

ADMISSION

Admission to Arkansas Tech University is open to any qualified individual subject to the admission requirements listed below. However, the University reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. Applications and additional information about Arkansas Tech are available from the Office of Admissions, Doc Bryan Student Services Center, Office 141, Arkansas Tech University, Russellville, Arkansas 72801.

Students may apply on-line from the Tech web site at <http://www.atu.edu/> or E-mail for additional information via tech.enroll@mail.atu.edu.

Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Affirmative Action Officer serves as the coordinator for these federal programs. The Affirmative Action Office is located in Dean 110, Arkansas Tech University, Russellville, AR 72801, and can be contacted by calling (479) 968-0234. TDD users call (479) 964-0536, or FAX (479) 968-0205.

All students born after January 1, 1957, must furnish proof of immunity against measles and rubella to the Tech Health and Wellness Center prior to enrollment in classes.

Entering freshmen must comply with the following admission requirements and freshman placement standards. This includes students who enter with college credit earned prior to high school graduation, during summer following high school graduation, or by advanced placement.

Residual college entrance exams, taken on other college campuses, will not be accepted for admissions.

First-Semester Freshmen from Accredited Schools

Admission requirements for entering freshmen who graduate from a public or an accredited, non-public secondary school are as follows:

1. Completion of secondary school graduation requirements evidenced by submission of official secondary school transcript showing completion of the curriculum required for graduation to include class rank, date of graduation, and a minimum 2.0 grade point average from an Arkansas public secondary school or an accredited non-public secondary school.
2. Participation in the American College Testing (ACT)¹ program or Scholastic Aptitude Test (SAT-1)² showing a minimum composite score on the ACT of 15 or a minimum SAT-1 of 710.

First-Semester Freshmen from Non-Accredited Schools or Home School Programs

Admission requirements for entering freshmen who graduate from a non-accredited non-public secondary school or a home school program are as follows:

1. Completion of secondary school graduation requirements evidenced by submission of official secondary school transcript or certificate showing completion of the curriculum required for graduation to include class rank, date of graduation, and a minimum 2.0 grade point average.
2. Participation in the American College Testing (ACT)¹ program or Scholastic Aptitude Test (SAT-1)² showing a minimum composite score on the ACT of 19 or a minimum SAT-1 of 910.

NOTE: Entering freshmen taking the SAT-1 must also take the Test of Standard Written English (TSWE)³ for placement in English.

Admission requirements for entering freshmen who have been removed from the academic setting for over one year after high school graduation or who are non-high school graduates.

Non-traditional Freshmen

1. Non-Traditional first time entering freshmen must have earned a secondary diploma with a minimum grade point average of 2.00 (on a 4.00 scale), completed the university's secondary school core curriculum requirements, and participated in the ACT program with a minimum composite of 15 or SAT-1 program with a minimum score of 710. Arkansas Tech will not accept an ACT assessment older than five years. Non-Traditional students should take the COMPASS exam instead of the ACT if removed from high school for three years or more. The COMPASS is administered on our campus; call the University Testing Center at (479) 968-0302 to make an appointment.
2. Entering freshmen who participate in the GED, after May 1, 1999, must have a minimum standard score of 450 and show a minimum composite score on the ACT of 19 or a minimum SAT-1 of 910 or COMPASS equivalent. Freshman who participated in the GED prior to May 1, 1999, must show a minimum composite on the ACT of 15 or a minimum SAT-1 of 910 or COMPASS equivalent.

Twenty-one credits minimum earned from grades nine through twelve from the following core courses or equivalent are recommended for college preparation. Asterisks indicate core courses required by Act 1290 for unconditional admission:

Secondary School Core Course Recommendation

*English - 4 units, with emphasis on writing skills, but not to include oral communications, journalism, drama, or debate.

Oral Communications - ½ unit of oral communications.

*Science - 3 units with laboratories, chosen from physical science, biology, chemistry, or physics. Only one unit may come from a life science.

