



Admissions Policy

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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 define an application process that enables the University to achieve its mission, meet the standards of accrediting agencies, support the goal of providing universal access to qualified students, and ensure 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 is committed to equal opportunity and does not discriminate on the basis of nationality, race, religion, gender, class, age (except with respect to minors) or sexual orientation. 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, under-represented in our university.

To ensure that each and every applicant is ready to study in an undergraduate degree program, all admitted applicants will first study in the UoPeople Foundations Courses. Upon successful completion of studies in the UoPeople Foundations Courses, students may be considered for admission as a Degree Seeking Student to study in their desired undergraduate degree program.



Admission Requirements to an Undergraduate Degree Program

All students of UoPeople must:

1. Be 18 years old or older.
2. Have graduated high school and be able to provide proof of high school completion (high school diploma or its official functional equivalent). This requirement may be satisfied through submission of:
 - a. an official copy of a diploma (or transcript showing graduation) sent directly to UoPeople from an official authority (Ministry of Education, the school itself, etc.); or
 - b. the original diploma; or
 - c. a photocopy of the original diploma (or transcript showing graduation) certified by a notary; or
 - d. If a student/applicant is unable to provide “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 cannot be sent, and an attachment of an unofficial/copied/scanned diploma. 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 or rejection.

All documents must be sent to the Office of Admissions in Pasadena, California.

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

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

3. Submit their education history as part of their application. The history must include names, locations, high school enrollment dates, and the name of diploma earned. Additionally, applicants may provide information about colleges and/or universities that they have attended.
4. Prove English language proficiency or demonstrate and improve their English language skills in a manner satisfactory to the University. See the English Language Proficiency Requirement section below.

Documents provided for proof of English proficiency may be accepted electronically.

5. Complete both the online and offline applications.
6. Submit the School Performance Fact Sheet with their application.
7. Pay the Application Processing Fee; University Grants may be available to qualifying applicants.
8. Successfully complete the UoPeople Foundations courses, according to the following:
 - a. A student who wishes to be admitted as Degree Seeking Students must enroll in at least two (2) and up to five (5) courses in the UoPeople Foundations Courses.



- b. A student may successfully complete the Program by earning a grade of at least 2.00 in each of the first two courses taken in the UoPeople Foundations Courses.
- c. A student may successfully complete the UoPeople Foundations Courses even if the student earns less than a grade of 2.00 in one of the first two courses, if the student takes additional courses and earns a Cumulative Grade Point Average (CGPA) of 2.50 or above in the UoPeople Foundations Courses.
- d. A student who has completed five (5) UoPeople Foundations courses and has not achieved a CGPA of 2.50 will not be admitted to the University as a Degree Seeking Student.

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.

Admission Requirements to the Business Administration Graduate Degree (MBA) Program

All students must:

- 1. Be 18 years old or older.
- 2. Have earned a bachelor's degree at an appropriately accredited institution with a CGPA of 2.5 (or its equivalent) on a 4.0 scale and be able to provide proof of completion. This requirement may be satisfied through submission of:
 - e. an official copy of a diploma and transcript (or transcript showing graduation) sent directly to UoPeople from an official authority (Ministry of Education, the institution itself, etc.); or
 - f. the original diploma and transcript (or transcript showing graduation); or
 - g. a photocopy of the original diploma and transcript (or transcript showing graduation) certified by a notary; or
 - h. If a student/applicant is unable to provide "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 cannot be sent, and an attachment of an unofficial/copied/scanned diploma. 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 or rejection.

All documents must be sent to the Office of Admissions in Pasadena, California.

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



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

9. Submit their education history as part of their application. The history must include names, locations, institution enrollment dates, and the name of diploma earned.
10. Prove English language proficiency or demonstrate and improve their English language skills in a manner satisfactory to the University. See the English Language Proficiency Requirement section below.

Documents provided for proof of English proficiency may be accepted electronically.

11. Submit resume showing at least two years of work experience which may be accepted electronically.
12. Submit one recommendation letter which may be accepted electronically.
13. Complete both the online and offline applications.
14. Submit the School Performance Fact Sheet with their application.
15. Pay the Application Processing Fee; University Grants may be available to qualifying applicants.
16. Demonstrate completion of 8 courses, according to the following:
 - a. Successful completion as part of a previous education by earning a grade of at least 2.67 in each course.
 - b. Successful completion at UoPeople as pre-requisites by earning a grade of at least 2.67 in each course.
 - c. The courses or their equivalents are:
 - i. BUS 1102 Basic Accounting
 - ii. BUS 1103 Microeconomics
 - iii. BUS 1104 Macroeconomics
 - iv. MATH 1280 Introduction to Statistics
 - v. BUS 2201 Principles of Marketing
 - vi. BUS 2203 Principles of Finance
 - vii. BUS 4402 Organization Behavior
 - viii. BUS 4403 Business Policies and Strategies



English Language Proficiency Requirement

In order to be considered for admission, the applicant must:

1. be a native English speaker; or
2. present a diploma from an institution where English was the primary 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. A "B" or higher is required for master's degree; or
4. demonstrate English proficiency through one of several approved English qualification exams, which are listed below.

The following are the approved English proficiency examinations and their associated minimum scores required for consideration for admission.

English Proficiency Qualification	Minimum score required	
	Undergraduate Degree	MBA
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	500	530
TOEFL* Internet-based Test (iBT)	61	71
International English Language Testing System (IELTS)	6.0	6.5
Pearson Test of English (PTE) Academic Test	44	50
Eiken English Proficiency Exam	Pre-1	Pre-1
ACT COMPASS	Level 3	Level 3
Exams identified within the Common European Framework of Reference (CEFR)	B-2	B-2

An applicant who does not meet these English Proficiency requirements may be considered for admission. If admitted, these applicants will be required to take a University-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 continue to study in UoPeople.

Review of Documentation

Any document sent by an applicant and/or student 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. If third-party evaluation is required, applicants may be asked to pay an additional fee.

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. For admissions consideration, the online application and any required documentation must be received by the application deadline.

Every application is reviewed by the Office of Admissions to determine an applicant and/or student's overall readiness to study and ability to successfully complete a degree program. Admittance is at the University's sole discretion. Meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis.

The Admissions Committee will meet and review applications at least once every term to seek to process all applications fairly, in conformity with admissions requirements and in the same manner.

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.

Applicants admitted to the University must confirm their enrollment within seven days of being informed of their admission. 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 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.

Deadlines

Applications that are not completed by the deadline specified will be closed.

Deferrals

Admissions deferrals are allowed routinely for up to one term. Requests for deferral for longer than one term require a showing of special circumstances and 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. There is no right to appeal. However, applicants may apply again in future terms under the following conditions.

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.
3. 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.
4. Any applicant and/or student 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.