

Title: **The Faculty and the Student**

Section: **X-1**

Subtitle: **Admission, Placement, Advising, and Registration**

Date: **--/03**

Source: **ADM**

Responsibility of: **Admin & Faculty**

This policy is effective for applicants beginning Fall 2005.

### **A. Admissions Principles**

Indiana University East supports and complies with Affirmative Action/Equal Opportunity regulations; admission to Indiana University East will be evaluated without regard to sex, age, sexual orientation, race, religion, ethnic origin, veteran status, or disability.

### **B. Admissions Procedures**

The Vice Chancellor for Enrollment Services/Dean of Students will set a procedure for admissions that is compatible with this policy.

### **C. Admissions Status Categories:**

1. **Regular Admission:** This category includes individuals who seek an undergraduate degree and who have met requirements for admission either as Beginning Freshmen, as Transfer Students, or as Non-Traditionally Admitted Students.

- a. **Beginning Freshmen:** Recent high school graduates with less than 26 semester hours of attempted course work at the college level.

Requirements for admission as beginning freshmen are:

- i. High School graduation, or equivalent. This requirement can be demonstrated by one of the following:
  1. A High School Diploma with a GPA of at least 2.0 and class rank in upper 50%; or
  2. A home school certificate;
  3. An earned GED;
  4. A similar certificate (for example, a graduation diploma from a foreign country equivalent to a high school diploma).
- ii. A current (less than 3 years old) SAT or ACT score above the median established by Indiana students.
- iii. Sufficient college preparatory work. This requirement may be demonstrated by one of the following:
  1. Completion of Core 40 for Indiana High School graduates, or equivalent for out-of-state applicants;
  2. An Academic Honors Diploma;
  3. 28 units of college preparatory work (eight semesters of English, four semesters of social science, four semesters of

algebra, two semesters of geometry, two semesters of lab science, and eight semesters in a combination of foreign language, mathematics, lab science, social science, computer science, or courses of a college preparatory nature). This option is available only for applicants who graduated from high school before 2009, unless extended.

- b. **Transfer Students:** Students transferring from other institutions with 26 or more semester credit hours of transferable work. Requirements for admission as Transfer Student are the following:
    - i. High School Graduation, or equivalent, as described above;
    - ii. Completion of 26 or more transferable semester hours at an accredited university or college (including junior and community colleges), with a GPA of at least 2.0 for students transferring from institutions within Indiana, and at least 2.5 for students from out of state institutions;
    - iii. The applicant has not been dismissed for academic reasons from the institution he/she last attended.
  
  - c. **Non-Traditional Students:** Qualified students who are at least 24 years of age. Requirements for admission as a Non-Traditional Student are the following:
    - i. High School Graduation, or equivalent, as described above;
    - ii. 24 years of age or older;
    - iii. Sufficient college preparatory work. This requirement may be demonstrated by one of the following:
      - 1. Completion of Core 40 for Indiana High School graduates, or equivalent for out-of-state applicants;
      - 2. An Academic Honors Diploma
      - 3. An ACT or SAT above certain minimum scores. These minimum scores are chosen to coincide with a placement in no more than one low placement range among reading, writing and mathematics.
      - 4. 16 units of college preparatory work (six semesters of English, four semesters of mathematics, including two of algebra, and six semesters of physical, biological and/or social science) each completed with a grade of C or better. This option is available only for applicants who graduated from high school before 2009, unless extended.
2. **Special Admission for Non-Degree Seeking Students:** This category includes non-degree seeking students who attend Indiana University East in order to take courses. Students may re-apply to change their admission status to a degree-seeking category.
- a. **Non-Degree:** Non-degree seeking applicants who have earned a High School diploma (or equivalent, as under "Regular Admission – Beginning

Freshmen" above) may apply for admission as non-degree students.

- b. Graduate Non-Degree: Applicants who have previously completed a bachelor's degree may apply for admission as graduate non-degree students. Graduate non-degree students are not admitted to an advanced degree program.
- c. Visiting: Individuals who have previously attended or been admitted to another college or university and who plan to enroll for a limited time before returning to their home institution may apply for admission as visiting students.
- d. High School: Applicants who are currently in high school and who have successfully completed their junior year may apply for admission by submitting the regular application for admission, an official high school transcript, and written permission from their high school principal or guidance counselor. Applicants who have not completed their junior year of high school should contact the Indiana University East Office of Admissions and Financial Aid. Exceptions may be approved by the Director of Admissions and Financial Aid.

3. [Reserved for **Admission of Graduate Students.**]

4. **Conditional Admission**: This category includes degree-seeking students who have not met the requirements for regular admission. These students may be admitted conditionally. Applicants who are admitted under this category will be given stipulations which have to be satisfied before the applicant can be re-classified under Regular Admission. Under normal circumstances, a student who is admitted conditionally is expected to satisfy the stipulation(s) by the end of the semester in which the student takes the 26<sup>th</sup> credit hour of course work at IU East.

Under special circumstances, students may appeal for an extension of this timeframe to the Vice Chancellor for Enrollment Services. Students who have been conditionally admitted but do not fulfill these stipulations within the specified time period will be dismissed. Once all stipulations have been met, the student's admissions status will be reclassified.

