



University Admissions Policies

Office of Recruitment and Admissions

2011

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1.0 Undergraduate Admissions

1.1 Admissions Standards

Undergraduate applicants can apply to either the Community College to obtain an Associate Degree or to the Flagship to obtain a Bachelor’s degree. If students apply but do not qualify for admission to the Flagship, UDC will admit them to the Community College if possible. If students apply to the Community College, they will only receive admission to the Community College.

The University of the District of Columbia Community College

All students who have earned a high school diploma, GED, or equivalent are eligible for admission to the Community College.

Flagship

First Time in College applicants interested in admission to a Flagship Bachelor's degree must have earned a high school diploma, GED, or equivalent, and meet the following minimum academic standards:

- Earned a 2.5 high school GPA and a 1200 SAT or 16 ACT Score
- OR**
- Earned a 2.0 high school GPA and 1400 SAT or 19 ACT Score

First Time in College applicants who do not meet the above requirements may still be eligible for admission to the Flagship if they achieve minimum scores on the ACCUPLACER examination sub-tests as follows:

- English Score: 86
- Mathematics Score: 85
- Reading Score: 78

First time in college applicants who have been out of school **for over 3 years** and who never took the SAT or ACT are generally admitted to the Flagship if they have achieved a 2.5 H.S. GPA. These students are encouraged to submit ACCUPLACER scores to UDC to assist the Office with their application review and admissions decision.

FTIC applicants who have obtained a GED are generally admitted to the Community College unless the Office receives SAT, ACT, or ACCUPLACER that meet Flagship criteria.

Transfer Applicants

All transfer students are eligible for admission to the Community College if they are not currently on academic probation or suspension at a post-secondary institution. **Students who were academically dismissed from their last institution must wait two year before they are eligible for application to UDC.**

Transfer students are eligible for admission to the Flagship if they meet the following criteria:

- Earned 30 college credits or more and have an aggregate GPA of 2.0 or higher OR
- Earned less than 30 college credits and earned a H.S. GPA of 2.5 or higher

Transfer students who are taking college courses during their semester of application such that they will have earned 30 credits and whose aggregate GPA on credits earned to date is 2.0 or higher are admitted to the Flagship. Such students must provide UDC with their final transcripts demonstrating that they have earned an aggregate 2.0 GPA or will not be able to register for Flagship courses and must enroll in the Community College instead.

International Applicants

International applicants from countries where English is not the official language or who are non-native English speakers (please see Appendix A for a list of countries where English is the

native language of instruction) must submit proof English Proficiency for general admission to the Community College or the Flagship in one of the following ways:

- Submit a transcript indicating a grade of “C” or better in one college-level English course at an accredited post-secondary institution in the United States
- Graduated from an ELS Educational Services English proficiency program with a minimum proficiency score of 109 for the Community College or 112 for the Flagship undergraduate or graduate programs
- Submit the Test of English as a Foreign Language (TOEFL) scores
 - Students with scores < 450 on the written test or 45 on the Internet test will be denied admission to the Community College
 - Students with scores > 450 on the written test or 45 on the internet test and <= 547 on the written test or 78 on the internet will be accepted into the Community College and to the UDCC ESL program
 - Minimum score of 550 on the written test or 79 on the Internet test for admission to the Flagship
- Submit International Language Testing System (ILETS) scores
 - Minimum overall band score of 5 for admission to the Community College
 - Minimum overall band score of 6 for admission to the Flagship
- Submit SAT or ACT scores:
 - Minimum SAT I Critical Reading scores of 500 or ACT-English scores of 16 for admission to UDCCC
 - Minimum SAT I Critical reading scores of 600 or ACT-English score of 19 for admission to the Flagship

International students are not required to submit SAT or ACT test scores for admission.

Non-Degree Applicants

Non-degree seeking FTIC students must graduate from high school, and for the Flagship, earned a 2.0 HS GPA, for admission. Transfer students must be in good academic standing and/or have an aggregate 2.0 College GPA for admission.

Special Programs

Honors Program

New students are eligible for the Honors program if they meet the following criteria:

- Applicants to the Flagship for the fall semester
- Traditional first time in college students
- Cumulative H.S. GPA of 3.5 or higher
- District residency preferred but not required

Applicants to the Honors program apply for admission like any other first time in college applicant, but must complete and submit a separate application directly to the Honors Program. The Honors Program solicits applications directly from eligible applicants (list provided by Admissions); reviews and makes all determinations regarding Honors Program selection; and communicates decisions directly with applicants, coordinating with the Office to ensure selected applicants have completed the admissions process.

Dual Enrollment Program

High school seniors who have a cumulative 3.0 GPA or higher are eligible to take college classes at either the Community College or Flagship while continuing their high school education. Students apply and pay their application fee as undergraduate non-degree seeking students, and must submit copies of their transcripts along with the application and the application fee. Similar to other non-degree seeking students, test scores are not required, and students are supposed to reapply every semester.

The main point of contact for dual enrollment programs is Sandra Carter in the Office for TRIO and College Preparatory Programs and Kim Ford at the Community College. Students must first alert Sandra and Kim of their interest in dual enrollment, and then Sandra and Kim will send the Office a list of eligible dual enrollment students who have applied online. The Office codes these students; updates the application checklist; and then admits these students in Banner accordingly, including sending them an acceptance packet. Sandra Carter and Kim Ford follow up with students for registration and enrollment purposes. Students earn college credit for the courses in which they enroll.

The University offers a number of dual enrollment programs, many of which are restricted to specific schools and a small number of students, including:

- Dual Enrollment: standard program open to all students; students are responsible for paying for their courses and there are no course restrictions
 - Code DE
- HI/SCIP program: funded by Office of the Provost; limited number of students that must complete a special application; students restricted to one class at no charge
 - Code HSI
- Schools Without Walls Program: Only for rising juniors and seniors who attend the School Without Walls; students restricted to one class at no charge
 - Code: SWW
- Friendship Edison Collegiate PCS: UDC teaches college courses at Friendship Edison for freshmen and sophomores, and juniors take courses at UDC
 - Code: FEC

Gerontology Program

Adults who are District residents and ages 65 and older are eligible to take classes at UDC free of charge. Students apply and pay their application fee online as undergraduate non-degree seeking students. Students who plan on matriculating at the university and earning college credit must also submit their transcripts; students who are only interested in auditing courses need only submit their application and application fee.

The main point of contact for the Gerontology Program is Patricia Brittingham and Laurie Thompson. Students must first alert Patricia or Laurie of their interest to apply, and then Patricia and Laurie will send the Office a list of eligible students who have applied online. The Gerontology Program is responsible for verifying student's ages and District residency. The Office codes these students (SRC for auditors and SRM for matriculating students); updates the application checklist for audit vs. matriculating students; and then admits these students in Banner accordingly, including sending them an acceptance packet. Patricia and Laurie follow up with students for registration and enrollment purposes.

1.2 Application Deadlines

UDC accepts applications at any time from degree and non-degree seeking students for the fall, spring, and summer semesters. The Office makes admissions decisions on a rolling basis.

Priority Deadline

Undergraduate and graduate students are strongly encouraged to apply by the priority application deadline. Students who apply by the priority deadline receive the following benefits:

- Guaranteed seat if admitted
- Guaranteed admissions response within an expedite timeframe
- Eligible for full institutional scholarship consideration (separate application not required)
- Advantage in securing low-cost housing on UDC's campus as applications for UDC housing are processed on a first-come, first-serve basis.

