

# Admission to Undergraduate Programs

UAB welcomes applications from all individuals whose preparation and abilities give them a reasonable chance of success in its programs. All applicants must offer acceptable evidence of ability and intent to meet the academic standards of the university. Admission into and placement within the university is determined by the Office of Undergraduate Admission utilizing the criteria approved by the university. Admission decisions are based on a number of factors including a previous record of satisfactory academic performance, strength of curriculum, and test scores. Admission to the university is valid for one academic year.

The application for admission, application instructions, and application deadlines can be accessed on the Internet at [www.uab.edu/apply](http://www.uab.edu/apply). To expedite the admission process, prospective students are highly encouraged to apply online. Applications are processed in the order in which they are complete and ready for a decision.

Prospective students currently attending high school may apply the summer before their senior year. Tentative admission will be granted on the basis of ACT or SAT scores and high school records through the junior year. A final official transcript reflecting work completed in the senior year and confirmation of graduation will be reviewed before a student's final admission.

Prospective students currently attending another college or university may apply one year prior to the date of the desired term of enrollment. Tentative admission will be granted with no more than one term pending on the basis of an evaluation of coursework from all colleges and universities attended. A final official transcript reflecting work completed will be reviewed before a student's final admission.

Credentials and documentation required for admission vary by application status. To be considered official, all academic documents required for admission must be mailed to UAB directly from the high school, colleges/universities attended, and testing agencies. All credentials submitted as part of the application for admission become and remain the property of the university and will not be returned to the student, duplicated, or transferred to another institution.

Any change in a student's record prior to enrollment will necessitate a new review of the application. Any omissions or misrepresentations on a student's application for admission will automatically invalidate consideration by and acceptance to UAB. If, after a student is admitted to the university, information comes to light that indicates an applicant did not meet all admission requirements, the applicants offer of admission will be rescinded.

Applicants are considered regardless of race, color, religion, sex, sexual orientation, national origin, disability unrelated to program performance, disabled veteran status, or Vietnam-era veteran status. (See Equal Opportunity Policy on page 525.)

## Priority Application Deadlines

Prospective students are encouraged to apply well in advance of the date of the desired term of enrollment but no more than one year.

**Deadline #1** applies to 1) beginning freshmen; 2) transfer students who have earned less than 24 semester (or 36 quarter) hours of transferable college-level work; 3) international students; and 4) Early Admission, Dual Enrollment, or Concurrent Enrollment applicants.

**Deadline# 2** applies to 1) transfer students with more than 24 semester hours (36 quarter hours) or more of transferable college-level work; 2) former UAB students; 3) post-baccalaureate students; and (4) non-degree seeking students.

<b><u>Enrollment</u></b>	<b><u>Deadline #1</u></b>	<b><u>Deadline #2</u></b>
Fall	March 1	May 1
Spring	November 1	November 1
Summer	April 15	April 15

The application for admission, application fee, and all supporting official academic documents must be complete and received in the Office of Undergraduate Admission by 5 p.m. on the respective deadline date. If the deadline falls on a weekend or university holiday, applications will be considered the following business day.

## Admission to Specific Schools or Programs

Admission to the university as an undergraduate student may not be the final step required to gain admission to the desired school or academic program. For the undergraduate programs listed below, significant additional steps are required:

- School of Arts & Humanities (Music)
- School of Business
- School of Education (Teacher Education Program)
- School of Engineering (Biomedical Engineering)
- School of Health Professions
- School of Nursing
- School of Social and Behavioral Sciences (social work)

Further information on the additional steps required is given in the section of this catalog devoted to the particular school.

## Declaration of School and Major

Applicants are asked to indicate an intended major field of study on the application for admission. Those applicants who are undecided about a specific major but know their general field of interest may ask to be admitted as undeclared within the appropriate school. Those applicants who do not have a general field of interest may request admission as undeclared to the Office for Exploratory Studies within the Division of General Studies. International students must declare a major.

