

UNDERGRADUATE TEST-OPTIONAL ADMISSIONS

POLICY NUMBER: AAPC-UG-TESTOPT

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR ENROLLMENT AND DEGREE MGMT

RESPONSIBLE OFFICE: OFFICE OF UNDERGRADUATE ADMISSIONS

EFFECTIVE DATE: 9/14/2020

NEXT REVIEW DATE: 5/20/2024 (INTERIM POLICY)

SUPERSEDES POLICY: N/A – NEW POLICY

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

New freshmen who are traditional age (20 and younger) with a 2.75 or above unweighted high school GPA will be admitted to Northern Kentucky University (NKU), regardless of ACT or SAT scores.

New freshmen who are traditional age (20 and younger) with below a 2.75 unweighted high school GPA will be reviewed using current NKU undergraduate admissions standards.

Transfer students with a GPA of at least a 2.0 GPA from a regionally or nationally accredited institution and who have 24 or more transferrable credit hours are eligible for admissions.

Transfer students with fewer than 24 transferrable credit hours will be evaluated by freshman admissions standards.

Students who are 21 years of age or older by the first official day of the full semester in which they are admitted, or who will be turning 21 years of age during the semester they are admitted, are exempt from completion of the [Kentucky Department of Education Pre-College Curriculum](#) and admissions standards and will be admitted regardless of unweighted high school GPA or ACT/SAT scores.

All students are subject to Kentucky Council on Postsecondary Education ([CPE](#)) [College Readiness Indicators](#).

International students will be admitted to NKU by showing proficiency in English; refer to the [Proof of English Proficiency](#) policy.

UNDERGRADUATE ADMISSIONS COMMITTEE

Prior to a denial decision, an Undergraduate Admissions Committee will be established to review course rigor, letters of recommendation, etc., of all applicants who do not meet current admissions standards. This same committee will review any admission decision appeals.

The Undergraduate Admissions Committee will consist of the following members:

- Chair
- Director of Admissions
- three (3) appointed Academic Affairs representatives
- one (1) Student Affairs representative.

APPEALS PROCESS:

Students who are denied admission can appeal the decision in writing. An appeal must be submitted by the applicant themselves and not by parents, guardians, or school officials.

The appeal, in the form of a letter, must be written and submitted within 30 days of the denial decision.

This letter of appeal should include a personal statement that outlines the applicant's academic preparation to succeed at NKU.

In addition to the letter, one (1) letter of recommendation outlining the applicant's academic preparation should be provided.

Appeal deadline is August 1 for Fall and December 1 for Spring.

Applicants may appeal only once for the given term, and the resulting decision is final.

Applicants may reapply to a future term but should provide new information.

Please contact the Director of Admissions for any questions regarding this process.

The appeal must be submitted via email to beanorse@nku.edu with the subject heading: Admission Decision Appeal or mailed to the following address:

Northern Kentucky University
Director of Admissions
LAC 400 Nunn Drive
Highland Heights, KY 41099

The Admissions Committee will meet once monthly, and decisions will be communicated in writing to the applicant.

II. ENTITIES AFFECTED

Office of Undergraduate Admissions, academic advisors and Testing Services

III. AUTHORITY

[13 KAR 2:020](#) - Guidelines for admission to the state-supported postsecondary education institutions in Kentucky

IV. RESPONSIBILITIES

The Office of Undergraduate Admissions will determine any deficiency at the time of admission and enter it into the system of record, which will be used for reporting and analytics.

This policy will be shared with academic advisors to ensure implementation, and degree audit will be updated to record completion of the NKU foreign language course.

V. COMMITTEE

The Undergraduate Admissions Committee will be established to review all freshmen applicants who do not meet current admissions standards and to address any student appeals.

VI. PROCEDURES

For undergraduate admissions procedures, refer to the NKU Undergraduate Catalog (<https://inside.nku.edu/registrar/catalog.html>) and the NKU Undergraduate Admissions website (<https://www.nku.edu/admissions/undergrad.html>)

VII. REPORTING REQUIREMENTS

The Office of Admissions and the Office of Institutional Research will maintain current admit and enrollment reports.

VIII. EXCEPTIONS

The Undergraduate Admissions Committee will be established to review all freshmen applicants who do not meet current admissions standards and to address any student appeals.

IX. TRAINING

Office of Undergraduate Admissions, Norse Advising, Associate Deans, and Testing Services

X. COMMUNICATIONS

Council of Chairs, Faculty Senate, President's Cabinet

XI. RELATED POLICIES

Undergraduate Admissions Standards:

<https://inside.nku.edu/content/dam/policy/docs/Policies/UndergradAdmissionsStds.pdf>

Transfer Credit Acceptance – Undergraduate:

<https://inside.nku.edu/content/dam/policy/docs/Policies/TransferCreditAcceptanceUndergrad.pdf>

Proof of English Proficiency:

<https://inside.nku.edu/content/dam/policy/docs/Policies/ProofofEnglishProficiency.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
AAPC Review and Renewal (No Changes)	April 20, 2023
AAPC Review and Renewal (No Changes)	April 21, 2022
AAPC Review and Renewal (No Changes)	March 18, 2021
New Policy (Interim)	September 8, 2020

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *Ashish K. Vaidya*

Date 9/8/2020

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the ***Presidential Report (information only)***.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a ***Presidential Recommendation (consent agenda/voting item)***.
 - The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature

Date

Bonita J. Brown

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *A. K. Vaidya*

Date 9/8/2020

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

X This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.

Date of Board of Regents meeting at which this policy was reported: __11/11/20__.

This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 12/04/2020

Bonita J. Brown