Admissions Policy

Policy number: 01012009

Effective date: January 1, 2009
Last reviewed date: August 4, 2015
Owner: Director of Enrollment Management
Summary: This policy describes the admissions requirements and processing of an application to University of the People.

Purpose
The purpose of this Policy is to guarantee a correct application process that enables the University to achieve its mission, meets the standards of accrediting agencies, supports the goal of providing universal access to qualified students, and ensures that University of the People (“UoPeople” or “the University”) admits students of high caliber who have the capability to successfully complete their studies at UoPeople.

Policy Statement
UoPeople is committed to ensuring that each and every applicant to its courses and programs is individually assessed, without partiality. Detailed selection criteria may vary from program to program. During the selection process, every applicant is considered individually using all the information available to us. This includes an applicant’s academic records, test results (if any), and any additional information given during the application process.

UoPeople does not discriminate on any basis and is committed to equal opportunity. We believe that a diverse student population is important from an educational and social perspective, and enhances the educational experience for all. To this end, UoPeople encourages applications from groups that are, at present, underrepresented in our university.

Admissions Requirements
All applicants to UoPeople must:

1. Be 18 years or older.
2. Provide proof of high school completion (high school diploma and transcript or its official functional equivalent). This requirement may be satisfied through submission of:
   a. an official copy of a diploma and transcript sent directly to UoPeople from an official authority (Ministry of Education, the school itself, etc.); or
b. the original diploma and an official transcript; or

c. a photocopy of the original diploma and an official transcript, both certified by a notary; or

d. If a student/applicant is unable to complete “a,” “b,” or “c,” then the applicant must provide the best evidence available, including a signed certification from the applicant regarding earning a diploma, a written explanation of why an official diploma or transcript cannot be sent, and an attachment of an unofficial/copied/scanned diploma or transcript. Submission of materials under this option “d” does not guarantee admission, as the Admissions staff will assess each of these required submissions on an individual basis to determine acceptance. Admissions will keep a full record of the submissions and reasons for acceptance.

Documents that are not in the English language must be submitted along with a translation.

UoPeople also accepts the following official post-secondary credentials for admissions consideration: Bachelor’s, Master’s, and Doctorate degrees.

3. Have proven English language proficiency. Those who do not may apply for consideration to be admitted as a Non-degree Special Student (NDSS) to demonstrate and improve their English language skills. See English Language Proficiency Requirement section below.

4. Complete both the online and offline application.

5. In some cases, particularly where an applicant has presented transcripts with low grades or has previously failed a number of courses, another assessment on the applicant might be needed. In such cases, an applicant might be asked to submit one essay as part of the application. The goal of the essay is to evaluate whether the applicant is suitable for admission, both in terms of his or her academic potential, educational aspirations, professional experience and life experience. The essay also gives the admissions officer an opportunity to evaluate the applicant’s English writing skills.

6. Submit their education history as part of their application. The history must include names, locations, and high school enrollment dates. Additionally, applicants may provide information about colleges and/or universities that they have attended.

7. Submit the School Performance Fact Sheet with their application.

8. Pay the Application Processing Fee; University Grants are available to qualifying applicants.

**English Language Proficiency**

In order to be considered for admission as a Degree Seeking Student, the applicant should:

1. be a native English speaker; or

2. present a diploma from an institution where English was the language of instruction; or

3. provide an official transcript indicating completion of at least 30 semester credit hours with an average grade of “C” (2.0) or higher at an accredited college or university where the language of instruction was English; or
4. demonstrate English proficiency through one of several approved English qualification exams, which are listed below.

Following are the approved English proficiency examinations and their associated minimum scores required for consideration for admission as a Degree Seeking Student.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Minimum score required</th>
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<tbody>
<tr>
<td>TOEFL Paper-based Test (PBT)</td>
<td>500</td>
</tr>
<tr>
<td>TOEFL Internet based Test (iBT)</td>
<td>61</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0</td>
</tr>
<tr>
<td>PTE Academic Test</td>
<td>44</td>
</tr>
<tr>
<td>EIKEN</td>
<td>Pre-1</td>
</tr>
<tr>
<td>ACT COMPASS</td>
<td>Level 3</td>
</tr>
<tr>
<td>CEFR Common European Framework of Reference</td>
<td>Level B2</td>
</tr>
</tbody>
</table>

Applicants who do not meet these English Proficiency requirements may apply for admission as a Non-degree Special Student to take an institution approved English course and an examination in order to demonstrate a proficient level of English. Upon successful completion of the course and examination, students may then be considered for admission to an undergraduate degree program.
**Computer Science/Math Proficiency**

In order to be admitted as a Degree Seeking Student in the Computer Science program, applicants must meet one or more of the following requirements:

1. Strong high school mathematics preparation; or
2. Prior college-level work in mathematics and/or computer science; or
3. Work-related experience in this area.