## Admission as a Degree Student

### Freshman Admission High School Graduates

1. Completion of a college preparatory curriculum to include the following:

English	4 units	To include composition and literature
Science	3 units	To include two courses with laboratory components
Mathematics	3 units	To include algebra I and II, geometry, pre-calculus or other college preparatory or advanced level senior math
Social Science	3 units	History, psychology, sociology, etc.
Foreign Language	1 unit	One Language
Additional Core Courses	3 units	
2. Minimum high school grade point average (grades 9-12) of 2.25 on a 4.0 scale
3. Minimum ACT score of 20 or SAT score of 950 (critical reading + mathematics)

### Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP)

UAB awards credit to students who have earned designated scores on Advanced Placement (AP) Program examinations of the College Entrance Examination Board. AP examinations are usually taken at the end of an AP-designed course of study in high school. Credit, if awarded, will be recorded without grades or quality points and will not, therefore, be included in the calculation of the grade point average.

Credits awarded by other institutions for Advanced Placement (AP), International Baccalaureate (IB), and the College Level Examination Program (CLEP) must be reevaluated to determine if credit will be awarded at UAB. Students wishing to submit such credits should send an official score report to UAB Academic Programs and Policy.

UAB score requirements for Advanced Placement, International Baccalaureate, and the College Level Examination Program are available online ([www.uab.edu/testing](http://www.uab.edu/testing)).

## **Non-Traditional Freshmen**

Minimum admission requirements for students who graduated from high school 4 years ago or more and have not attended college or have attended college earning fewer than 24 semester hours:

1. Minimum high school grade point average of 2.25
2. Applicants must take and pass the COMPASS examination; must achieve satisfactory minimum scores in all 3 (Algebra 37, English 60, and Reading 74) test sections. Go to [www.uab.edu/testing](http://www.uab.edu/testing) for more information regarding the COMPASS exam.

## **General Education Development (GED) Recipients**

Applicants who have not graduated from high school must meet the following requirements in order to be considered for admission:

1. Must be at least 19 years old
2. Minimum score of 520 on the GED test
3. For persons 21 years of age or younger a minimum ACT score of 20 or SAT score of 950 (critical reading + mathematics) or for persons 22 years or older minimum COMPASS exam scores of 37 in Algebra, 60 in English, and 74 in reading.

## **Home Schooled Students**

UAB welcomes applications from students who are schooled at home. Home schooled high school students are reviewed for admission and for academic scholarships following the same criteria utilized for students who attend public and private high schools. The official high school transcript should contain the titles of courses in each subject area beginning with grade nine, course grades, overall GPA on a 4.0 scale, course grading scale, signature and contact information of the school administrator. The teaching credentials of the home school teacher should be included.

## **Early Admission**

Students who have exceptional academic credentials and who have strong endorsements from their parents and high school may be considered for admission without completing the senior year of high school. Requirements include 1) minimum grade point average of 3.0; 2) minimum ACT score of 25 or SAT score of 1140 (critical reading and math); 3) a letter of support from a parent or guardian; 4) a letter of approval from the high school principal; 5) a one-page personal essay; and 6) a personal interview with the Director of Undergraduate Admission.

## **Transfer Admission**

Applicants with a minimum of 24 transferable college semester hours must (1) have a minimum grade point average of 2.0 in all such work and (2) be considered in good standing at all previously attended colleges or universities. Applicants who have earned college credits, but fewer than 24 semester hours, must have a 2.0 grade point average in all transferable college work attempted and also satisfy freshman admission requirements (See "Freshman Admission").

## **Eligibility of College Credits for Transfer**

The eligibility of credit for transfer to UAB depends both on the subject matter of the credit and on the accreditation status of the institution that awarded the credit.

Technical or vocational credits, whether earned at UAB or at any other institution of higher education, are not eligible for transfer and may not, therefore, be used to satisfy degree requirements. The exception to this rule is when the transfer of certain courses applicable to specific professional degree programs is approved in advance by the appropriate department. The accepted courses will be posted only while the student is in the degree program approving the credit. If the student changes programs, the courses will be removed.

Credits earned while on academic suspension from UAB or another institution may be eligible for transfer. However, the UAB forgiveness policy can only be applied to grades earned at UAB.

Credits in academic subjects are usually eligible for transfer to UAB if they were awarded by an institution of higher education that has been accredited by one of the regional agencies recognized by the American Council on Education.

If an institution is not yet accredited, but has acquired candidate status from a regional accrediting agency, then academic credits from the institution are eligible for transfer to UAB. Academic credit earned at Alabama Community Colleges during the initial organization of the Alabama College System (1965-1967) will be acceptable for transfer to UAB.