Fall Priority Deadline:

- US Applicants: May 15
- International Applicants: April 15

Spring Priority Deadline:

- US Applicants: October 15
- International Applicants: September 15

Summer Priority Deadline:

- US Applicants: April 15
- International Applicants: March 15

Applications submitted after the priority deadline are considered on a space available basis only.

Students who do not submit a complete application before the beginning of the term for which they are applying are not guaranteed admission for the current term, and may be admitted for the subsequent term instead.

On-Site Admissions

UDC offers On-site Admissions days. Applicants who apply through On-site Admissions are required to bring all of the following documents with them:

- High school transcript showing all grades and a date of graduation, or original *GED* diploma with score sheet attached
- Application fee (check or money order if the student does not pay through the online credit card payment system) unless the fee is waived by the Office
- College transcript(s) from all institutions attended (for transfer students only)

The Office will accepted unofficial copies of transcripts for direct admission until the beginning of the new term, at which time, the Office will only accept official transcripts. Official transcripts are required from all students for registration.

1.3 Admissions Application Requirements

All degree-seeking applicants must complete the following requirements for admission:

1. Complete and submit the online application
2. Pay the non-refundable application fee
3. Submit high school/college transcript(s), or copy of the GED diploma and GED test scores or equivalent, reflecting all course work, grades, and a date of graduation if applicable from all secondary/post-secondary institutions attended

Additional requirements vary by applicant type as detailed below.

Online Application

In keeping with the UDC's commitment to sustainability, UDC strongly encourages all students to apply online. Students who have extenuating circumstances that prevent them from applying online must contact the Office of Admissions to receive a paper application.

Application Fee

All domestic undergraduate applicants must pay a non-refundable \$35.00 application fee. International applicants pay a \$50.00 fee. Students pay their application fee in one of the following ways:

- As part of the online application, students can pay their fee through credit card or an **electronic check payment**.
 - After they submit their application, students cannot pay by credit card or electronic check, and must mail payment to the Office instead.
- Students who opt out of the online payment or apply through a paper application must mail their application fee to the Office of Admissions with a check or money order payable to the University of the District of Columbia along with a completed Application Fee Payment Form, which can be printed from the Admissions website.
- Students who pay their application fee in person must make their payment to the Cashiers Office through credit card, check, or money order.

Students are charged the standard application fee regardless of when they apply.

Fee Waiver

Fee waivers are available only to current District of Columbia high-school students who apply to UDC for the fall immediately following high school graduation, and who face financial hardships. To apply for a waiver, students must meet the income eligibility criteria identified by the National Association for College Admission Counseling (NACAC); complete a NACAC Fee Waiver Form signed by their guidance counselor or other approved school representative; and mail the form to the Office or email the form to UDCAdmission@udc.edu. Information about the NACAC fee waiver process, eligibility criteria, and the waiver form can be found at <http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx>. UDC will also accept the College Board waiver.

Students must submit a completed application for admission before their application for a fee waiver can be assessed. Students cannot obtain a fee waiver after they apply for admission if

they have already paid the application fee, and UDC will not refund any application fee already paid. Students who apply for a waiver will receive notice only if their fee waiver is denied.

For students who don't meet the criteria identified above, the Admissions staff can—on a case by case basis with the permission of the Director—waive a student's application fee. In general, the Office considers waiving application fees for students with a GPA of 3.25 or higher and for students who have submitted all credentials for admission except for the application fee.

High School and College Transcripts

UDC requires high school and college transcripts for the admission of degree-seeking students. An official transcript is defined as a verification of a student's academic record issued in the original language from the original issuing source. The following policies apply to the submission of transcripts:

- Official transcripts are considered part of the admission application only if they are sent directly to UDC from the issuing high school or college either electronically or mailed to UDC directly from the issuing high school or college in the original unopened envelope with an institutional stamp or signature on the closed envelope flap.
- UDC can request copies of student's transcripts directly from high school counselors and registrars for District of Columbia Public School and Charter School Board high school students who provide permission on their online application. At the end of each month, UDC will send each school a list of all applicants for admission who have not submitted their transcripts two weeks or more since submitting their application and who have given UDC permission to make this request.
- Transcripts must include coursework and grades, and graduation dates when appropriate, from all institutions attended. If all coursework and grades are not included on the student's final high school transcript then a copy of the official transcript from each previously attended high school is required.
- UDC admits currently enrolled high school students based on a six- or seven-semester transcript for application purposes. A final transcript, bearing the date of graduation, eight semesters of grades, and the signature or seal of a school official must be submitted by all accepted students in order to register for classes.
- UDC admits transfer students if the Office has received unofficial or official transcripts from all previous institutions attended. Official transcripts from all institutions attended are required before a student can register for classes and a transfer credit evaluation is completed.
- Transfer applicants who have completed less than 30 college credits must submit an official copy of their final high school transcript to the Office in order to register.
- Transfer students who are taking college courses during their semester of application such that they will have earned 30 credits and whose aggregate GPA on credits earned to date is 2.0 or higher are admitted to the Flagship. Such students must provide UDC with their final transcripts demonstrating that they have earned an aggregate 2.0 GPA or will not be able to register for Flagship courses and must enroll in the Community College instead.
- Readmits and students transferring from the Community College to the Flagship are required to submit transcripts only if they have attended post secondary institutions and earned credit since leaving UDC. It is the responsibility of Office staff to obtain and record data from all transcripts previously sent to UDC.

- Student who have completed their high school education or attended college outside of the United State must submit a copy of their transcript in its original language, and if in a language other than English, a translation is also required. All academic work completed outside of the US at the secondary or post-secondary levels must be evaluated by a member organization of the National Association of Credential Evaluation Services, Inc. (NACES).
- Non-degree applicants are not required to submit official transcripts.

1.4 Application Requirements per Applicant Type

AA/BA Undergraduate First Time in College Applicants

Definition

Students must apply to UDC as a First Time in College Applicant only if ALL of the following conditions apply:

- Students are seeking an Associate or Bachelor's degree
- Students have completed high school and have not previously attended a college, university or any postsecondary institution within or outside the United States.
 - Current high school students who have taken college courses through a concurrent enrollment or similar program and/or who participated in the Advanced Placement (AP), International Baccalaureate (IB), and/or College Level Exam Program (CLEP) should apply to UDC as FTIC applicants.

Application Requirements

First Time in College applicants are required to submit all of the following for admission:

1. Completed online application for FTIC Applicants
2. Non-refundable \$35.00 application fee
3. High school transcript(s), or copy of a GED diploma and test scores or equivalent, reflecting all course work, grades, and date of graduation
4. For Flagship applicants only, official SAT, ACT, or ACCUPLACER scores sent directly to UDC from the testing agency and/or identified on student's transcripts

AA/BA Undergraduate Transfer Applicants

Definition

Students should apply to UDC as a Transfer Applicant only if ALL of the following conditions apply:

1. Students are seeking an Associate or Bachelor's degree
2. Student have completed high school, and are currently enrolled in or have ever attended a college, university, and/or proprietary school within or outside of the United States at any time since high school graduation.

*Students who previously attended UDC as a degree-seeking student must apply as a readmit applicant even if they enrolled in a post-secondary institution since leaving UDC.

