



CS 3.4.3 | Admissions Policies

The institution publishes admissions policies that are consistent with its mission.

Compliance Finding: IN COMPLIANCE

Narrative:

Admissions Policies and the USCB Mission

The University of South Carolina Beaufort (USCB) Admissions Office supports the [Mission](#) of the University in providing multiple opportunities for access to higher education by attracting a diverse group of students from across the Lowcountry, the state and beyond. Admissions policies are consistent with the Mission of the University to bring teaching, research, and service to the rapidly growing Lowcountry of South Carolina.

Publication of Admissions Policies and Fairness of Implementation

The Admissions Office facilitates the recruitment and admissions process of prospective students. As required by the USCB [Policy Number 800 Admission Policy](#), [Admissions Criteria](#) are clearly and concisely published in the University Bulletin. Admissions requirements are also included in printed recruitment materials. The admissions criteria are the same for all students in the same admission category (freshman, transfer, etc...) regardless of the delivery method of the course(s) they intend to take. As outlined in the [USCB Equal Opportunity statement](#), USCB also “does not discriminate in educational... opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.”

General Admission Requirements

An application for admission must be submitted and approved and an [official notification of acceptance](#) must be issued by the Admissions Office before any person can enroll in courses. Before action is taken on an application for admission, all credentials required for admission must be received by the Admissions Office, which has responsibility for evaluating credentials for the purpose of admission. First-time applications must be accompanied by a non-refundable

application fee as specified on the application form. [Application forms](#) may be obtained from the USCB Admissions Office or the USCB website.

Proof of Citizenship

USCB students must present [proof of citizenship](#) or lawful presence in the U.S. before enrolling. This policy has been adopted in order to comply with section 59-101-430 of the South Carolina Code of Laws, as amended, which requires that lawful presence in the United States is verified before enrollment at any public institution of higher education. Verification of immigration status for non-citizens will be conducted by USC System International Student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. Students who are not verified as citizens during the Federal financial aid application (FAFSA) process must present proof of citizenship in the form of one of the following acceptable documents:

- Copy of the South Carolina driver's license if the student first became a licensed driver in the state after January 1, 2002;
- A Certified Birth Certificate indicating that the student was born in the United States or a territory of the United States. A photocopy of the birth certificate is not acceptable.
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years;
- Certificate of Naturalization -- USCIS Form (N-550 or N-570);
- U.S. government issued Consular Report of Birth Abroad;
- Certificate of Citizenship (N-560 or N-561);
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2)

Admissions Categories

Following are descriptions of applicant categories used by USCB. The categories in blue link to the admissions criteria (from the University Bulletin, unless otherwise indicated) for that category. Examples of official notification letters and/or admissions checklists are also provided for the most frequently used application categories.

[Freshman Applicants](#) (Example)

Freshmen a is based on high school course selection, high school grade point average, and SAT or ACT scores. Freshman applicants must submit:

1. Completed application
2. Specified non-refundable application fee
3. Official high school record complete up to the time of application with a minimum of 2.0 weighted core GPA
4. Entrance examination scores (either SAT [minimum score of 800 Critical Reading and Math Combined] or ACT [minimum score of 17]). In addition, students must submit a final high-school transcript showing date of graduation as soon as possible after completion of high school.

In addition, prospective students must have adequate preparation for the curriculum in which they plan to enroll. At a minimum, applicants for admission are required to complete a college preparatory program with units distributed among the following academic subjects:

1. English (4 units). At least two units must have strong grammar and composition components, at least one must be in English literature, and at least one must be in American literature. Completion of college preparatory English I, II, III, and IV will meet this criterion.
2. Mathematics (4 units). Entering freshmen are required to complete four units of mathematics. These include Algebra I (for which Applied Mathematics I and II may count together as a substitute, if a student successfully completes Algebra II), Algebra II, and Geometry. A fourth higher-level mathematics course should be selected from among Algebra III/Trigonometry, Pre-Calculus, Calculus, Statistics, Discrete Mathematics, or a capstone mathematics course and should be taken during the senior year.
3. Laboratory Science (3 units). Two units must be taken in two different fields of the physical or life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in this section.
4. Social Studies (3 units). One unit of U.S. history is required; a half unit of economics and a half unit of government are strongly recommended.
5. Foreign Language (2 units). Two units of foreign language must be in the same language.
6. Fine Arts (1 unit): One unit in Appreciation of, History of, or Performance in one of the fine arts.
7. Elective (1 unit). One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.
8. Physical Education (1 unit). One unit of physical education or ROTC is required.