*Mathematics - 4 units, including algebra I and algebra II, geometry, and an advanced math course. The fourth unit may be college algebra or a higher level college math course, as long as three college credit hours are earned. College credit will show on a high school transcript as a half-unit of credit, but will still be considered the fourth unit for unconditional college admission purposes. The student must present a college transcript along with his or her high school transcript when applying for unconditional admission. It is strongly recommended that students take a math course during their senior year.

*Social Studies - 3 units, to include 1 unit each of American history (does not include contemporary American history), world history (not to include world cultures, world geography, or global studies), and ½ unit of American government, or civics and ½ unit of social studies (not to include courses in practical arts).

Physical Education - ½ unit of physical education.

Health and Safety - ½ unit of health and safety.

Fine Arts - ½ unit of fine arts.

Foreign Language - 2 units in one foreign language.

Electives - 4 units of electives.

Freshman Placement Standards

In accordance with Arkansas Code of 1987 Annotated, paragraph 6-61-110, first-time entering undergraduate students (includes students who entered college the summer of 1995 or thereafter and students who enter with advanced standing) who enroll in baccalaureate degree programs or associate-degree transfer programs must meet the following placement standards prior to enrollment in college-level mathematics or English composition courses.

Mathematics – Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of SAT-1, may enroll in college-level mathematics courses. For students who take the COMPASS, those scoring a 41 or above on the mathematics section may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics program, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

English Composition – Students scoring 19 or above on the English section of the ACT or 460 or above on the verbal section of SAT-I may enroll in college-level English courses. For students who take the COMPASS, those scoring 75 or above on the writing section may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

Reading – Students scoring 19 or above on the reading section of the ACT, 460 or above on the verbal section of SAT-1 will be considered to have met minimal reading skill requirements. For students who take the COMPASS, those scoring 82 or above on the reading section will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

Students who are required to complete developmental program(s) in mathematics, English, and/or reading, must enroll in the appropriate course during their first semester at Tech and in each subsequent semester until the developmental program is completed. A grade of “C” or better is required in all developmental courses before the student may advance to higher level courses.

¹American College Testing Program’s ACT Assessment Test

²College Board’s Scholastic Aptitude Test

³College Board’s Test of Standard Written English

Former Students

Students who have interrupted their attendance at Arkansas Tech University will usually be automatically readmitted if the academic record for the last semester of college work is satisfactory. However, another application for admission must be filed by students who have not attended Arkansas Tech during the past year and by students who have attended another college since attending Arkansas Tech University. Academic clemency may be granted in accordance with the clemency policy (see “Clemency” on page 65.)

Transfer Students

Transfer students making application for admission to Arkansas Tech University must submit official transcripts from all colleges/universities where they have been officially registered. Students seeking transfer of credit from other institutions may be asked to provide a catalog or course description from the transfer institution.

Students with fewer than 24 semester hours of earned college-level credit must also submit a high school transcript and must request current transferable ACT or SAT scores be sent to the University. ACT or SAT scores will not be required if the English and mathematics general education requirements have been satisfied with grades of “C” or better. In the event that receipt of a student’s transcript is unavoidably delayed, as may frequently occur at midyear, a transfer student may be admitted provisionally pending receipt of the transcript, but the University reserves the right to require immediate withdrawal if the previous record does not meet admission requirements.

Applicants for transfer must have earned a GPA of 2.00 (on a 4.00 scale) on all college-level courses attempted and be eligible to re-enroll at the last college or university attended.

Financial aid applicants must request a financial aid transcript from each post-secondary institution attended whether they received aid from that institution or not. Aid applications will not be processed until these transcripts are received by the financial aid office.

Credit from colleges and universities not accredited by one of the six regional accreditation associations may not be accepted for transfer credit. Courses with grades below "C" are not transferable. A maximum of 68 semester hours of acceptable credit may be transferred from community colleges.