**Students who are seeking a second Bachelor's degree should apply as Transfer Applicants.

Application Requirements

Transfer applicants are required to submit all of the following for admission:

1. Completed online application for Transfer Applicants
2. Non-refundable \$35.00 application fee
3. College transcript(s) reflecting all course work and grades from all post-secondary institutions attended
4. If earned less than 30 college credits, final high school transcript(s), or copy of a GED diploma and test scores or equivalent, reflecting all course work, grades, and date of graduation from all secondary institutions attended

AA/BA Readmit Applicants

Students should apply to UDC as a Readmit Applicant if they meet ALL of the following criteria

1. Students are seeking an Associate or Bachelor's degree
2. Students were previously enrolled at UDC as a degree-seeking student
3. Students have not been enrolled in courses at UDC for two or more subsequent semesters (excluding summer) for any reason

*Students who have graduated from UDC with an Associate degree and are seeking admission to the Flagship should apply as Readmit Applicants.

Application Requirements

Readmit applicants are required to submit all of the following for admission:

1. Completed online application for Readmit Applicants
2. Non-refundable \$35.00 application fee
3. If applicable, college transcript(s) reflecting all course work and grades from all post-secondary institutions attended since leaving UDC.

AA/BA Undergraduate Non-Degree

Definition

Students should apply to UDC as a Non-Degree Applicant only if ALL of the following conditions apply:

- Students are interested in taking Associates or Bachelors level courses, or are applying for admission to a certificate program
- Students are not seeking a degree from UDC
- Students are not seeking financial aid from UDC
- Students are NOT on an F-1 Visa
- Students have graduated from high school

Application Requirements

Non-degree applicants are required to submit all of the following for admission:

1. Completed online application for Non-Degree Applicants
2. Non-refundable \$35.00 application fee
3. High school transcript(s), or copy of a GED diploma and test scores or equivalent reflecting a date of graduation; OR a current college transcript or letter from student's current college showing that the student is in good academic standing

International Applicants

Definition

International students have additional requirements beyond the standard admissions requirements for each applicant type. Prospective students must apply to UDC as an International Applicant, complete one of the online "International" applications, and comply with all of the Steps below if they meet the following criteria:

- A Foreign national who holds, or intends to hold temporary, non-immigrant visa/status in the USA, such as F-1, H-4, L-2, G-4, etc. or
- A 'pending' permanent resident (application for permanent resident status to USCIS is submitted but not yet adjudicated) in the USA

US citizens (including dual citizens), US permanent residents, and asylees or refugees are NOT considered international applicants.

UDC does not currently accept students on J-1 Visas.

Application Requirements

In addition to the requirements specific to their applicant type noted above, international applicants must complete the following requirements for admission:

- *Submit Appropriate Transcripts:* For most countries, secondary or high school transcripts must be sent in a sealed envelope directly from the student's secondary school or sent from the Ministry of Education with their official stamp on the document and across the seal of the envelope. If in a language other than English, international students must ensure that UDC receives a transcript English translation. Additionally, all academic work completed outside of the US at the secondary or postsecondary levels must be evaluated by a member organization of the National Association of Credential Evaluation Services, Inc. (NACES).
- *Submit Evidence of English Proficiency:* International students whose native language is not English and/or who have not taken and received a passing grade in a minimum of one college-level English course at a U.S. institution must submit proof of English proficiency. Official test scores must be sent to UDC directly from the testing agency.
- *Submit Financial Verification (only for F-1 Visa Holders):* Sponsors of international students must submit an Affidavit of Financial Support that indicates the sponsor's ability to support the student with all applicable tuition and living expenses while in the U.S. All funds must be indicated in U.S. currency. Correspondence from third parties indicating bank balances are not accepted in lieu of the notarized Affidavit of Financial Support.
 - Students with non-immigrant U.S. visas desiring to change their Non-Immigrant Visa to F1 Visa status must submit an Affidavit of Financial Support prior to gaining admission to the University.
- *Submit Immigration Documentation:* Student must submit all of the following: photocopy of their passport photo/data page; Visa; I-94 card; and I-20 Eligibility Form.
 - F1Transfer Students must also submit a photocopy of their most recent form I-20 and an F1Transfer Certification Form. Students receive their I-20 once they are admitted.

1.5 Application Review Policies

Application Review Policies for All Students

- Processors and Counselors follow all operational protocols, policies, and timelines established in the Roles and Responsibilities documents in the processing of applications and communication with prospective students and applicants.
- In addition to the required credential review flexibility policies identified below, Office staff can—on a case by case basis with the permission of the Director—waive any requirement for admission at any time except for proof of graduation from high school.
- Office staff can—on a case by case basis with the permission of the Director—waive a student’s application fee. In general, the Office considers waiving application fees for students who have a H.S. GPA of 3.25 or higher as well as for students who have submitted all credentials required for admission except for the application fee.
- UDC reviews all applications for admission on a rolling basis. The Office will return a decision to applicants who have submitted a complete application within 2 weeks of receipt of all documents needed for an admissions decision. During peak application periods, the Office may require additional time to return a decision.

FTIC Application Review Policies

- UDC admits currently enrolled high school students based on a six- or seven-semester transcript for application purposes. A final transcript, bearing the date of graduation, eight semesters of grades, and the signature or seal of a school official must be submitted by all accepted students in order to register for classes.
- UDC admits FTIC students to the Flagship without receiving test scores if the applicant has a 3.25 high school GPA or higher.

Transfer Application Review Policies

- UDC admits transfer students if the Office has received unofficial or official transcripts from all previous institutions attended. Official transcripts from all institutions attended are required before a student can register for classes and a transfer credit evaluation is completed.
- Transfer applicants who have completed less than 30 college credits must submit an official copy of their final high school transcript to the Office of Admissions.
- Transfer students must provide UDC with their final transcripts demonstrating that they have earned an aggregate 2.0 GPA or will not be able to register for Flagship courses and must enroll in the Community College instead.

Readmit Application Review Policies

- All readmit applicants that left UDC in good academic standing and have not subsequently attended any post-secondary institutions are automatically admitted upon receipt of their application and application fee.
- For all readmits who left UDC in good academic standing, UDC admits students if the Office has received unofficial or official transcripts from all subsequent institutions attended. Official transcripts from all institutions attended subsequent to UDC are required for registration and for the Office to complete a credit evaluation.
- For students who left UDC who were not in good academic standing and/or who were suspended from UDC for academic reasons within the past three years, the Office requires the approval of the Dean of the School that the student attended to admit the student. After three years, the Office can make the admissions decision on its own.

- Readmits with an outstanding account balance are admitted but are not able to register for classes until the account has been satisfied in full.

Non-Degree Application Review Policies

- Non-degree students are not required to submit official transcripts for admission or in order to register for classes.
- Admission as a non-degree seeking student does not guarantee admission as a degree-seeking student. Non-degree seeking students interested in earning a degree at UDC must submit a degree-seeking application to the Office of Admissions, and meet all admissions standards and fulfill all application requirements.
- Non-degree seeking students are not eligible for financial aid

International Application Review Policies

- All policies identified above for FTIC, Transfer, Readmit and Non-degree seeking applicants also apply to international applicants.
- UDC accepts TOEFL, ILETS, the SAT, ACT, or **ELS Education Services proficiency levels** as proof of English language proficiency for admissions purposes.
- International students are not required to submit SAT or ACT test scores for admission.
- If in a language other than English, international students must ensure that UDC receives a transcript English translation. Additionally, all academic work completed outside of the US at the secondary or postsecondary levels must be evaluated by a member organization of the National Association of Credential Evaluation Services, Inc.