Common situations in which students are admitted under this category include:

- a. Lack of college preparation: An applicant who lacks the college preparatory work required for regular admission may be conditionally admitted. Students will not be admitted if their SAT/ACT scores fall below certain minimum scores. These minimum scores are chosen to coincide with a placement in no more than one low placement range among reading, writing and mathematics. An individual who is conditionally admitted for this reason will, at the minimum, be required to:

- i. Take the placement test, or accept the placement based on SAT or ACT scores.
- ii. Each semester, make adequate progress toward meeting or preparing for the fundamental skills requirements (as defined in the section describing Placement Policies below) at IU East, until the requirements are met. To accomplish this, the student may be required to complete coursework at institutions other than IU East.  
For the purpose of this policy, "adequate progress" is defined as attempting and earning a passing grade in every course that leads to these requirements. A passing grade is characterized by 2.0 grade points in graded courses, or "Pass" in Pass/Fail courses.
- iii. Maintain a semester GPA of at least 2.0.
- iv. Details of the stipulation (i.e., the actions the student must take in order to gain regular admission status) will be determined on a case-by-case basis and will depend on the applicant's specific situation. In general, students who are deficient in fundamental skills must complete the fundamental skills requirements within the time frame outlined below (see the section "Advising Categories" under "Placement Policies").

- b. Post Secondary Preparation: An applicant who lacks the college preparatory work or minimum ACT/SAT scores required for regular admission, and who has completed less than 26 credit hours of transferable course work at other accredited post-secondary institutions may be conditionally admitted if the applicant has completed college preparatory courses at these institutions. In order to be admitted, the applicant must have successfully completed courses that would permit the student to be placed in no more than one low placement range among reading, writing and mathematics. An individual who is conditionally admitted for this reason will, at minimum, be required to:
  - i. Take the placement test, or accept the placement based on SAT or ACT scores, or previous college experience.
  - ii. Each semester, make adequate progress toward meeting or preparing for the fundamental skills requirements (as defined in the section describing Placement Policies below) at IU East, until the requirements are met. To accomplish this, the student may be required to complete coursework at institutions other than IU East.
  - iii. Maintain a semester GPA of at least 2.0.
  - iv. Details of the stipulation (i.e., the actions the student must take in order to gain regular admission status) will be determined on a case-by-case basis and will depend on the applicant's specific situation. In general, students who are deficient in fundamental skills must complete the fundamental skills requirements within the time frame outlined below (see the section "Advising Categories" under "Placement Policies").

- c. **Faculty Sponsorship:** An applicant who has been denied admission to IU East based on academic performance in high school or on national standardized tests may be conditionally admitted if a full time faculty member assumes the responsibility for sponsorship of the individual. This sponsorship is available in exceptional circumstances as determined by the faculty member. An individual who is conditionally admitted via faculty sponsorship will be required to agree to comply with the stipulations for admission as determined by the individual's faculty sponsor and academic advisor. At minimum, the individual will be required to:
  - i. Each semester, make adequate progress (as defined above) toward meeting the institutional degree requirements at IU East, until the requirements are met.
  - ii. Maintain a semester GPA of at least 2.0.
  
- d. **Transfer with Probation:** Individuals who transfer from another institution and who have completed 26 semester hours of transferable coursework at that institution and
  - i. have been academically dismissed from that institution; or
  - ii. have a GPA, from attempted coursework, of less than 2.0 (for students transferring from institutions within Indiana), or less than 2.5 (for students transferring from institutions out of state).

Students who are admitted in this category will be placed on academic probation. They will be evaluated for suspension or removal from probation as specified in the Academic Standards Policy. Once removed from probation, these students will be classified as regularly admitted.

- e. **Appeal Process:** All students have the option of appealing their admission status through the Vice Chancellor for Enrollment Services/Dean of Students to the Admissions and Academic Affairs committee. The committee may admit students under this category and impose stipulations.

## **D. Placement Policies**

### **1. Advising**

All students will be assigned an advisor upon admission regardless of admission status.

### **2. Placement and Fundamental Skills Requirements**

Fundamental Skills are defined as skills required to succeed in college level courses. They consist of the following basic skills:

- Reading: The ability to read and understand college textbooks. This skill is demonstrated by either a high placement score in a reading test or by completing a designated reading course.
- Writing: The ability to express oneself clearly in writing. This skill is demonstrated by completing the institutional program requirement in writing.
- Mathematics: A basic understanding of algebra. This skill is demonstrated by completing the institutional program requirement in mathematics.

Beginning students are assigned to the appropriate reading, writing and mathematics courses on the basis of the test scores in either ACT, SAT or an internal placement test.

The following students are required to take the Indiana University East placement test:

- a) beginning degree-seeking students whose ACT or SAT scores are more than three years old;
- b) transfer students lacking transfer coursework that satisfies the Indiana University East requirements in the areas of reading, mathematics, or writing.

