.01 Sam Houston State University admits qualified students graduating from a home school who meet the following criteria:

- a. Score a minimum of 21 on the ACT Composite or 1010 on the SAT I Total (verbal + quantitative).
- b. Present a home school transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education. See [www.tea.state.tx.us/taa/ch74001101.html](http://www.tea.state.tx.us/taa/ch74001101.html) or Texas Administrative Code (TAC) Chapter 74.

4.02 Graduates of a home school must submit the following documentation:

- a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. Official copy of notarized home school transcript.

#### 5. STUDENTS WHO EARNED THE GED

5.01 Sam Houston State University admits qualified students who have earned their GED, who score a minimum 21 on the ACT Composite or 1010 on the SAT I Total (verbal + quantitative).

5.02 Students with a GED must submit the following documentation:

- a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. Official copy of GED certificate with GED test scores.

## 6. TRANSFER STUDENTS

6.01 For purposes of this policy, a transfer student is defined to mean an undergraduate student who has attempted transferable academic course work from an accredited college or university. "Transferable academic course work" is defined to mean those attempted hours of course work which are applicable to a baccalaureate degree program.

### 6.02 Transfer Students from U. S. Colleges or Universities

- a. Undergraduate students who transfer to Sam Houston State University from another regionally accredited college or university with less than twelve transferable academic hours must meet the standards of beginning freshman students (see section 2 of this policy, Beginning freshman Students) and must provide the following documentation:
  - (1) Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
  - (2) Official transcript(s) from all accredited colleges and universities attended.
  - (3) Official transcript(s) indicating the completion of fewer than twelve transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses). All students must present a cumulative transfer grade point average of 2.0 or higher.
- b. Undergraduate students who transfer to Sam Houston State University from another regionally accredited college or university with twelve or more transferable academic hours as defined by this policy must provide the following documentation:

- (1) Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
  - (2) Official transcript(s) from all accredited colleges or universities attended.
- 6.03 Sam Houston State University accepts a maximum of sixty-six academic hours plus four hours of activity physical education (kinesiology) for a total of seventy semester credit hours from the accredited junior/community colleges attended.
- 6.04 Courses taken at junior/community colleges do not satisfy the advanced hours required at Sam Houston State University.
- 6.05 Students who are currently suspended from another college or university are not eligible for admission to Sam Houston State University.
- 6.06 All academic courses (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) attempted at a four-year regionally accredited U.S. college or university will be transferred. (Also see Academic Policy Statement 801007, Courses and Grades Transferred from Other Colleges and Universities.)

## 7. EARLY UNDERGRADUATE ADMISSIONS PROGRAM

- 7.01 High school students who have completed the junior year may be accepted to attend classes at Sam Houston State University.
- 7.02 To be accepted to attend classes, the students must provide official documentation for the criteria listed in 6.03 of this policy, complete the undergraduate admissions application form, and pay the non-refundable application fee.
- 7.03 To qualify for the early Undergraduate Admissions Program, a high school student must meet the following criteria:
- a. Be in the top 25% of his/her class
  - b. Return to the high school and complete the senior year

- c. Have the recommendation of the high school principal or counselor
- d. Have written permission of the parent or guardian
- e. Provide verification of Texas Success Initiative status
- f. Submit the completed Early Admission Application

8. FULL-TIME EARLY UNDERGRADUATE ADMISSIONS PROGRAM REQUIREMENTS

- 8.01 Sam Houston State University recognizes that in some instances a truly gifted high school student may receive considerable educational benefit from a full-time early undergraduate admissions program to a college or university.
- 8.02 To be admitted to the University, the student must provide official documentation for the criteria listed in 7.03 of this policy, complete the undergraduate admissions application form, and pay the non-refundable application fee.
- 8.03 High school students desiring to enter a full-time early undergraduate admissions program must fulfill the following requirements:
  - a. Complete the junior year of high school
  - b. Be in the top quarter of their class
  - c. Score 27 or higher on the ACT Composite or 1200 or higher on the SAT I Total (verbal + quantitative)
  - d. Provide letters of recommendation from the high school principal and two other high school teachers
  - e. Provide a signed letter from the student's parents or guardian stating that they understand the program and approve of the student's participation
  - f. Have a personal interview with an Academic Standards and Admissions Committee

