

# Undergraduate Admission

## Admission Policy

Admission to the University does not guarantee admission to a particular major or academic department. Some departments, such as art, athletic training, nursing, music, performing arts, theatre and education, have additional admission requirements. Please consult the academic department information in this catalog for these additional requirements. If you have questions about admissions policies, contact the Office of Admissions, The University of Tampa, 401 W. Kennedy Blvd., Tampa, FL 33606-1490. Telephone: (813) 253-6211 or (888) MINARET (646-2738). Fax: (813) 258-7398. E-mail: [admissions@ut.edu](mailto:admissions@ut.edu). Apply online at [www.ut.edu](http://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 courses: 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 (SAT) administered by the College Entrance Examination Board, or the American College Test (ACT); (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 the following:

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 submitted by Nov. 15 have notification of admission status mailed by Dec. 15. Applications submitted by Jan. 15 have notification of admission status mailed by Feb. 15. Applications submitted after Jan. 15 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 di-

ploma or certificate. More information about scores required to earn college credits at UT is posted at [www.ut.edu/admissions](http://www.ut.edu/admissions).

## **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 the date of withdrawal (if you have not earned an associate 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* chapter 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 community colleges in other states. For a complete list, visit the Transfer Admissions page on the website at [www.ut.edu/admissions](http://www.ut.edu/admissions).

### **How to Apply as an International Student**

International students 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 accepts 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 ELS Language Center completion of the English 112 Certificate with a minimum score of 79 on the Michigan Test of English (MELAB).

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. Standardized English as a Second Language exam.
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 postbaccalaureate students).
8. One letter of recommendation.
9. A copy of the biographical page of 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 the Department of Nursing section in the *College of Natural and Health Sciences* chapter of this catalog).

Registered nurses who want to pursue the Bachelor of Science in nursing degree completion program will find admission requirements and procedures under the Department of Nursing section. Students must 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. Please refer to the *Office of Graduate and Continuing Studies* chapter of this catalog for more information.

### **Continuing Studies Students**

UT's Continuing Studies program provides educational opportunities to students desiring to pursue undergraduate degrees by attending classes part time. Please refer to the *Office of Graduate and Continuing Studies* chapter of this catalog for more information.

### **Non Degree-Seeking Students**

Undergraduates may enroll as non degree-seeking students on a space-available basis for up to three terms by filing an application with a nonrefundable application fee. Please refer to the *Office of Graduate and Continuing Studies* chapter of this catalog for more information.

### **Auditing Classes**

A student may register as an auditing student by submitting an application form and a nonrefundable application fee. Please refer to the *Office of Graduate and Continuing Studies* chapter of this catalog for more information.

### **Elementary and Secondary School Teachers**

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

## **Postbaccalaureate Degree Students**

In addition to the application form and a nonrefundable application fee, students must submit transcripts from regionally accredited colleges or universities showing all baccalaureate degrees earned and the dates granted. Those seeking second baccalaureate degrees should refer to the Second Bachelor's Degree Requirement section in the *UT Academic Experience* chapter 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 Office of Admissions. All students returning to UT must be approved by the dean of students for readmission. If the applicant left the University in good academic standing as a degree-seeking student, 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 adviser or assignment to a new adviser 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 the student believes he or 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 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 April 1 for the fall term, October 1 for the spring term and March 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 an applicant's 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 students 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.

The University of Tampa takes student postings on social media sites seriously. Students who post illegal behavior or threatening comments on social media sites may have their admission to the University rescinded or may be permanently dismissed from the University.

## **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.

## **Photo Policy**

The University of Tampa reserves the right to photograph and/or videotape students, faculty, staff and guests while on University property, while at University-sponsored events or during activities where they are representing the University. This includes, without limitation, the right to publish such images on the University website, in the alumni magazine and in PR/promotional materials, such as marketing and admissions publications, advertisements, fund-raising materials and any other University-related publication. These images may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, DVD and electronic/online media. For more information, contact the Office of Public Information and Publications at [publicinfo@ut.edu](mailto:publicinfo@ut.edu) or (813) 253-6232.