College courses completed at unaccredited non-candidate institutions do not normally transfer to UAB. However, applicants with credits in this category may contact Academic Programs and Policy for information on the "Credit by Portfolio" option.

The official determination of acceptability of courses from other institutions is the responsibility of the Office of the Provost. Students having credits from institutions outside the United States should contact the international admission counselor prior to transfer to receive information on the transfer of international credits.

Credits awarded by other institutions for Advanced Placement (AP), International Baccalaureate (IB), and the College Level Examination Program (CLEP) must be reevaluated to determine if credit will be awarded at UAB. Students wishing to submit such credits should send an official score report to UAB Academic Programs and Policy. See page 80 for Transfer Credit Policy.

## **Limitations of Transferred Credit**

One half of the credit hours required for a degree may be transferred from a two-year college provided the courses are numbered as freshman- (100) and sophomore-level (200) courses.

## **Acceptance of Transfer Credits toward a Degree**

College-level coursework transferred from a regionally accredited institution will be shown on the UAB transcript; however, applicability of the course toward a degree is determined by the student's major department.

## **Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP)**

UAB awards credit to students who have earned designated scores on Advanced Placement (AP) Program examinations of the College Entrance Examination Board. AP examinations are usually taken at the end of an AP-designed course of study in high school. Credit, if awarded, will be recorded without grades or quality points and will not, therefore, be included in the calculation of the grade point average.

Credits awarded by other institutions for Advanced Placement (AP), International Baccalaureate (IB), and the College Level Examination Program (CLEP) must be reevaluated to determine if credit will be awarded at UAB. Students wishing to submit such credits should send an official score report to UAB Academic Programs and Policy.

UAB score requirements for Advanced Placement, International Baccalaureate, and the College Level Examination Program are available online ([www.uab.edu/testing](http://www.uab.edu/testing)).

## **Readmission of Former UAB Students**

Former students who have not been enrolled in undergraduate courses at UAB for one academic year or more, or who have attended another college since their enrollment at UAB, must apply for readmission. Former students are subject to the same conditions as newly-admitted students.

Former UAB students who are returning to continue their programs of study should consult with their academic advisor or department chair to determine whether curriculum or degree requirements have changed since their last enrollment.

## Admission as an International Student

International students are defined as any applicant who is not a U.S. Citizen or Permanent Resident. International students should apply at least six months in advance of desired attendance date in order to facilitate timely admission and enrollment.

### Freshman Admission

Applicants who have completed secondary school abroad under a grading system different from the U.S. system must submit: (1) a document-by-document evaluation which includes a minimum grade point average (GPA) computation of 2.25; (2) an official TOEFL score of at least 500 on the written examination, 173 on the computer-based version, or 61 on the Internet-based version or an IELTS score of 5.5 is required if English is not the applicant's native language.

Applicants who have completed secondary school in the U.S. system must submit: (1) an official high school transcript mailed directly from the high school. If coursework completed at a secondary school abroad is not included on the U.S. high school transcript, a document-by-document evaluation which includes a minimum grade point average (GPA) computation of 2.25 is also required; (2) an official TOEFL score of at least 500 on the written examination, 173 on the computer-based version, or 61 on the Internet-based version, or an IELTS score of 5.5 is required if English is not the applicant's native language or if the applicant has not attended a U.S. high school for at least two years; and (3) an official ACT score of at least 20 or an official SAT score of 950 (critical reading and mathematics).

### Transfer Admission

Applicants who have attended a college or university outside the United States must submit:

- (1) a course-by-course evaluation and translation of work completed at each institution. Applicants must have a minimum grade point average of 2.0 in all such work; and
- (2) an official TOEFL score of at least 500 on the written examination or a score of 173 on the computer-based version, or 61 on the Internet-based version, or an IELTS score of 5.5 is required if English is not the applicant's native language.

Applicants who have attended a college or university in the United States must submit:

- (1) official transcripts from each U.S. college attended must be mailed directly to the Office of Undergraduate Admission and have a minimum grade point average of 2.0 in all college work; and
- (2) an official TOEFL score of at least 500 on the written examination or a score of 173 on the computer-based version, or 61 on the Internet-based version, or an IELTS score of 5.5 is required if English is not the applicant's native language or if the applicant has not completed at least 24 transferable semester hours of U.S. college course work.

