

Undergraduate Admission

Admission Policy

Admission to the University does not guarantee admission to a particular major or academic department. Some departments have additional admission requirements, such as art, athletic training, nursing, music, performing arts, theatre and education. Please consult the academic department information in this catalog for these additional requirements. If you have additional questions about admissions policies, contact the Office of Admissions, The University of Tampa, 401 W. Kennedy Blvd., Tampa, FL 33606-1490, (813) 253-6211 or (888) MINARET (646-2738). Fax: (813) 258-7398, E-mail: admissions@ut.edu. Apply online at www.ut.edu. UT also accepts the Common Application and the Universal College Application.

New Freshmen and First-Year Students

Requirements for Admission to the University

Admission to the freshman class is based on (1) academic performance in at least 18 college preparatory high school units: four in English, three in science (two with laboratory components), three in mathematics, three in social studies, two of a foreign language and three in academic electives; or high school equivalency earned through the General Educational Development tests, with a score that is acceptable to the University; (2) results of the Scholastic Aptitude Test administered by the College Entrance Examination Board, or the American College Test; (3) one recommendation from a high school counselor or teacher; and (4) a personal statement or essay.

How to Apply as a New Freshman or First-Year Student

Qualified high school students may be accepted on a three-year transcript, pending high school graduation. They should submit:

1. Completed application form.
2. Nonrefundable application fee.
3. Official high school transcripts showing academic program completed, scholastic average and date of graduation. GED results and a high school transcript up to the date of withdrawal may be submitted in lieu of a complete high school transcript.
4. One recommendation from a counselor or teacher.
5. Scores on the SAT or the ACT.
6. Scores on Advanced Placement tests, CLEP tests or the International Baccalaureate for those applicants desiring advanced standing credit.
7. Personal statement or essay.

Applications are evaluated as follows for first-year students: Applications completed by Nov. 15 have notification of admission status mailed by Dec. 15. Applications completed by Jan. 15 have notification of admission status mailed by Feb. 15. Applications completed after Jan. 15 will have regular decision notification mailed by April 1.

Students may earn advanced placement credits by taking advanced placement tests and CLEP exams administered by the College Board, and by earning an international baccalaureate diploma or certificate. More information about scores required to earn college credits at UT is posted on our Web site at www.ut.edu/future/.

Transfer Students

Students may apply as transfers only if they have graduated from high school and have completed 17 or more college credit hours at the time of application. Applicants who are enrolled in college but have completed fewer than 17 college credit hours apply as freshmen. College credits completed will be evaluated for transfer credit after admission.

Requirements for Admission

Students should be eligible to re-enter the institution they last attended. UT averages all grades for all courses attempted, regardless of the policies of the previous institutions.

How to Apply as a Transfer Student

Submit the following:

1. Completed application form.
2. Nonrefundable application fee.
3. Official transcript of credits from each institution previously attended (even if courses were not completed).
4. A final high school transcript showing date of graduation, or GED results and an official high school transcript up to date of withdrawal (if you have not earned an associate's degree).

Applications are processed as quickly as possible on a rolling basis until the class is full.

Transfer Credit Acceptance Policy

Credit is transferred for only those courses completed with grades of "C" or better at regionally accredited colleges or universities. Complete details are outlined in the *Academic Policies and Procedures* section of this catalog.

Students accepted for admission to the University whose transcripts, score reports and other necessary documents have been received will be sent evaluation sheets listing all credits granted in the transfer.

The University of Tampa has articulation agreements with all community colleges in Florida, as well as Florida College (Tampa), Dean College (MA), Dutchess Community College (NY), College of the Bahamas, University of St. Martin, University College of Cayman Islands (BWI), and Jonkoping University International Business School (Sweden). The University is considering articulation agreements with other community and junior colleges. Students with associate of arts degrees from colleges with which the University has articulation agreements may be accepted with advanced status.

How to Apply as an International Student

Students from other countries are encouraged to apply for admission. The requirements are the same as for American high school or transfer students, except that results of the Test of English as a Foreign Language (TOEFL) examination are used in place of the SAT or ACT for non-English speakers. The University of Tampa ac-

cepts the paper-based TOEFL exam with a minimum score of 550, the computer-based TOEFL with a minimum score of 213, and the Internet-based TOEFL with a minimum score of 79-80. UT also accepts Cambridge examinations such as the IELTS exam with a grade of 6.5 or the Cambridge Certificate of Advanced English with a grade of "C" or better.

Applications are evaluated on a rolling basis until the class is full. Items must be received and admission formally granted before an I-20 will be issued. Submit the following:

1. Completed application form.
2. Nonrefundable application fee.
3. Official high school (secondary school) transcript (in English).
4. TOEFL or Cambridge examination results. Official Score Report is required (if English is not your native language).
5. SAT or ACT score (if English is your native language).
6. Evidence of appropriate financial support.
7. Complete official transcripts from all colleges and universities attended (transfer students and post-baccalaureate students).
8. One letter of recommendation.
9. A copy of the biographical page of your passport (if available).
10. Transfer Student Clearance Form if transferring from a U.S. school.
11. A personal statement or essay (freshmen only).

Nursing Students

The University has several undergraduate nursing degree options. Students who would like to pursue the four-year baccalaureate degree follow the regular undergraduate admissions requirements and application procedures. An additional application for admission to the Nursing Department is required once all prerequisite college level courses have been completed or nearly completed. (See *Nursing Department*).