Total Units Required: 19

In addition to completion of the above units, students must meet requirements based on entrance examination scores and weighted core GPA. Applicants must apply for and take the required entrance examinations (SAT or ACT) in advance of the term for which they seek admission and they are responsible for having the results of these examinations sent to the University. Applicants over the age of 25 may not be required to submit entrance examination results; however, they must submit other credentials that give evidence of reasonable academic potential. Entrance examination scores may be required in the absence of satisfactory credentials or evidence of potential.

Assessment of Academic Records: Freshman applicants who meet the course requirements will be evaluated on the basis of high-school grades, class rank and entrance examination scores. These factors will be used to determine the applicant's probability of completing the requirements for the desired degree. Applicants who have earned a cumulative average of C+ on the defined preparatory units above and who score 800 on the SAT (Critical Reading and Math Combined) or 17 (Composite) on the ACT may be admitted to USCB. Exception to admission requirements will be considered for applicants who present written documentation to the Director of Admissions for review and re-evaluation of original decision.

Home School Applicants *(Example)*

Because of the growing number of home school students seeking admission to USCB, a set of criteria has been developed specifically for this population and will go into effect with students applying for admission in Fall 2015. This information will be included in the 2015-2016 University Bulletin.

A home school applicant must meet the same criteria as listed for first-time freshman including:

- A [home school association or official transcript](#) (which can be prepared by a parent) and a portfolio of completed coursework. This portfolio must contain a list of courses taken and course descriptions for each class. Also, portfolio must contain samples of course accomplishments for each course.
- Minimum 2.00 GPA in a *college prep* curriculum. This includes:
 - 4 whole units of English
 - 4 whole units of Math
 - 3 whole units of Lab Science
 - 3 whole units of Social Studies
 - 2 whole units of a foreign language (must be two consecutive foreign languages)
 - 1 whole unit of PE
 - 1 whole unit of Fine Arts
 - 1 whole elective unit

Total Units required = 19
- A composite score of at least 17 on the ACT or at least a score of 800 on the combined Critical Reading and Math sections of the SAT

Transfer Applicants *(Example)*

Applicants for transfer admission are individuals who have graduated from high school, attended another regionally accredited postsecondary institution and attempted one or more courses, regardless of credit earned. If fewer than 30 semester hours (45 quarter hours) of college-level work has been attempted, the applicant must meet both transfer and freshman entrance requirements for acceptance. Transfer applicants for admission must submit:

- A completed application
- Specified non-refundable application fee
- Complete official transcripts from postsecondary institutions through the time of application; these must be supplemented by final transcripts that reflect complete academic work prior to beginning classes

- Complete high-school records including entrance exam results if less than 30 semester hours or 45 quarter hours of college-level work have been attempted in a regionally accredited college or university. Transfer students are required to have a 2.0 cumulative GPA in all previous college-level course work. In addition, they must be in good standing and eligible to return to the institution last attended. Students must request and submit official transcripts from each previous academic institution. (Hand delivered transcripts or transcripts that say 'issued to student' will be considered unofficial, unless the admissions office receives it in a sealed envelope from the institution). The applicant must submit transcripts of all previous college courses attempted whether or not credit was earned and regardless of whether the applicant wishes to transfer any credit. Failure to report all attempted college courses may constitute sufficient cause for later dismissal from the University.

A transfer grade point average is calculated for the purpose of admission, using all credits attempted and grades earned at other institutions, with the exception of occupational, technical, or remedial courses. These credits and grades also will be included in calculating honors at graduation from the University.