9. ADMISSION OF UNDERGRADUATE INTERNATIONAL STUDENTS

- 9.01 All undergraduate international students must file the Texas Common Application or the SHSU Undergraduate Admissions Application and pay the non-refundable application fee in U.S. currency.
- 9.02 Sam Houston has five categories of undergraduate international students: beginning freshmen who have graduated from a high school outside the United States, beginning freshmen who have graduated from a high school in the U.S., transfer students who have attended a college or university from outside the U.S., transfer students who have attended a college or university in the U.S and have obtained 60+ hours or an associate degree, and transfer students who have attended a college or university in the U.S. and have obtained less than 60 hours.
- a. International students who are beginning freshmen graduating from a high school outside the U.S. must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
  - (2) Official high school transcript
  - (3) Evaluation of high school transcript from an accredited evaluation company
  - (4) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
- b. International students who are beginning freshmen graduating from a high school in the U.S. must provide the following:
- (1) A final high school transcript showing the date of graduation and class ranking and satisfactory ACT or SAT scores. Effective with enrollment for the fall semester 2002, the admissions requirements for beginning freshmen graduating from U.S. high schools are:
    - (a) Students in the top 10%, no minimum score on ACT Composite or SAT I Total (verbal + quantitative).

- (b) Students in the top 11% - 25%, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
  - (c) Students in the Second Quartile, a minimum score of 19 on ACT Composite or a minimum score of 930 on SAT I Total (verbal + quantitative).
  - (d) Students in the Third Quartile, a minimum score of 22 on ACT Composite or 1030 on SAT I Total (verbal + quantitative).
  - (e) Students in the Fourth Quartile, a minimum score of 25 on ACT Composite or 1140 on SAT I Total (verbal + quantitative).
- (2) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students).
  - (3) Copies of all immigration documents.
- c. International students who are transfer students and attend a college or university outside the U.S. must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
  - (2) Official transcripts from all colleges/universities attended
  - (3) Evaluation of all transfer work from an accredited evaluation company
  - (4) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students of this policy)
- d. International students who are transfer students who attend a college or university in the U.S. and have obtained 60+ hours or an associate degree must provide the following:
- (1) Official transcripts from all colleges/universities attended.



- (2) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
  - (3) Advisor's report
  - (4) Copies of all immigration documents
- e. International students who are transfer students and attend a college or university in the U.S. and have obtained less than 60+ hours must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
  - (2) Official transcripts from all colleges/universities attended
  - (3) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
  - (4) Advisor's report
  - (5) Copies of all immigration documents

#### 10. REQUIREMENTS FOR REGISTRATION BY UNDERGRADUATE INTERNATIONAL STUDENTS

- 10.01 To ensure that all undergraduate admission and immigration papers are in order, international students are required to visit the Undergraduate Admissions Office immediately upon arrival on campus.
- 10.02 All international students are required to purchase the group Hospitalization, Medical Evacuation, and Repatriation Insurance available to all eligible SHSU students. Proof of this insurance must be presented to designated University officials each semester before the registration process can be completed. Further information concerning this required coverage may be obtained from the University Health Center.
- 10.03 Certified English translations are required for documents submitted in a language other than English.

10.04 Financial support documents listed.

**11. APPEALS PROCESS FOR SPECIAL UNDERGRADUATE ADMISSIONS**

Appeals for Special Undergraduate Admissions. An applicant who has been denied admission may appeal that decision in writing to the Undergraduate Admission Standards and Applications Committee, Sam Houston State University, Box 2418, Huntsville, Texas 77341.

APPROVED:                     /signed/                      
   James F. Gaertner, President

DATED:                     04/29/03                    

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University’s Division of Academic Affairs’ APS from the date of this document until superseded.

Original Date: May 2, 1984	Review Cycle: May, ONY*
Reviewer(s): Academic Policy Council	Review Date: May 1, 2007

  

Approved: _____	Date: <u>                    04/29/05                    </u>
David E. Payne Provost and Vice President for Academic Affairs	

\*ONY = Odd Numbered Year