Application Updates

- The Office accepts updates from students on their already submitted application through the submission of an Admissions Application Update Form. Students are encouraged to provide the Office with an update when students change their contact information, previous institutions attended, and/or School or major of application.
- Students can also use the update form to update their preferred term of admission from the current semester to one subsequent semester (not counting summer), and thus, do not need to submit another application for admission.
- Students must note on the update form whether they plan to take courses for credit at another institution, and if so, must submit transcripts from these institutions as part of the admissions process.
- The Office must receive the update form before a decision for admission is made and sent to the student. After such time, students must either confirm or defer their admission if admitted.

1.6. Admissions Decisions

The Office makes one of four possible admissions decisions for all completed applications.

Admission to the Flagship or Community College

Students are admitted to the Flagship or to the Community College.

Flagship Rejection, Admission to the Community College

All students who apply to the Flagship, but do not meet the admissions requirements for the Flagship, are automatically admitted to the Community College as long as they have graduated high school and are not currently on academic probation or suspension.

Conditional Admission for International Students

International students and permanent residents and refugees educated in countries whose primary language is not English who meet all admissions requirements except for the English Language Proficiency requirement are eligible for conditional admission to the Flagship or to the Community College. The following policies apply to international student conditional admissions:

- Through ELS Educational Services, students apply to UDC and submit all credentials required for admission except for proof of English proficiency
- UDC will accept students on a conditional basis, for a term not to exceed 12 months, with full admission contingent upon their completion of an ELS Educational Services English program and accomplishment of the identified proficiency levels
- UDC will send the acceptance letter for these students directly to ELS Educational Services, and ELS is responsible for facilitating all immigration paperwork and releases for these students to enter the country
- While conditionally admitted, UDC has no responsibility for the immigration status or other issues pertaining to the conditionally admitted students, and these students are not eligible to take UDC classes or use UDC services
- Upon completion of the ELS program, students send proof of their ELS proficiency levels to UDC, at which time UDC will fully admit and enroll the student. Students must submit proof of proficiency by at least one week before the start of classes for the term in which they intend to enroll or must enroll the following semester.
- Students who do not obtain their proficiency levels within 12 months of their conditional admission must reapply to UDC

UDC does not admit any other undergraduate students on a provisional or conditional basis.

Admission Rejection

Students are rejected for admission only if they have not graduated from high school or unless they are not in good academic standing with their current institution.

1.7 Enrollment Policies

The Office only places admissions holds on student's ability to register if students have not submitted all final and official transcripts required for registration. **The Office is not responsible for placing or lifting immunization, advising, or any other holds.**

Enrollment Policies for All Student Types

Confirmation of Enrollment

- All students are encouraged to confirm their intent to enroll and reserve a space in the incoming class through the submission of the Confirmation of Enrollment Form.

Admissions Deferment

- All applicants who are admitted may defer an offer of admission for up to two consecutive semesters (not counting summer). Students are eligible for deferment only if they have received an offer of admission and if they return their confirmation form before the final date to register for the semester.
- Students who matriculate at other institutions and earn college level credit must submit transcripts from all institutions attended before they can register for classes.
- Merit awards and financial aid offers cannot be deferred

Submission of Final Transcripts

- FTIC students must submit an official final high school transcript bearing final grades and a graduation date in order to register for classes.
- Transfer and Readmits students must submit official, final transcripts from all institutions attended in order to register for classes.

Health History and Insurance Form

- Students who will be 26 years old or younger enrollment must complete the Record of Immunization Form and send the form to University Health Services. All admitted students 26 and under will have an immunization registration hold placed on them that must be removed by University Health services for students to register for classes.
- All students who enroll at UDC must have health care coverage. New students are automatically enrolled in the Maksin insurance plan and charged accordingly when registering for classes. If students already have comparable coverage and wish to waive out of the plan, they can do so at <http://maksin.com/udc.aspx>, and their student account will be credited.

Residency and Tuition Status

- As part of the admissions review process, students who are currently attending a District or Metro Area public high school at the time of application, or who have graduated from a District or Metro Area public high school within 12 months of the last date available to register for courses in the semester of admission, are automatically classified as a District or Metro Area resident if the Office receives a transcript providing evidence as such. These students receive a letter in their admissions package notifying them that they have automatically qualified for District or Metro Area Residency.
- All other admitted students are classified as Non-Residents until such time as the Office receives proof of residency in accordance with the UDC Residency Policy (Appendix B).

Orientation

- All admitted students are required to attend a new student orientation. UDC holds separate orientations for new Community College and Flagship students. Students must RSVP for orientation via the UDC website.

Housing Application

- Students who have confirmed their enrollment have the option to apply to UDC for limited residential dorm slots on campus. Housing applications are processed in the order in which they are received so students who apply and enroll early have an advantage in securing one of these slots. Students can complete their application and

submit their deposit online or return an application along with the corresponding Housing Deposit Form to the Office of Residential Life at the address provided.

Community College Students Enrollment Policies

ACCUPLACER Testing

- Admitted students are required to take the ACCUPLACER Test if they are a:
 - FTIC student;
 - Students whose primary language is not English; and/or
 - Transfer or readmit students who have not received a passing grade in one college level mathematics course AND one college level English course.
- To schedule a testing date, students should go to <http://bit.ly/udcccspring2012>. There is no charge to take the test.

Transfer Students Enrollment Policies

Transfer Credit: Coursework

- UDC has no maximum in the number of credits allowed for transfer, but consistent with UDC's residency policy, students—including post-baccalaureate students—can apply a maximum of 90 transfer credits towards a Bachelor degree and a maximum of 45 credits towards an Associate degree. Additional credits towards the degree must be earned in residence at UDC.
- UDC accepts academic coursework from regionally accredited colleges and universities. Generally, UDC does not accept vocational, developmental, independent study, internships/practicum, pass/fail, or other specialized course credits.
- Transfer credit is approved only for courses passed with a minimum grade of "C" or better or a 2.0 on a 4.0 grade point average scale. Student's GPA at UDC is calculated solely on the basis of work taken at UDC.
- College level work given in or under the direction of an accredited college or university as part of the armed services program is accepted for credit on the same basis as other transfer work. UDC uses the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces to evaluate military experience and education experiences unaffiliated with accredited institutions of higher education.
- UDC will approve transfer credit earned at institutions of higher education outside of the U.S. and Canada that are fully recognized by the Ministry of Education, provided that such credits are earned through university-level coursework and are presented with equivalent grades of "C" or higher.
 - a. All academic work completed outside of the US at the post-secondary levels must be evaluated by a member organization of NACES before UDC will evaluate the coursework for a determination of transfer credit. Please visit the NACES website (www.naces.org) for more information.
- Candidates for a 2nd degree are exempt from the University's General Education requirements, and can receive a maximum of 45 transfer credits towards an Associate degree or 90 credits towards a Bachelor's degree consistent with the University's residency policy. For such students, the Office will not perform a course-by-course evaluation of the student's previous courses but transfer wholesale the total number of credits that students can apply to their 2nd degree up to these credit limits and excluding degree-specific credits related to student's proposed 2nd degree. Students must meet

with the Department Chair of their 2nd degree, and bring official copies of all relevant transcripts with them to this meeting, so the Chair can conduct an evaluation of degree-specific credits for approval, and advise students on the courses needed to earn their degree at UDC. Department Chairs are responsible for communicating any approved degree-specific credits to the Office's Transfer Coordinator in a timely fashion who will then enter these degree-specific transfer credits into Banner. Regardless of how many degree credits are approved by the Department, students must comply with the University residency policy to earn a 2nd degree.