Any student who is not a U.S. citizen or a permanent resident of the United States is considered an international student. A brief description of the information required to make application for admission to Arkansas Tech University follows.

1. **Application** – an application for admission form, properly completed.
2. **Application fee** – a nonrefundable application fee of \$30 (U.S.).
3. **Academic records** – **MUST** be originals or school-certified copies of originals of all academic records with official English translations. Notarized copies will not be accepted. Students seeking transfer credit from other institutions **must** submit their academic records to an approved credential evaluation service to evaluate transfer courses (otherwise no credit will be given for transfer work). A list of approved services can be obtained from the International and Multicultural Student Services Office or the Registrar's Office.
4. **English Proficiency** – demonstrate English proficiency. Must meet one of the following:
 - a. A minimum score of 500 on the written TOEFL (Test of English as a Foreign Language) or 173 on the computerized TOEFL. Scores **MUST** be received directly from the Educational Testing Service (school code-6010). Students may also take any similar test of English proficiency approved by Arkansas Tech University at a site authorized by Arkansas Tech University.
 - b. Successful completion of an English as a Second Language (ESL) program through the English Language Institute (see Office of International and Multicultural Student Services) or at a site approved by the Office of International and Multicultural Student Services.
5. **Evidence of sufficient financial support** – approximately \$17,170 (U.S.) is needed for 12 months of study, approximately \$12,980 is needed for nine months (2 semesters); certified evidence of the source and amount of support must accompany the application. All international students will pay out-of-state tuition and will be assessed an international student services fee each semester.

The application for admission and all documentation should be submitted by May 1 for the fall semester, October 1 for the spring semester, and March 1 for summer sessions for priority consideration. Admission will not be granted until all documents have been received and evaluated. Please read under "Admission" for further requirements which may also apply.

Upon acceptance, notification will be sent to the student along with an I-20 (Certificate of Eligibility). Prior to enrollment, international students are required to purchase a health insurance policy, approved by Tech. Tech receives no remuneration as a result of international student enrollment in the health insurance policy.

Transfer Credit

International Student
Admissions

Full payment of tuition and fees must be paid at registration each semester. International students who have not already taken SAT or ACT will be required to take the COMPASS, administered on campus, to assist in advisement.

Detailed information regarding international student admissions may be obtained by contacting: International and Multicultural Student Services, Doc Bryan Student Services Center, Office 163, Arkansas Tech University, Russellville, Arkansas 72801-2222, USA; telephone (479) 964-0832; FAX (479) 880-2039.

Conditional Admission

First-time entering freshmen students who do not meet standard admission requirements will have the opportunity to be conditionally admitted on academic probation. Freshman eligibility will be based on ACT and GPA at time of application. Transfer students who do not meet standard admission requirements may be considered for admission through a written appeal to the Registrar's Office. Students granted conditional admission will be admitted on academic probation.

Non-Degree Admission

Arkansas Tech University serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a non-degree seeking student may be applied to a degree program. Financial Aid benefits may not be granted to students admitted as non-degree seeking. For more information, call the Office of Admissions at (479) 968-0343.

High School – University Admissions

Arkansas Tech University welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll for college courses and earn college credit by attending Tech during summer sessions or by attending on a part-time basis during the regular academic year, concurrent with enrollment in secondary school. In accordance with the Arkansas Code of 1987 Annotated, paragraph 6-18-223, makes provisions whereby a student who is enrolled in a public school in Arkansas and who has completed the eighth grade is eligible to enroll at Arkansas Tech University upon approval of the appropriate public school official, provided the student does not need developmental courses in mathematics, English or reading and has a cumulative high school grade point average of 3.00 or greater on a 4.0 scale.