*NOTE: Applicants who have earned fewer than 24 semester hours at a postsecondary institution will also need to meet the minimum admission requirements for freshmen.*

Evaluations must be requested from one of the following agencies:

- 1) Educational Credential Evaluators, Inc. (ECE) or
- 2) World Education Services, Inc. (WES).

Evaluations must be sent directly from the agency to the UAB Office of Undergraduate Admission.

In order to receive credit toward specific degree requirements, a detailed printed syllabus or course outline (translated in English) for every course will be requested.

### Student Visa

Immigration requirements include a letter verifying support from the student's financial sponsor, an original or certified copy of a bank statement confirming a balance sufficient to cover the first year's tuition, fees, and living expenses, and a clearance form if transferring from another school within the United States.

To meet the requirements of the F-1 visa, international students must be full-time students. Full-time students are defined as those earning a minimum of 12 semester hours of credit for two consecutive semesters.

## **Health Insurance**

All international students are required to register with the UAB Student Health Service and to carry a health and accident insurance policy approved by the UAB Student Health Service.

## **Post-Baccalaureate Admission**

### **Degree Seeking**

Persons with a baccalaureate degree who wish to seek a second baccalaureate degree should apply as a degree seeking student. Applicants must have a minimum grade point average of 2.0 in all college coursework attempted.

### **Non-Degree Seeking**

Persons with a baccalaureate degree who wish to

- (1) meet prerequisites for advanced programs or
- (2) to satisfy requirements for professional certification should apply as a non-degree seeking student. Applicants must submit an official transcript from the college or university from which the baccalaureate degree was earned.

## **Admission as a Non-Degree Student**

Students who wish to enroll in undergraduate courses with no intent of pursuing a degree should apply as a non-degree seeking student (Temporary, Transient, and Post-Baccalaureate). The following restrictions apply to non-degree students:

- (1) Ineligible for financial aid or for priority registration.
- (2) If a course is over-enrolled, non-degree students may be dropped in favor of degree-seeking students.
- (1) May not participate in intercollegiate sports.

## **Temporary**

A prospective student seeking personal enrichment or career enhancement may be admitted as a Temporary student. Temporary students are limited to applying a maximum of 24 semester hours to a UAB degree program.

Applicants in this category must be at least 25 years of age. Students must provide a letter of good standing if they have attended another college or university within the last year.

## **Transient Students**

Persons who want to transfer credit earned at UAB back to another institution where they are enrolled as a full-time student may be admitted as Transient students.

Academic Requirements: Applicants for Transient status must submit an official transcript or letter of good standing from the home institution. Enrollment as a Transient student is typically for one term, with a maximum of two consecutive semesters. If Transient enrollment is not in consecutive terms, a letter of good standing will be required for each term of enrollment at UAB.

## **Change from Non-Degree to Degree Status**

A student may apply for a "change of status" from a non-degree classification to degree-seeking by submitting a "Change of Status" form and processing fee to the Office of Undergraduate Admission. The deadline for submitting a "Change of Status" form and all required documentation is the application for admission deadline for the desired term of change. In order for a change of status to be approved, the individual must meet all admission criteria and submit all documentation required for a degree-seeking applicant. See "Admission to Undergraduate Programs" for criteria.

## **Concurrent Enrollment and Dual Enrollment/Dual Credit**

UAB welcomes applications from exceptional high school juniors and seniors who wish to earn college credit while still enrolled in high school. Evidence must be presented that enrollment at UAB would enhance the student's educational experience beyond that available in high school.

Requirements include:

- (1) a minimum grade point average of 3.0;
- (2) a recommended ACT score of 25 or SAT score of 1140 (combined critical reading and mathematics);
- (3) a letter of support from a parent or guardian;
- (4) a letter of approval from the high school principal; and
- (5) a one-page personal essay (Concurrent Enrollment only).

### **Concurrent Enrollment**

A student applies for Concurrent Enrollment in order to take courses as a non-degree student at UAB, while concurrently enrolled as a junior or senior in high school. This option may be appropriate for students whose high schools do not participate in the Dual Enrollment/Dual Credit program.

### **Dual Enrollment/Dual Credit**

The Dual Enrollment/Dual Credit option is available only to those students whose high schools have a formal Dual Enrollment/Dual Credit agreement with UAB. A high school junior or senior may apply for dual enrollment/dual credit in order to take courses as a non-degree student at UAB while still completing high school and apply credit earned at UAB both toward college requirements and toward the high school diploma.