Transfer Credit: Examinations

The following key policies govern the transfer of credit by examination for admitted students:

- Community College students can earn a maximum of 15 credits by examination and Flagship students can earn a maximum of 30 credits combined from the following examinations: Advanced Placement (AP), College Level Examination Program (CLEP), the DANTES Subject Standardized Tests (DANTES), SAT Subject Tests (SAT II), and the International Baccalaureate (IB).
- UDC uses the American Council on Education's standards and guidelines to evaluate and approve testing credits.
- Students who seek to earn credit through examination are required to submit official exam results and/or official transcripts directly to UDC from the testing agencies.
- Students earn credit by examination at UDC for elective credits. Students earn credits by examination towards degree requirements only if separately approved by student's Academic Departments.
- Processors are required to identify for the Transfer Counselors any FTIC admitted students with transcripts that show examination credits so that the Counselors can evaluate these credits and update Banner accordingly. Counselors do not send a Credit Report to admitted FTIC students.

Transfer Credit Evaluation Reports

- Within two-three weeks of receiving an acceptance package for admission, transfers students will receive an electronic and hard-copy Transfer Credit Report from their assigned Transfer Counselor.
- The Office is the sole authority for approving General Education and elective credits for newly admitted students.
- The Office provides an initial evaluation of credits towards student's identified degree. Student's academic Department has final authority on credits accepted for degree requirements as well as associated course equivalencies.
- General Education credits are coded on Transfer Credit Reports with a subject code of "IGED" and the equivalent General Education course name.
- The Office attempts to identify course equivalencies for all courses. When an equivalent course can't be identified, courses are coded with a 900-999 code credit; begin with a 1-4 signifying whether the course is a freshman, sophomore, junior, or senior level course (1900, 2901, etc.); and the transferring course name is included.
- All credits approved for transfer that do not have an IGED code or that are not part of a student's degree program of study can be used towards meeting the University's overall credit requirements for graduation (minimum of 120 credits).

- Students are strongly encouraged to contact their Transfer Counselor with any questions about their transfer evaluation as soon as possible after receiving the report, and to bring a copy of their Transfer Credit Report with them to all meetings with their academic advisor.

Transfer Credit Appeal

- Within 21 days (3 weeks) of receiving their Transfer Credit and Examination Report, newly enrolled students who wish to appeal the evaluation of transfer credit must submit a written request to either their assigned Transfer Counselor for general education or elective credits, or directly to their Department for degree credits.
- As an attachment, students should include the course catalog description and syllabus or course outline (from the appropriate year) for each course in question, which if possible, should include the course's learning outcomes.

Readmit Student Enrollment Policies

- Readmit students who have earned college credits since leaving UDC are flagged by Admissions Processors so that Transfer Counselors can complete a credit evaluation. Readmit students are sent a Transfer Credit report.
- Students who have an outstanding tuition and/or fee balance with UDC will not be able to register for classes until the balance is paid. Students must contact UDC's Office of Financial Services to pay their balance.
- Upon readmission, students are responsible for identifying and completing the most current degree requirements for their chosen field of study as per the University Bulletin, or file an official change of major request with the Registrar.
- Courses taken 10 or more years prior to a student's application for graduation are not automatically counted towards fulfillment of graduation requirements. Such courses must be reviewed for eligibility and approval by the academic Department Chair.
- Students who return to UDC following an absence of 5 years or longer are entitled to a "fresh start" with regard to their grade point average. Previous courses completed with a grade of D or F will remain on a student's transcript but will not be calculated in the student's final GPA or the determination of whether students graduate with honors. Grades of A, B, and C from the initial enrollment period will remain on the transcript and included as part of the GPA calculation. Students must apply for this "fresh start" through the Registrar.

Non-Degree Student Enrollment Policies

- Non-degree students, except for certificate students, must reapply for admission each semester.
- Certificate students can enroll in subsequent semesters in order to complete the coursework associated with their certificate if the Registrar is provided with instructions in writing and a list of applicable students approved by the School Dean.
- Non-degree undergraduate students can take a maximum of 12 credits per semester.
- Non-degree seeking students can enroll in any courses in their chosen School or College for which they meet the prerequisites and if space is available. Academic advisement is not a prerequisite for registration for non-degree seeking students.
- Students accepted for admission as degree-seeking students to UDC are eligible to transfer a maximum of 12 credits earned as a non-degree student towards a UDC

undergraduate degree. The grades earned in these courses are not used in the calculation of student's GPA.

International Student Enrollment Policies

- Once admitted, the SEVIS Coordinator prepares and sends students their I-20 and becomes the primary point of contact for all enrollment questions for new students.
- Student who don't already have a Student Visa must visit their nearest U.S. Embassy and present them with their acceptance letter from UDC, I-20, and other required documents to obtain their Student Visa.
- Students must pay your SEVIS fee (I-901) online. For more information or to make payment, students should go to www.fmjfee.com.
- New international students must contact the University SEVIS Coordinator at eongao@udc.edu as soon as possible to schedule an appointment for when they arrive on campus. Students must bring all immigration paperwork with them to the meeting. Students are not allowed to register until they have completed this meeting.
- Students who are changing their Visa status must provide the UDC SEVIS Coordinator with a copy of their Change of Status Approval Notice at the time of their appointment on campus with the Coordinator. Students who fail to do so may not be able to register.
- Transfer students must provide their current university with their acceptance letter from UDC so they can complete student's SEVIS release. Students are not allowed to register until UDC receives the SEVIS release.
- International students cannot study part time. U.S. immigration law requires that all international students on F1 student visas maintain full-time enrollment, defined as registered for a minimum of 12 credits for undergraduate students.

1.8 UDCC to Flagship Transitions and Transfers

Transition from the Community College to the Flagship and Vice Versa

Community College students may transition to the Flagship if they meet the following criteria:

- Earned a minimum of 15 credits (excluding developmental courses);
 - UDCCC students who have earned less than 15 credits must meet Flagship admissions criteria, including a high school GPA of 2.0 and 1400 SAT/19 ACT *or* 2.5 GPA and 1200 SAT/16 ACT, and also achieved ACCUPLACER minimum test scores as follows: Reading—79; English—86; Mathematics—85
- Maintained good financial and academic standing at the Community College with a minimum cumulative grade point average of 2.00
- Completed all developmental courses—English Composition and Math—with at least a "C" grade in both courses

All Flagship students who are in good financial standing and are not facing suspension or dismissal from UDC for any reason are eligible to transition to the UDCCC.

Students interested in an internal transition must complete and electronically submit a Change of Major Form to the Registrar's Office with signed approval from their current and new academic advisor; and the Department Chair of the Bachelor or Associates degree program in

which they intend to major, or if undeclared, from an advisor in the Flagship's Academic Advising Center or UDCCC's Student Success Team.

The Registrar will automatically approve student's application for internal transition as long as they meet the identified eligibility criteria and obtained the required signatures. The Registrar sends a copy of the approved transition to the student, to the Office of Admissions Transfer Counselors, and to the new Department Chair. Before the beginning of the new semester, the Registrar updates the student's record to reflect their new enrollment status; the Transfer Counselor completes a transfer credit evaluation and sends the student a Credit Report; and the student's new Department Chair is responsible for assigning the students to an academic advisor and alerting the student accordingly.