Departments within the University have the right to consider all attempted college-level work in determining admission to particular programs and/or advancement into upper-division or professional-level courses. As a general rule, credits earned in courses that fall in one or more of the following categories are not acceptable in transfer to campuses of the USC system:

- Courses that are occupational or technical in nature
- Courses that are essentially remedial in nature
- Courses from a two-year institution which are considered upper-division or upper-level at the University
- Courses from a two-year institution that are not listed as part of that institution's college parallel program

Exceptions to this rule may only be made by the Executive Vice Chancellor for Academic Affairs and only in specific cases where such courses are judged to be uniquely relevant to the student's degree program.

Transfer credit will not be accepted for courses the equivalent of which a student has been enrolled in previously at the University, unless the academic work presented for transfer represents a minimum of a full year of resident work at the other institution. Similarly, a student cannot receive credit for a course taken at the University if s/he has received transfer credit for an equivalent course previously taken at another institution. USCB will not accept transfer credit for non-USC courses in which the student made a grade of D+ or lower. Where articulation agreements do not apply and there is some doubt about the appropriateness of a transfer course for general education credit, a decision will be rendered by the Director of General Education. Regardless of the point in an academic career at which students enter the University, all must complete the final year (the last 30 semester hours before graduation) enrolled in classes at USCB.

International Student Applicants *(Example)*

All international students applying for admission to a degree program must complete an [international student application](#) and submit it to the Admissions Office at USCB. All international students must submit bank statements or certified statements for financial ability to provide approximately \$26,500 or more for twelve (12) months' total expenses. This is required before the I-20 certificate of eligibility can be signed. International applicants are also required to pay a \$500.00 processing fee along with the \$40 application fee before attending their first semester. Due to the difficulties associated with international postage and traveling, international students should submit an application at least 5 months prior to the semester the student wishes to enter. Deadline for applications is July 1st for the fall semester and November 1st for the spring semester. International students not meeting regular admission requirements who decide to petition for admission may not have adequate time to complete the admissions process. In such cases, their application will be considered for the following semester.

Waiver of Foreign Language Requirement for Bilingual Speakers

Students whose native language is other than English and who have scored either 550 on the paper based, 213 on the computer-based, or 77 on the internet based Test of English as a Foreign Language (TOEFL), are exempt, without credit, from USCB's language requirement. English-speaking students who document or certify native or near-native proficiency in a language other than English are also exempt, without credit, from this requirement.

International Freshman Applicants

Freshmen applicants from other countries are required to submit:

- Official copies of secondary school (high school) transcripts;
- Test of English as a Foreign Language (TOEFL) scores (550 on the standard, 213 on the computer-based version or 77 on the internet based TOEFL).

International Transfer Applicants

International Transfer students who are applying for admission and have completed courses at post-secondary institutions are considered to be transfer students and must meet the transfer student requirements outlined in the University Bulletin under Transfer Admission. If the applicant has completed fewer than 30 semester hours of college-level work, s/he must meet both transfer and freshman entrance requirements. In addition to the application and fee, the international transfer student must submit:

- Complete official transcripts of college-level courses through the time of application; these are to be supplemented by final transcripts to reflect complete academic work prior to beginning classes at the University. Transfer students who have earned a degree or taken any courses in countries outside the United States must have an official transcript evaluated by a professional evaluation service. This evaluation must be forwarded directly to the USCB Admissions Office from the evaluation service. A list of two professional Evaluation Services can be obtained from the USCB Admissions Office or found on the USCB web site at <http://www.uscb.edu/admissions>. Students will not be considered for admissions until this evaluation is received.

- TOEFL scores (550 on the standard, 213 on the computer-based version or 77 on the internet based TOEFL). The TOEFL requirement will be waived for a transfer student if the student has completed the equivalent of USCB's English 101 and 102 courses with a C or better at an accredited post-secondary institution in the United States.
- If the applicant has attempted less than 30 semester hours of college level work, complete official high school records must also be submitted.