Individual courses taken by dual enrollment/dual credit must be pre-approved by the student's high school. Prior to each term of enrollment under the dual enrollment/dual credit option, the student must submit a letter from the high school identifying the pre-approved course(s) to be taken for dual credit.

## **Admission as an Auditor**

Applicants who wish to audit credit courses must follow standard admission procedures and meet minimum admission requirements.

## **Admission Appeal Procedure**

Applicants denied admission to the undergraduate program who believe they have extenuating circumstances that might justify a different decision may appeal for further consideration.

### **Freshman**

1. Applicants must complete and submit a *Supplemental Admission Application*. Any academic or personal information that would help the committee to make a fair and informed decision should be provided. A *Supplemental Admission Application* may be obtained from the Office of Undergraduate Admission.
2. Applicants must submit a letter of recommendation from an individual (not a family member) who can speak knowledgably about the applicant's academic background and potential.
3. Students who are admitted through this procedure will be conditionally admitted. All conditionally admitted students are required to participate in New Student Orientation and confer with an academic advisor prior to registering for their first term at UAB. In addition, conditionally admitted students must limit their first-term course load to a maximum of 14 semester hours, which must include UNIV 101. Students admitted conditionally will be required to confer with an academic advisor for at least two consecutive terms.

Students who are admitted through this procedure will be admitted to and advised through the Division of General Studies.

## Transfer/Former UAB Students

1. Applicants must submit a letter addressed to the Admission Appeals Committee which addresses several issues regarding educational goals: (a) Reasons the applicant did not do satisfactory academic work when previously enrolled; (b) What the applicant has done since last enrolled in school; (c) What steps the applicant has taken to prepare for academic success at UAB; (d) Goals for personal development, career and education; and; (e) Why the applicant is now better able to complete goals than when last enrolled in school.
2. Students who are admitted through this procedure: (a) will be admitted to and advised through the Office for Exploratory Studies within the Division of General Studies; (b) must adhere to all policies and procedures of probation status; and (c) must limit their first-term course load to a maximum of 12 semester hours.

Both freshman and transfer/former student appeal documentation should be submitted to the attention of the Director of Undergraduate Admission. Students who wish to appeal are highly encouraged to do so well in advance of the deadline. The deadline to submit all required appeal documentation is one week after the application for admission deadline of the desired term of enrollment.

## Immunization Policy

In response to outbreaks of rubella (red measles) on college campuses throughout the United States and in accordance with the American College Health Association's recommendation that students be immunized against certain diseases, UAB has established an immunization policy. For a summary of the UAB Immunization Policy, which applies to UAB students and to international scholars, see page 527.

## Equal Opportunity Policy

UAB administers its educational programs and activities, including admission, without regard to race, color, religion, sex, sexual orientation, age, national origin, disability unrelated to job performance or Vietnam-era or disabled veteran status. The full text of this policy can be found on page 525.

## Contact Information

### Office of Undergraduate Admission

#### Mailing Address

Office of Undergraduate Admission  
HUC 260  
1530 3rd Ave South  
Birmingham, Alabama 35294-1150

#### Physical Address

Office of Undergraduate Admission  
Hill University Center, Room 260  
1400 University Boulevard  
Birmingham, Alabama 35294-1150

(205) 934-8221 or 1-800-421-874

[UndergradAdmit@uab.edu](mailto:UndergradAdmit@uab.edu)

[www.uab.edu/apply](http://www.uab.edu/apply)

## **New Student Orientation**

Orientation is offered several times prior to the beginning of each term for all incoming freshmen and transfer students. Designed to assist students in making a smooth transition to UAB, orientation sessions include fun activities and informative programs about services available to students. Additionally, new students meet with faculty and academic advisors and register for classes. Attendance at New Student Orientation is required for all new freshmen and transfer students prior to their first term of enrollment.

### **Office of New Student Orientation**

Room 531 Hill University Center  
1400 University Boulevard  
Birmingham, Alabama 35294-1150  
Telephone (205) 975-7999  
E-Mail: [orient@uab.edu](mailto:orient@uab.edu)  
Web: [www.uab.edu/orientation](http://www.uab.edu/orientation)