The following policies govern transitions from the UDCCC to the Flagship and vice versa:

- Eligible students can complete an application for transition at any time, but can submit an application only for the subsequent semester (i.e. not for the current semester or for more than one semester in advance). Students cannot begin registering for courses at their new College for the subsequent semester until receiving approval in writing from the Registrar;
- Students continue to pay the tuition rates and are bound by all academic policies of their existing College unless and until the transition is approved and students are officially enrolled in the subsequent semester in their new College, at which time students are bound by all policies/rates of the new College;
- Community College students who transition to the Flagship and vice versa receive credit for all non-developmental courses completed with a grade of "C" or better from their Associates degree towards their Bachelor's degree and vice versa. Students receive credit for all General Education courses towards their new College's General Education requirements, and elective credits for all other courses. In order to receive credit towards Flagship/Community College degree requirements, students must meet separately with, and receive approval from their Department Chair or the approved transfer coordinator representative of their new degree program.
- The grades earned at the Community College are included in GPA calculations at the Flagship and vice versa. All students transitioning into the Flagship are assumed to be in good academic standing during their first semester.
- Transition students must fulfill all graduation and residency requirements of the College in which they intend to earn their degree
- Students who have been away from the University for consecutive fall and spring semesters are not eligible for an inter-university transition, and must reapply to the UDC according to the regular admission procedures for readmit applicants

Transfer from the Community College to the Flagship for Community College Graduates

All current Community College students who apply for their Associate degree in the fall and in the spring are contacted by the Office in mid-September and the end of January respectively. These students are automatically offered admission to the Flagship—without having to apply—for the following semester, contingent upon their successful clearance for graduation. Students are sent an admission letter and Confirmation of Enrollment Form, and must only return the Confirmation form to the Office to ensure their enrollment at the Flagship. Once confirmed, Processors create an applicant record for the student based upon their current student information as well as any updated demographic information and planned program of study

provided in the Confirmation form. Students can choose to accept and defer the offer for two consecutive semesters.

All students who have earned an Associate degree at the Community College and did not accept the initial offer of admission to the Flagship during their semester of graduation must apply for admission as Readmit Applicants. The application fee for these students is waived. All other standard application, admissions and enrollment requirements and policies for Readmit applicants apply.

2.0 Graduate Program Admissions

All admissions policies that apply to undergraduate students also apply to graduate students unless otherwise stated.

2.1 Admissions Standards

All UDC graduate programs have the following standards for admission:

- A Bachelor's degree from an accredited post-secondary institution, generally in preferred fields of study;
- A minimum cumulative GPA of 2.5 at the undergraduate level;
- Proficiency in verbal and quantitative skills as demonstrated through the GRE or GMAT or other required examinations.
 - UDC graduate programs do not establish minimum examination scores, but instead, assesses applicants based upon their overall academic qualifications along with student's other qualifications.

Graduate Studies and individual graduate programs establish the admissions standards for specific graduate programs.

MS in Nutrition and Dietetics

- Bachelor's Degree from an accredited post-secondary institution in Nutrition or a related field
- Earned a minimum cumulative GPA of 3.0 at the undergraduate level, and a grade of "C" or better in prerequisite courses for the degree. These courses may be taken after admission within UDC's undergraduate Nutrition program.

MS in Architecture

- Track I:
 - BS in Architecture from an accredited post-secondary institution
 - Earned a minimum cumulative GPA of 2.5 at the undergraduate level
- Track II:
 - BS degree from an accredited post-secondary institution
 - Earned a minimum cumulative GPA of 2.5 at the undergraduate level

MS in Water Resources Management

- BS degree from an accredited post-secondary institution with a strong background in mathematics, science, or engineering
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level

MS in Electrical Engineering

- BS degree from an accredited post-secondary institution in Electrical Engineering, Computer Engineering or related technical field
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level

MS in Computer Science

- Bachelor's degree from an accredited post-secondary institution in Computer Science, Information Technology, or a related scientific or technical field
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level

Masters in Public Administration

- Bachelor's degree from an accredited post-secondary institution with a preferred background in political science, public policy, management, and/or related social and behavioral sciences
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level
- Demonstrated leadership skills and commitment to public service

Masters in Business Administration

- Bachelor's degree from an accredited post-secondary institution with a preferred background in business, administration, management or related fields
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level
- An indication of the potential for leadership as exemplified through academic, personal, community, and/or professional accomplishments

MS in Applied Statistics

- Bachelor's degree from an accredited post-secondary institution in a Mathematical, hard or social science, or technical field
- Earned a minimum cumulative GPA of 3.0, and completed and earned a "C" or better in all of the following courses or their equivalent at the undergraduate level: 1. Calculus I and II; 2. Linear Algebra; 3. a course in a Computer Science is recommended

MS in Cancer Biology, Prevention, and Control

- Bachelor's Degree from an accredited post-secondary institution in Biological Sciences or have earned an equivalent degree in biology or natural sciences. A degree in a discipline or area other than biological sciences will require an evaluation by the Graduate Advisory Committee and admittance may be on a conditional basis.
- Earned a minimum cumulative GPA of 3.0 at the undergraduate level

MS in Counseling

- Bachelor's Degree from an accredited post-secondary institution with a preferred background in Education, Psychology, or a related social science field
- Earned a minimum cumulative GPA of 2.8 at the undergraduate level

MS in Rehabilitation Counseling

- Bachelor's Degree from an accredited post-secondary institution with a preferred background in Psychology, Health Services or a related health or social science field
- Earned a minimum cumulative GPA of 2.8 at the undergraduate level

MS in Homeland Security

- Hold a Bachelor's Degree from an accredited post-secondary institution with a preferred background in Criminal Justice, Security Studies, Public Policy, or a related social science field
- Earned a minimum cumulative GPA of 2.5 at the undergraduate level

MS in Speech and Language Pathology

- Hold a Bachelor's Degree from an accredited post-secondary institution with a preferred degree in Speech and Language Pathology or related field
- Earned a minimum cumulative GPA of 3.0 at the undergraduate level, and a grade of "C" or better in prerequisite courses for the degree. These courses may be taken after admission to the graduate program within UDC's undergraduate Human Development program
- Earned a score of four on the GRE Analytical Writing Subtest

MA in Teaching, MA in Early Childhood Education, and MA in Special Education

- Bachelor's Degree from an accredited post-secondary institution. The most competitive applicants will have a strong undergraduate preparation related to the content area or developmental stage they wish to teach.
- Earned a minimum cumulative GPA of 3.0 at the undergraduate level
- The Urban Teacher Academy uses the 'combined total score' approach to determining eligibility for admission based on GRE, SAT/ACT, and/or Praxis score. If the applicant's GRE score is equal to or higher than a combined quantitative & verbal score of 870, and an analytical writing of 3.5, then Praxis I scores need not be submitted. If the applicant receives passing scores on other state-approved substitutions (SAT or ACT), then Praxis I scores need not be submitted. A passing score on Praxis I is required at the time of application if passing scores on alternative tests are not submitted.
- Strong reading, writing, and communication skills, potential for leadership, and experience with and/or a commitment to teaching and learning in urban environments

International Applicants

In addition to the above requirements, all international applicants who did not earn their undergraduate degree in a country where English is the primary language of instruction must provide evidence of English language proficiency through one of the following methods:

- A minimum score of 550 on the written test or 79 on the internet TOEFL
- Minimum overall Band score of 6 on the ILETS
- Minimum SATI Critical reading scores of 600 or ACT-English score of 19
- Minimum score of 500 on the verbal section of the GRE
- One year of undergraduate work completed in academic good standing in an accredited American college or university

Non-Degree Applicants

Non-degree seeking graduate students must have obtained their Bachelor's degree and receive approval from the Graduate Program Director Transfer for admission. Admission is based on the applicant's preparation for advanced study in the program of admission.