Non-Degree Applicants

Applicants who wish to attend the University for one semester or on some limited basis may be approved to do so upon submitting a [non-degree application](#). The admissions office reserves the right to determine the proper category of admission and to determine what credentials may be required. For professional development or teacher certification, a maximum of 30 semester hours may be earned in this category. Applicants who have been officially denied admission as degree-seeking students are not eligible for admission as special students. Courses completed as non-degree carry full University credit; however, none of the hours is applicable to a degree until the student applies and qualifies for admission to a degree program. Non-degree students are required to submit official high school transcripts or official GED scores. Non-degree students must meet prerequisite requirements for classes they are interested in taking.

Dual Enrollment Coursework Offered to High School Students

The term "dual enrollment" refers exclusively to sections of courses offered through the University in a cooperative arrangement with a local school district. The purpose of these courses is to provide an opportunity for qualified high school students who have mastered or nearly mastered the relevant high school curriculum and who are capable of college-level work that is, by definition, more advanced than the regular high school curriculum to earn simultaneously both high school credit toward graduation from high school and academic course credit toward a baccalaureate or associate degree at an institution of higher education. When the student successfully completes the course, the University posts the earned credit to a student's transcript for the collegiate experience, and the high school posts the earned credit to a student's transcript for the secondary experience. To be considered for this program, students must submit: an application for admission, high school transcripts and the recommendation of the high school principal or his/her designee.

Student eligibility:

- Student must be a junior or senior in high school
- Minimum GPA of 3.0 grade point average (on a 4.0 scale)
- A letter of recommendation from the student's high school Principal, his/her designee, or the designee of the governing school association. or Guidance Counselor)
- Prerequisites must be met prior to enrollment of course
- Entrance exam scores (SAT I or ACT)
- Other criteria for admission into courses established by the university.

Students admitted to this program will attend courses on campus and be enrolled in regular college courses in general subject areas, chosen in consultation with the school district which will complement their high school program. Advising is available and it is highly encouraged that

students make an appointment. An official notification of acceptance is issued by Admissions and is required for enrollment.

Audit Applicants

Anyone may audit courses with permission of the instructor. To audit courses, application is made as a non-degree student. Auditing is granted on a space-available basis only. An admission application and the application fee must be submitted. Once audited, a course may not be taken for credit. Applicants not eligible for other admission types are not eligible to audit courses.

Military Special Applicants

Certification of active duty military status is required. Persons attending USCB in any of these categories will be non-degree candidates. Credit earned while attending as a non-degree student may be used toward a degree only after the student has applied for and been accepted into a degree program. An applicant denied admission to any degree category is not eligible for admission as a special student. The period of enrollment in these categories is limited by either time or number of allowable credits. The official acceptance letter explains all enrollment restrictions for the category in question. Non-degree students are not eligible for financial aid or veterans benefits.

Non-Traditional Applicants

Non-traditional students at USCB are typically students who are 25 years of age or older who have been out of high school for five years or more. Non-traditional students must submit the same credentials as other students (high school and college transcripts). Students over the age of 25 may not be required to submit SAT or ACT results. However, students without SAT or ACT scores must submit other credentials which provide evidence of reasonable academic potential. Students may validate the knowledge they have gained through work or public service experiences by submitting the results of CLEP subject exams, taking USCB challenge exams, submitting documents indicating educational experiences in the military, or submitting credits earned for correspondence courses. A maximum of 30 semester hours of non-traditional credit may be applied to a baccalaureate degree.

Provisional Admission

USCB provides a transitional admission program for students who do not meet our regular admission requirements, but demonstrate academic potential. Students admitted provisionally are required to meet stipulations as outlined in the letter of acceptance. Students who do not meet stipulated requirements during the first semester will not be allowed to continue their enrollment after their initial semester. USCB abides by the [SCCHE requirement](#) that no more than 15% of the entering freshman class may be admitted provisionally at 4-year teaching universities.