Registered nurses who want to pursue the Bachelor of Science in Nursing degree completion program will find admission requirements and procedures under *Nursing Department*. (Students complete the regular

undergraduate application for admission to the University.)

Transient (visiting) Students

Students who regularly attend another institution and have never been denied admission to UT may register as visiting students for up to two consecutive semesters. They must submit:

1. Completed application form.
2. Nonrefundable application fee.
3. A letter or Transient Permit Form from the institution in which the student is enrolled that grants permission for each semester attended at The University of Tampa. The letter should outline the courses for which the student is allowed to register and the period of time in which enrollment is permitted.

After completion of the two consecutive semesters, the University will ask each visiting student to apply to UT as a transfer student.

Evening College Students

UT's Evening College provides educational opportunities to students desiring to pursue undergraduate degrees by attending classes part time during evening hours only. Students may apply for admission to the Evening College if they are high school graduates or have successfully completed 17 credit hours or more of course work from a regionally accredited college or university. Neither SAT nor ACT scores are required for students who have been out of high school for at least two years. A nonrefundable application fee, high school transcripts and official transcripts from all previously attended colleges and universities are required.

Contact the School of Continuing Studies at (813) 253-6249 or e-mail scs@ut.edu to receive additional information or to schedule a counseling appointment.

Non-Degree-Seeking Students

Undergraduate students may enroll as non-degree-seeking on a space-available basis for up to three terms by filing an application with a nonrefundable application fee. The University welcomes students who are not

in a UT degree program or who have not been academically dismissed or denied acceptance to enroll in undergraduate courses on a space-available basis for up to three semesters.

Students attending other colleges or universities should follow the procedures for transient students. High school students submit letters of recommendation from principals or counselors listing the UT courses students are permitted to take. Non-degree-seeking students are subject to the same academic policies as undergraduate degree-seeking students, and adhere to the deadline dates published in the University course schedule.

Non-degree students pay the regular part-time or full-time tuition rates and are not eligible for the Evening College tuition rate or a reduced audit fee.

Auditing Classes

A student may register as an auditing student by submitting an application form and a nonrefundable application fee. An auditing student earns no college credit, and academic work is not graded. To audit classes, students are not required to submit records of previous academic work, but they must secure prior permission from the professor teaching the course. Auditors pay 50 percent of the credit-hour rate charged for undergraduate instruction. See the *Academic Policies and Procedures* section of this catalog .

Elementary and Secondary School Teachers

Elementary and secondary school teachers wishing to take undergraduate courses for certification should submit an application, the nonrefundable application fee and a copy of state certification. No other documents or records of previous academic work are necessary, except for those seeking a second degree.

Post-Baccalaureate Degree Students

In addition to the application form and a nonrefundable application fee, these students submit transcripts from regionally accredited colleges or universities showing all baccalaureate

reate degrees earned and the dates granted. Those seeking second baccalaureate degrees should refer to the Academic Programs section of this catalog.

Veterans

Veterans' enrollments are certified by the Registrar's Office to the Veterans Administration. Questions concerning veterans' benefits should be directed to that office.

Former Student Returning (Readmit)

Any person who has previously attended UT but has not been enrolled for at least one academic year (two regular semesters) may apply for admission as a readmit student through the Admissions Office. If the applicant left the University in good academic standing as a degree-seeking student and is eligible to return with no judicial sanctions, and did not subsequently attempt additional college-level courses elsewhere, he or she will be considered for admission as a readmit student on a space-available basis.

If any additional college courses were completed after leaving UT, official transcripts from the institution attended must be submitted as part of the application for admission. The applicant will be subject to the current admissions policy guidelines for transfer applicants.

A student who is not currently attending UT but who has been enrolled in good academic standing within the past academic year (two regular semesters) does not need to reapply for admission. After consultation with his or her previous advisor or assignment to a new advisor through the University Academic Advising Center, the student may register for classes. If any additional college courses were completed after leaving UT, official transcripts from the institution attended must be submitted for transfer credit evaluation.

Students who were dismissed by the Academic Appeals Committee for academic reasons may apply for readmission only after one academic year (two regular semesters) or more time has elapsed. The application should include a personal statement discussing the student's activities since dismissal and why he/she believes he/she will be more

successful if readmitted. Those applications will be referred to the Academic Appeals Committee for a decision. The student also must provide evidence of scholarship after dismissal. Courses taken at another university would also be considered as evidence of scholarship and would be weighed, according to their rigor and final grading, in the committee's decision. The deadline for petitioning for readmission is June 1 for the fall term, Dec. 1 for the spring term, and April 1 for summer terms.

General Information about Admission

The Admissions Committee of the University may, upon request, review the documents of any applicant and, based on individual circumstances, make exceptions to the requirements mentioned in the above sections.

Falsification of information on an application for admission may result in dismissal or nonadmission. The University reserves the right to refuse admission to any applicant or readmission to any student, or to dismiss any student whose conduct is judged detrimental to the University program.

No portion of your academic record from another institution should be withheld; this may result in a permanent dismissal without credit for work completed at The University of Tampa.

A condition of any admission to the University is that the student must certify that he or she will not unlawfully possess, use, sell, purchase, manufacture, deliver or possess with intent to sell, purchase, manufacture or deliver any controlled substance while enrolled at UT.

Admission Appeals

Any person wishing to appeal an admission decision should submit an appeal in writing to Chair, The Admissions Committee, Box F, The University of Tampa, 401 W. Kennedy Blvd., Tampa, FL 33606-1490. Included with the written appeal should be documentation to support the reasons for the appeal.