2.2 Admissions Deadlines

UDC accepts applications from graduate students for the fall and spring semesters, but not for the summer semester, with the same priority application deadlines as for undergraduate students.

The Speech and Language Pathology and Cancer Biology, Prevention, and Control programs accept students only for fall admission.

Students who do not submit a complete application before the beginning of the term for which they are applying are not guaranteed admission for the current term, and may be admitted for the subsequent term instead.

2.3 Admissions Application Requirements

Graduate Studies and individual graduate programs establish the admissions requirements for specific graduate programs. The minimum admissions requirements identified below do not preclude additional requirements established by the respective degree programs. Students must check the program's website for more information.

Masters Degree Applicants

Definition

Students should apply to UDC as a Masters Degree Applicant only if ALL of the following conditions apply:

- Students are seeking a Master's degree
- Students were NOT previously enrolled in a UDC graduate program
- Students have graduated from an accredited post-secondary institution

Requirements

Masters Degree applicants are required to submit all of the following for admission:

1. Completed online application for Masters Degree Applicants
2. Non-refundable \$50.00 application fee
3. College transcript(s) reflecting all course work, grades, and date of graduation
4. Official GRE, GMAT, or other examination scores required by program
5. A 500-word statement about your academic and professional goals, research interests, relevant prior experience, motivation for graduate study in your proposed program, and any other information you believe will assist the faculty in considering your application for graduate admission
6. Two letters of recommendation

Masters Degree Readmit Applicants

Definition

Students should apply to UDC as a Masters Readmit Applicant only if ALL of the following conditions apply:

- Students are seeking a Master's degree
- Students were previously enrolled in a UDC Masters Program as a degree-seeking student

- Students have not been enrolled in courses at UDC for two or more subsequent semesters (excluding summer) for any reason

Requirements

Readmit applicants are required to submit all of the following for admission:

1. Completed online application for Readmit Applicants
2. Non-refundable \$35.00 application fee
3. College transcript(s) reflecting all course work and grades from all post-secondary institutions attended since leaving UDC.

Masters Level Non-Degree Applicants

Definition

Students should apply to UDC as a Masters Level Non-Degree Applicant only if ALL of the following conditions apply:

- Students are not seeking a degree from UDC
- Students are not seeking financial aid from UDC
- Students are NOT on an F-1 Visa
- Students have earned a Bachelor's degree from an accredited university

*Students who apply for a certificate program must apply as a non-degree seeking applicant.

Requirements

Non-degree applicants are required to submit all of the following for admission:

1. Completed online application for Non-Degree Applicants
2. Non-refundable \$50.00 application fee
4. A college transcript reflecting a date of graduation from an accredited Bachelor's degree program.

2.4 Application Review Policies

Application Review Policies for All Students

- Processors and Counselors follow all operational protocols, policies, and timelines established in the Roles and Responsibilities documents in the processing of applications and communication with prospective students and applicants.
- The Office will send transmittals to the Graduate Program Coordinator on all applications that it deems ready for review and decision in the professional judgment of the Admissions Graduate Counselor. In particular, applications may be sent to the Coordinator without test scores, letters of recommendation, and/or the personal essay. Graduate Program Directors determine whether to admit applicants with missing credentials, and make the final admission decision on all applications.
- After a student has already submitted an application, the Admissions staff can—on a case by case basis with the permission of the Director—waive a student's application fee. In general, the Office considers waiving application fees for students who have a GPA of 3.25 or higher as well as for students who have submitted all credentials required for admission except for the application fee.

2.5 Admissions Decision Types

The Office either admits or rejects students for admission to graduate programs.

The Office does not admit any graduate students on a provisional or conditional basis unless authorized to do so by Graduate Program Directors. In such instances, it is the full responsibility of the Directors to determine the conditions for admission, and monitor, evaluate, and hold students accountable for any conditions or provisions established. Students admitted on a conditional or provisional basis are not eligible for federal financial aid.

International applicants to graduate programs are also eligible for conditional admission. In such instances, GRE/GMAT scores are not required to make an admission decision, but instead, are required, as a condition of the conditional admission letter, at the time of matriculation.

2.6 Enrollment Policies

Enrollment Policies for All Student Types

All enrollment policies that apply to undergraduate students also apply to graduate students with the following exceptions noted below:

Confirmation of Enrollment

- All graduate students are encouraged to confirm their intent to enroll and reserve a space in the incoming class through the submission of the Confirmation of Enrollment Form as well as an enrollment deposit of \$100. The enrollment deposit is not an additional fee, but instead, is credited towards student's tuition.

Orientation and Advising

- Graduate students are not required to attend a formal UDC orientation. Graduate Programs organize their own orientation activities for new students, and all new students are directed to contact the Program Director to set up an advising appointment as part of the enrollment process.

Undergraduate Courses

- A graduate student may enroll in undergraduate courses to satisfy special needs or requirements. However, credits earned in undergraduate courses do not apply toward the total credits required for a graduate degree

Transfer Students Enrollment Policies

- Graduate transfer students are eligible to receive a maximum of 9 credits earned at another institution that can be applied to a Master's degree at UDC.
- UDC accepts academic coursework from regionally accredited colleges and universities. Generally, UDC does not accept vocational, developmental, independent study, internships/practicum, pass/fail, or other specialized course credits.
- Transfer credit is approved only for courses passed with a minimum grade of "B" or better or a 3.0 on a 4.0 grade point average scale. Student's GPA at UDC is calculated solely on the basis of work taken at UDC.
- Completed courses within five years of the beginning of the semester for which the student is admitted to a UDC graduate degree program.

- Credits are not transfer eligible if they are part of a program for which a degree has been awarded.
- College level work given in or under the direction of an accredited college or university as part of the armed services program is accepted for credit on the same basis as other transfer work. UDC uses the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces to evaluate military experience and education experiences unaffiliated with accredited institutions of higher education.
- UDC will approve transfer credit earned at institutions of higher education outside of the U.S. and Canada that are fully recognized by the Ministry of Education, provided that such credits are earned through university-level coursework and are presented with equivalent grades of "C" or higher.
 - All academic work completed outside of the US at the post-secondary levels must be evaluated by a member organization of NACES before UDC will evaluate the coursework for a determination of transfer credit. Please visit the NACES website (www.naces.org) for more information.
- The Office does not conduct transfer credit evaluations, send transfer credit reports, or engage in credit advising for admitted graduate students. The awarding of graduate transfer credit is authorized solely by the Graduate Program Director or designee, and they are responsible for evaluating and recording all credits approved in Banner.

Non-Degree Student Enrollment Policies

- Non-degree graduate students can take a maximum of 9 credits per semester.
- Non-degree graduate students can only take courses in the graduate program to which they are admitted.
- Non-degree seeking students accepted for admission as degree-seeking students to UDC are eligible to transfer a maximum of 9 credits earned as a non-degree student towards a UDC undergraduate degree. The grades earned in these courses are not used in the calculation of student's GPA.

3.0 Equal Opportunity and ADA Policies

The University of the District of Columbia is an Equal Opportunity Affirmative Action institution. The University prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. This policy covers all programs, services policies, and procedures of the University, including admission to educational programs and employment. The University emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam era veterans, and other eligible veterans.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, no otherwise qualified student with a disability shall, solely because of her/his disability, be excluded from participation in, be denied benefits of, or be

subjected to discrimination under any program or activity of the University, including facilities and employment.