Readmission of Former Students

An [application for readmission](#) must be submitted by any former student who wishes to return to USCB after missing a major (fall or spring) semester. Summer sessions do not count as a major

semester in this instance. Applications for readmission are obtained from the Admissions Office and when completed should be returned to the Admissions Office. Readmission to the University and to the program in which the student was previously enrolled is not automatic. Students who attend the University as special students (including probationary or non-degree candidates) are not considered for readmission because these students were not fully admitted to the University originally. If special students wish to return to the University as degree-seeking candidates, they must apply for regular admission as freshmen or transfer students, furnishing all official transcripts and any entrance test scores which may be required. Students who leave the University in good standing, miss one or more major semesters and attend another institution while away must submit the application for readmission and official transcripts of all college-level work attempted during their absence from the University. Such applicants must meet the same requirements as transfer students. A student who leaves the University on suspension must apply for readmission upon completion of the period of suspension and qualify for readmission to the major program requested. To attempt to return to the University prior to the completion of the suspension period requires:

1. An application for readmission and a petition for reinstatement if a major semester has been missed; or
2. A petition for reinstatement if the attempt is being made after notification of suspension but prior to missing a major semester.

A student on suspension is given an opportunity to reorder priorities and reassess his or her situation before returning. While serving suspension, a student may not be admitted to, or continue in, any academic program of the University. No student suspended from USCB for any reason may earn academic credit during the period of suspension, whether by residence elsewhere or by correspondence. There is a \$10 fee for readmission applications.

Senior Citizen Applicants

Senior Citizens (age 60 and older) are entitled to enroll on a “space-available” basis without the required payment of tuition. Senior citizens are required to pay all other applicable fees. Senior citizens may apply as degree or non-degree seeking students and request a waiver of tuition. However, senior citizens who wish to receive the tuition waiver benefit must wait until the third day of classes to register. If a senior citizen wishes to guarantee a seat in a class, s/he should enroll prior to the first day of the semester and pay full tuition and fees. Refunds will not be allowed should space still be available on the third day of class. The admission and advising processes can be completed in advance of registration and submitted to the appropriate office. Forms required to be submitted include:

- [Senior Citizen Application](#) (submit to the Admissions Offices)
- [Free Tuition Application for Senior Citizens](#) (submit to the Bursar’s Office at either campus, along with a copy of the driver’s license)

If this is done in advance, the student must still register on day three of the semester through the VIP system.

Additional Degree-Specific Requirements

The [Nursing](#) and [Education](#) programs have admission requirements in addition to those required for admission to the University.

Supporting Documents

1. [USCB Mission Statement](#)
2. [USCB Policy on Publication of Admissions Criteria](#)
3. [USCB Admissions Criteria](#)
4. [USCB Equal Opportunity Statement](#)
5. [Official Notification of Acceptance Example](#)
6. [USCB Application for Admission](#)
7. [Proof of Citizenship Requirements](#)
8. [Freshman Admissions Criteria](#)
9. [Freshman Example Acceptance Letter and Checklist](#)
10. [Home School Admissions Criteria](#)
11. [Home School Example Checklist](#)
12. [Home School Transcript Example](#)
13. [Transfer Admissions Criteria](#)
14. [Transfer Example Acceptance Letter and Checklist](#)
15. [International Student Admissions Criteria](#)
16. [International Student Example Acceptance Letter](#)
17. [International Student Application](#)
18. [International Freshman Admissions Criteria](#)
19. [International Transfer Admissions Criteria](#)
20. [Non-Degree Admissions Criteria](#)
21. [Non-Degree Application](#)
22. [Dual Enrollment Admissions Criteria](#)
23. [Audit Admissions Criteria](#)
24. [Military Admissions Criteria](#)
25. [Non-Traditional Admissions Criteria](#)
26. [Provisional Admissions Criteria](#)
27. [SCCHE Policy on Provisional Admissions](#)
28. [Readmission of Former Students Admissions Criteria](#)
29. [Application for Readmission](#)
30. [Senior Citizen Admissions Criteria](#)
31. [Admission Application for Senior Citizens](#)
32. [Free Tuition Application for Senior Citizens](#)
33. [Nursing Program Admissions Requirements—BSN and RN-to-BSN](#)
34. [Education Program Admissions Requirements and Application](#)