Upon completion of a course(s), students may choose whether or not to have the course(s) and grade(s) recorded for college credit. Students who do not wish to have the course(s) and grade(s) recorded for college credit must notify the Registrar in writing within thirty days of the end of the term or semester. A student must reapply each term or semester attended. The course(s) agreed upon by the student and their high school must also be approved for each term or semester attended by the Director of the Academic Advising Center.

ACT (American College Testing) Program

Entering freshmen are required to provide Arkansas Tech University with American College Testing (ACT) Assessment scores for purposes of admission, academic placement, and the awarding of academic scholarships. Arkansas Tech University will not accept ACT score reports that are more than five years old. Entering freshmen who have not taken the ACT prior to arrival at Arkansas Tech or whose score report is more than five years old are required to take the Residual ACT preceding their first semester. The ACT, which covers English, mathematics, reading and science reasoning, is administered five times per year at test centers, such as high schools, colleges and universities, across the nation. ACT information and registration forms may be obtained from local high schools, colleges, or universities.

You may also contact the Arkansas Tech University Testing Center for ACT information and registration materials. In addition, you may correspond directly with ACT at American College Testing Program, P.O. Box 168, Iowa City, Iowa 52243 or <<http://www.act.org>>.

The 2004-2005 ACT national test schedule is as follows:

Test Date	Registration Deadline
October 23, 2004	September 17, 2004
December 11, 2004	November 5, 2004
February 12, 2005	January 7, 2005
April 9, 2005	March 4, 2005
June 11, 2005	May 6, 2005

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2004-2005 test schedule.

Entering freshmen are required to provide Tech with American College Testing (ACT) Assessment or Computerized-Adaptive Placement Assessment and Support System (COMPASS) scores for purposes of admission and academic placement. Entering freshmen, who have been out of an educational setting for three or more years and who have not taken the ACT or COMPASS prior to arrival at Tech, are encouraged to take the COMPASS. COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Tech will not accept COMPASS score reports from other campuses. Assessment scores that are more than five years old will not be accepted. Please contact the Arkansas Tech University Testing Center for ACT or COMPASS information at (479) 968-0302.

For information about retention and graduation rates at Tech, please contact the Office of Academic Affairs or the Office of Institutional Research.

Arkansas Tech University encourages students to give long and serious thought to the selection of a major field of study. They should determine the academic pursuits that lead to the vocations most attractive not only in financial gain but in interest as well. Then they should examine the program of study most closely related to their interest areas.

Many students entering the University have not chosen a major. The individual who has not decided on a major may enroll in general education courses which are required of all candidates for the baccalaureate degree (see "General Education Requirements" on page 74). Students enrolling as "undecided" majors will be assigned to the Academic Advising Center. The Academic Advising Center is located in Room 101 in Bryan Hall and can be contacted by calling (479) 964-0843. Students enrolled as "undecided" may select a major at any time; however, a student must select a major during the semester in which the student earns 45 credit hours.

Detailed procedures for registration/preregistration are contained each semester in the schedule of courses. Prior to enrollment, students, in consultation with an academic advisor in their major field of study, prepare a class schedule and officially register for classes, pay fees and, if living on campus, pay room rent and board.

COMPASS (Computerized-Adaptive Placement Assessment and Support System)

Student Retention and Graduation Rates

Selecting a Major Field

Undecided Study

Procedure for Scheduling Courses

Course Information

All courses taught at Arkansas Tech University are listed alphabetically by subject area in the back of the catalog. Course symbols, the four-digit numbers used to identify courses within a department, have the following significance: the first digit of the number denotes the year level at which the course is given; the second and third digits differentiate the course from others in the department; the fourth digit shows the number of credit hours given. Typically an "hour of credit" requires one hour of classroom work per week for the duration of a semester.

Graduate Program

The requirements for the degree of master of education, master of science in education, master of liberal arts, master of arts, master of science and educational specialist degree are set forth in the publication entitled "Graduate Catalog". Information may be obtained by contacting the Dean of Graduate Studies, telephone (479) 968-0398.