UDC reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this policy and procedures manual whenever, in its sole discretion, it determines such action to be necessary and appropriate.

Appendix A: Countries

The following are English-speaking countries where English is the main mode of instruction in the classroom. As a result, for applicants from these countries, the Office does not require proof of English proficiency for admission. Students from those countries that are starred are evaluated on a case by case basis (Nigeria & Canada).

Source-U.S. Department of State <http://www.state.gov/countries/> & <http://www.aneki.com/english.html>

North America

1. Canada*

Europe

2. United Kingdom
3. Ireland

Islands & Asia

4. Australia
5. Fiji
6. Philippines
7. Malta
8. New Zealand

Caribbean Countries

9. Antigua and Barbuda
10. Bahamas
11. Barbados
12. Belize
13. Bermuda
14. Brunei
15. Jamaica
16. Trinidad Tobago
17. Grenada
18. Cayman Islands

Africa

19. Botswana
20. Ghana
21. Kenya
22. Lesotho
23. Liberia
24. Malawi
25. Mauritius
26. Nigeria *
27. Sierra Leone
28. South Africa
29. Swaziland
30. Seychelles
31. Uganda
32. Zambia
33. Zimbabwe

Appendix B: University Residency Policy for Tuition Purposes

Residency Definition

For admissions and tuition purposes, applicants are classified as District, Metro Area, or Out-of-State students, and pay differing tuition rates accordingly. These classifications are defined as follows:

- District: Bona fide residents of the District of Columbia
- Metro Area: Bona fide residents of one of the following counties: Montgomery County, Prince George's County, Arlington County, Alexandria County, or Fairfax County
- Out-of-State: residents of any state, territory, or county other than those defined by the District and Metro Area

Burden of Proof

The person seeking District or Metro Area status has the burden of providing a preponderance of evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of District or Metro status will be made by UDC based on the totality of facts known or presented. With the special population exceptions noted below, students who fail to provide UDC with documentation as to their residency status will automatically be classified as Out-Of-State and pay the tuition accordingly.

District or Metro Area Residency Status Qualification

To qualify for District or Metro Area status, all students must demonstrate that, for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student was and currently is:

1. Domiciled in the District or Metro area, and either paid District of Columbia or Metro Area income taxes or received public assistance from a District of Columbia/Metro Area government agency; OR
2. Claimed as a dependent on District of Columbia or Metro Area resident tax returns filed by a parent or spouse who is domiciled in the District or Metro Area

All applicants must also show that they have resided in the District or Metro Area primarily for a purpose other than that of attending an educational institution in the District or Metro Area.

Proof of Qualifications

Primary Proof of Residency

In order to prove that students meet the qualifications for District or Metro Area status, students can submit one of the following primary forms of proof that covers the 12 month period in question on their own behalf, or if claimed as a dependent, on behalf of their parent(s) or legal guardian(s):

1. District of Columbia Form D-40 or D-40EZ income tax return; or Virginia Form 760 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; or Maryland Form 502 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; OR.

2. Documentation from a District, Maryland, or Virginia government agency showing receipt of public benefits from that agency and bearing an address within the District or Maryland or Virginia. This documentation may include statements of benefits, assistance checks, receipts, or other documentation meeting the required criteria.

Secondary Proof of Residency

Students who are unable to provide a primary proof of residency can prove their District or Metro Area status by providing the Office with copies of at least TWO of the following secondary forms of proof that covers the 12 month period in question:

1. Lease or mortgage agreements
2. Driver's license
3. Motor vehicle registration
4. Voter registration
5. Federal income tax returns

Special Populations Proof of Residency

The following special populations are exempt from providing primary or secondary proofs of residency, and establish residency as outlined below:

1. *Current District or Metro Area High School Graduates and Recent Graduates:* This policy applies ONLY to students who are currently attending a District or Metro Area public high school at the time of application, or who have graduated from a District or Metro Area public high school within 12 months of the last date available to register for courses in the semester/term for which the student seeks District of Metro Area residency status.
 - a. Students who meet this qualification will automatically qualify for District or Metro Area status at the time of application only if they submit, as part of the admissions process, an official high school transcript with their address noted on the transcript.
 - b. Students whose transcripts do not include an address must provide a certification form from their high school indicating that they were classified as a resident of the District or Metro Area county, or provide one of the primary or secondary forms of proof noted
2. *District Government Employees:* This policy applies ONLY to students who are current employees of the District of Columbia Government, AND who are actively engaged in agency-sponsored education and training and whose enrollment at UDC will enhance their education and training. Such employees who provide the proof noted below qualify for District residency status.
 - a. Students who meet this qualification must provide two forms of proof. First, students must provide the Office with an employment letter identifying dates of employment or other official document from District Human Resources-that they have guaranteed employment with the District Government for the semester/term for which the student seeks District residency status. Second, students must provide the Office with a letter, on letterhead and signed by their supervisor, from their employing agency that clearly states that the employee is engaged in agency-sponsored education and training and that enrollment at UDC will help to enhance their education and training.
3. *Active-Duty Military:* This policy applies ONLY to student who themselves, or their spouse, parent, or legal guardian, is an active-duty member of the U.S. Armed Forces,

Selective Reserve, or National Guard. Active duty military personnel who provide the proof noted below qualify for District residency.

- a. Students who meet this qualification must provide proof of their own, or their spouse's, parents', or legal guardian's, active-duty status for the semester/term for which the student seeks District residency status.

Ineligibility for District or Metro Area Status

The following student types are ineligible for District or Metro Area residency, and are automatically classified as Out-of-State:

1. Persons with student (F) Visas
2. Persons with diplomatic (A) Visas
3. Foreign organization employees with (G) Visas
4. Persons having other non-immigrant Visas

Residency Submission and Evaluation Procedures

The following procedures govern the classification of residency status:

- With the exception of those special population of students whose transcripts are sufficient for residency classification purposes, ALL other students who wish to establish District or Metro Area status must submit the documentation identified above to the Office of Admissions within at least 14 days prior to the last date of registration for the term to guarantee that the Office reviews the forms in time for the current semester.
 - Students can either mail the appropriate documentation to the Office of Admissions with their Identification Number (N-Number) and the type of forms (Residency) clearly marked on the envelope, or send electronic/scanned copies of documents to the Office at UDCadmissions@udc.edu
- Based upon the preponderance of evidence received, the Office will make an initial determination of residency status, and communicate this decision to students, within 7 days after receipt of the documentation via the primary email address provided by the student. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term unless and until the determination is successfully challenged or changed.
- For new students who wish to rebut their status classification, a change in status must be requested by a student and documentation received by the Office of Admissions within 7 days of the initial residency notification.
- Continuing students who want to change their residency status must request a change and submit all documentation to the Office of the Registrar at least 21 days prior to the last date of registration for the semester/term for which the change is requested. The Registrar will issue a decision within 15 days of receipt
- Continuing students are required to notify the Office of the Registrar in writing within 7 days of any change in circumstances which may alter their residency status.
- In the event that students submit incomplete, false, or misleading information to UDC for their initial status classification, or subsequently fail to notify UDC of circumstances which would alter their residency status, UDC may, at its discretion, revoke District or Metro Area status and take disciplinary action including suspension or expulsion. If District or Metro area status is gained or maintained due to false or misleading information, UDC reserves the right to retroactively assess all out-of-state charges for each semester/term affected.