The Academic Advising Center or the Office of Admissions and Financial Aid reserve the right to require a student to take the placement test if it is determined to be necessary. Students who are required to take the placement test but fail to take all or part of the tests will be placed into the beginning level of reading, mathematics, or writing. Students who are not required to take the placement test have the option of taking all or a portion of the Indiana University placement test. Students may elect to retest through the Office of Admission and Financial Aid, or through the other testing programs offered through Tutorial Services.

The required scores for placement in particular courses of reading, writing and mathematics are determined by the faculty in these specific areas. It is the responsibility of the appropriate divisions to inform the Vice Chancellor of Enrollment Services of any changes in placement scores. The Vice Chancellor will maintain a table with these scores and will make this information available to applicants.

### 3. **Exemption from Fundamental Skills Requirements**

Students may demonstrate proficiency in Fundamental Skills Requirements by providing high scores on national standardized tests.

Reading and Writing: Scoring at or above the 92nd percentile on the Writing (formerly "verbal") Examination of SAT I or on the English portion of the ACT; or an AP score of "well qualified" (or equivalent) or above.

Mathematics: Scoring at or above the 90th percentile on the Mathematics Examination of SAT I or on the ACT; or an AP score of "well qualified" (or equivalent) or above.

#### 4. Placement Ranges

Students are expected to meet the fundamental skills requirements early in their career. Each student's preparation level in each area among reading, writing and mathematics is classified in the ranges "high," "medium," and "low."

For beginning freshmen the placement range is determined by the course(s) into which the student places; for continuing students and transfer students, the placement ranges are determined by the course(s) for which the student has been prepared through previous course work, or through the placement test, if no such course work has been completed.

The placement ranges (for reading, writing and mathematics) are defined as follows:

- **HIGH:** The student places at or above course(s) designated to fulfill the fundamental skills requirement;
- **MEDIUM:** The student needs some preparation (one course in the area) before he/she is prepared take a course fulfilling the fundamental skills requirement;
- **LOW:** The student needs extensive preparation (more than one course in the area) before he/she is prepared take a course fulfilling the fundamental skills requirement.

#### 5. Advising Categories

Depending on the Placement Range, Placement Score, and progress toward meeting fundamental skills requirements, students are assigned an Advising Category. Advising Categories are "Unrestricted," "Guided," "Preparatory," "Foundational," or "Deferred."

Students in Guided, Preparatory or Deferred Advising Categories must prioritize their course load toward meeting the fundamental skills requirements in each semester during which they are enrolled:

- Full-time students must, during each semester in which they are enrolled, show adequate progress (as defined under "Admission Status Categories – Conditional Admission" above) in at least two courses meeting or preparing them to meet the fundamental skills requirements.
- Part-time students must, during each semester in which they are enrolled, show adequate progress (as defined above) in at least one course meeting or preparing them to meet the fundamental skills requirements.

Advising Categories are defined as follows:

- Unrestricted Advising.  
Students who have completed the fundamental skills requirements in reading, writing and mathematics.

Students in this category may be assigned a faculty advisor.

These students are expected to complete all remaining applicable institutional program requirements during or before the semester in which they complete their 45<sup>th</sup> credit hour of study at IU East.

- Guided Advising.

Students who place with a high range or above in all categories among reading, writing, or mathematics, but are not classified under Unrestricted Advising.

Students who fall into the Guided Advising category are assigned a Student Success Team advisor. Once a student has completed the fundamental skills requirements in reading, writing and mathematics, he/she will be assigned in the Unrestricted Placement category. After being assigned in the Guided Advising category, students are expected to progress into the Unrestricted Advising category during or before the semester in which they complete the next 12 credit hours at IU East.

- Preparatory Advising.

Students who place with a medium range or above in all categories among reading, writing, or mathematics, but are not classified under Guided Advising.

Students who fall into the Preparatory Advising category will be assigned a Student Success Team advisor and must obtain the advisor's permission before dropping and/or adding courses. It is the student's responsibility to obtain this permission. Failure to obtain such permission may be regarded as a violation of the stipulations of conditional admission. Students in this category may generally not enroll in courses above the 100 level. A student may enroll in 200 level courses only if no suitable 100 level course is available, and only with permission of the advisor. Students will be assigned in the Guided Advising category when at least High Placement Range has been achieved in all areas among reading, writing and mathematics. After being assigned in the Preparatory Advising category, students are expected to progress into the Guided Advising category during or before the semester in which they complete the next 12 credit hours at IU East.

- Foundational Advising.

Students who place in the Low Placement Range in only one area among reading, writing, or mathematics.

Students are classified in the Foundational Advising category will be assigned a Student Success Team advisor and must obtain the advisor's permission before adding and/or dropping classes. It is the student's responsibility to obtain this permission. Failure to obtain such permission may be regarded as a violation of the stipulations of conditional admission. Students in this category may not enroll in courses above the 100 level. They may take classes at IU East. Students will be assigned in the Preparatory Advising category when at least Medium Placement Range has been achieved in all areas among reading, writing and mathematics. After being assigned in the Foundational Advising category, students are expected to progress into the Preparatory Advising category during or before the semester in which they complete the 6<sup>th</sup> credit hour at IU East.