Applicants who do not meet these Computer Science/Math Proficiency requirements, but who have met all other Admissions requirements, may apply for admission as a Non-degree Special Student to take an institution approved math course and an examination in order to demonstrate a proficient level of math. Upon successful completion of the course and examination, students may then be considered for admission to the undergraduate Computer Science degree program.

**Non-degree Special Students in the Division of Continuing Education**

A student who may not be interested in earning a degree, but wishes to enroll in college credit bearing courses may apply to be admitted as a Non-degree Special Student (NDSS). *

All NDSS applicants to UoPeople must:

1. Be 18 years or older.
2. Complete the NDSS online application.
3. Provide proof of high school completion (high school diploma and transcript or its official functional equivalent). This requirement may be satisfied through submission of:
   a. an official copy of diploma and transcript sent directly to UoPeople from an official authority (Ministry of Education, the school itself, etc.); or
   b. the original diploma and an official transcript; or
   c. a photocopy of the original diploma and an official transcript, both certified by a notary; or
   d. If a student/applicant is unable to complete “a,” “b,” or “c,” then the applicant must provide the best evidence available, including a signed certification from the applicant regarding earning a diploma, a written explanation of why an official diploma or transcript cannot be sent, and an attachment of an unofficial/copied/scanned diploma or transcript. Submission of materials under this option “d” does not guarantee admission, as the Admissions staff will assess each of these required submissions on an individual basis to determine acceptance. Admissions will keep a full record of the submissions and reasons for acceptance. Diplomas and transcripts that are not in English must be submitted together with a translation.

UoPeople also accepts the following official post-secondary credentials for admissions consideration: Bachelor's, Master's, and Doctorate degrees.

4. Have proven English language proficiency. Applicants who cannot submit proof of English language proficiency will be required to complete ENGL 0101 English Composition 1 as a regularly graded course.
during their first term of study at UoPeople before being allowed to register for additional courses in the Division of Continuing Education at UoPeople.

5. Complete both the NDSS online and offline application.

6. Pay the Application Processing Fee of $50.

* The application portal for students who wish to enroll in college credit as Non-degree Special Students (NDSS) in the Division of Continuing Education is not yet open for the 2015-16 academic year. This opportunity may be available for the 2016-17 academic year.

Homeschooled Applicants

Homeschooled applicants must provide proof of high school completion, be 18 years of age or older, and must meet the requirements for English language proficiency.

Homeschooled applicants who were supervised by their school district or Education Department must send their official diploma and transcript. Other homeschooled applicants must send an official GED diploma and transcript or the equivalent. In addition, homeschooled applicants may be asked to submit additional information about their academic preparation and high school curriculum.

Review of Documentation

Any document sent by an applicant in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that the University utilizes to confirm degree comparability. Two credible providers of credential evaluations are World Education Services (WES - www.wes.org) and American Association of Collegiate Registrars and Admission Officers (AACRAO - www.aacrao.org). The University may also accept evaluations from other credible sources at the discretion of the Admissions Committee.

All documents submitted to UoPeople become the permanent property of UoPeople and will not be returned.

Admissions - Making the Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admission to any of the five terms. To be considered complete, the online application, all admissions materials and required documentation must be received by the admissions cut-off date.

Every application is reviewed by the Office of Admissions, assessing an applicant’s overall readiness to study and ability to successfully complete a degree program. Admittance is at the University’s sole discretion, and meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis. No specific grade point average, test score, or other qualification by itself will assure admission.

The Admissions Committee will meet and review applications at least once every term to guarantee that all applications are processed in the same manner, and that admissions compliance requirements are upheld.
UoPeople announces its decisions on a rolling basis; all relevant applicants will be informed of their admission status by the final Notice of Admission Day. Admitted applicants are required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation. Enrollment agreements are then signed by a UoPeople official administrator on behalf of the University.

Applicants admitted to the University must confirm their enrollment within nine days of being informed of their admission; applicants who fail to confirm their enrollment within the required timeframe will be assumed to have declined the offer of admission and the application will be closed.

Deferral

Admissions deferrals are allowed for up to one year only. Special circumstances requiring deferral for longer than one year will be considered on a case-by-case basis.

Closed Applications

Rejected applicants are not provided with a reason for not being admitted to the University, nor do they have a right to appeal.

1. Internally, the Office of Admissions will record the reason for rejecting an applicant.

2. At its discretion, the University will re-review applications from rejected applicants who wish to apply again. All documents are maintained by the University for three years following submission; documentation need not be re-submitted within this time frame unless there has been a change in the University’s admission requirements. The University will only re-review documents from rejected applicants if there is room in the selected program for more students and there has been a demonstrable change in the applicant’s status.

3. Incomplete applications must be completed by the deadline specified on their application or the application will be closed.

4. Any applicant found to have plagiarized or falsified any portion of their application will be denied admission. Any discovery of misleading submissions will be grounds for automatic denial of applications. Any discovery of misleading submissions after an applicant has been admitted will be grounds for automatic and immediate expulsion from the University.