

Undergraduate Admission

Background

Admission guidelines have been developed by the faculty to include direct admits (called beginners) to SPEA and students who transfer to SPEA. SPEA IUPUI accepts only those students who meet the admission requirements. Transfer students are also evaluated to determine if they meet the plurality requirements.

Transfer students who do not meet the regular admission guidelines are considered for Probationary Admission to UCOL.

SPEA sends an updated copy of the admission guidelines (Attachment 1) to the Enrollment Center prior to the start of the fall semester.

Policy (*Orig. 2003*)

Direct Admission

A student who meets the requirements of a direct admission to SPEA will be admitted to SPEA and University College. A student who does not meet the direct admission requirements should be considered for admission to University College.

Regular Transfer Admission

A student who transfers from other institutions will receive a regular admission provided he or she meeting the requirements of regular admission.

Temporary Transfer Admission

A SPEA student at any campus of Indiana University may transfer permanently to SPEA IUPUI provided he or she meets the requirements for admission and good academic standing.

A SPEA student at any campus of Indiana University may seek a temporary transfer to SPEA IUPUI provided he or she meets the good academic standing requirements.

Second Undergraduate Degree Admission

Students must petition for approval to work toward a second bachelor's degree. If permission is granted, students are required to take 30 credit hours beyond the credits used for the first bachelor's degree and satisfy all the requirements for the second degree. Generally SPEA encourages students to work toward a graduate degree rather than a second bachelor's degree.

Hours Requirements

Students must successfully complete a minimum of 120 credit hours for the Bachelor of Science degrees at IUPUI. The campus at which a student completes the plurality of course work will award the degree, provided that campus is authorized to award to grant the degree/major/concentration and that the student has been admitted to that campus. Students may transfer no more than 90 credit hours toward a bachelor's degree.

Responsibilities

- ✓ The student is responsible for understanding the admission requirements and completing the proper applications.
- ✓ The Director of Academic Affairs maintains SPEA's Admission Guidelines and providing these to IUPUI Enrollment Services.
- ✓ The Director of Student Services assists the Director of Academic Affairs in the review and updating of the guidelines.
- ✓ The Administrative Assistant prints the student files for review.

- ✓ The Director of Academic Affairs and the Director of Student Services review the student's file for good academic standing and plurality.
- ✓ The Academic Advisor and the Director of Student Services notify the Administrative Assistant of decisions.
- ✓ The Administrative Assistant notifies Enrollment Services of decisions.
- ✓ Enrollment Services notifies the student about the decision and for routing the decision to the IUPUI Office of the Registrar for term activation.
- ✓ The Office of the Registrar enters the student into the IUPUI PeopleSoft system and term activates the student and directs the student to meet with a SPEA Academic Advisor.
- ✓ The Administrative Assistant establishes a file for the student and enters the student into the SPEA Information System internal database and transfers the file to the main student population file drawers after the student registers for classes.

Procedure

1. Maintaining SPEA's Admission Guidelines

- a. The faculty is responsible for changing SPEA's admission guidelines.
- b. Prior to the fall semester, Enrollment Services send the most recent SPEA admission guidelines to the Director of Academic Affairs.
- c. The Director of Academic Affairs and the Director of Student Services review the guidelines and update the guidelines to clarify non-policy ambiguities. The Director of Academic Affairs refers policy issues to the Program Directors for discussion with faculty.
- d. The Director of Academic Affairs returns the SPEA admission guidelines to Enrollment Services.

2. Direct Admission

- a. The student must meet the requirements for beginners as identified in the IUPUI Admission Guidelines for SPEA (Attachment 1).
- b. The student completes the application, available at Enrollment Services website (<http://www.iupui.edu/apply/>).
- c. Enrollment Services notifies the student about the admission decision.

3. Transfer Admission – Regular Admission

- a. The student must meet the requirements of regular admission as identified in the IUPUI Admission Guidelines for SPEA (Attachment 1).
- b. The student completes the application for transfer admission, available at Enrollment Services website (<http://www.iupui.edu/apply/>).
- c. Enrollment Services notifies the student about the admission decision.

4. Transfer Admission – Permanent Intercampus Transfer

- a. The student must meet the requirements of a permanent intercampus transfer admission as identified in the IUPUI Admission Guidelines for SPEA (Attachment 1).
- b. The student completes the application for permanent temporary intercampus transfer admission, available at Enrollment Services website (<http://www.iupui.edu/apply/>).
- c. Enrollment Services notifies the student that the application is being processed.
- d. Enrollment Services scans the documents into Onbase and sends an e-mail to the SPEA Administrative Assistant stating that SPEA has a permanent intercampus transfer application.
- e. The Administrative Assistant prints the student's application and supporting documents and provides copies to the appropriate Academic Advisor and/or the Director of Student Services.
- f. The Academic Advisor or the Director of Student Services reviews the file to determine if the student meets the good academic standing requirement and whether or not the student will meet the plurality requirement. This is an essential step to ensure that the student will be able to graduate.

- g. The Academic Advisor or the Director of Students Services informs the Administrative Assistant of the decision.
- h. The Administrative Assistant notifies Enrollment Services of the admission decision. Enrollment Services notifies the student of the decision. In the event a student is denied admission, Enrollment Services provides the student with options.
- i. Enrollment Services routes the decision to the Office of the Registrar for entry of the student into the IUPUI PeopleSoft system to update the program/plan/stack to SPEA and term activate the student. Enrollment Services notifies the student that he or she has been term activated and directs the student to meet with a SPEA Academic Advisor.
- j. The Administrative Assistant establishes a file for the student and enters the student's information into the SPEA internal database. The file is held in the 'matriculated student file' at the Administrative Assistant's station until the student registers for classes.
- k. The Administrative Assistant transfers the student's file to the main student population file drawers in the Student Services outer office after the student registers for classes.
- l. The Administrative Assistant sends the student a letter, notifying the student of the mandatory induction after the student is admitted.

5. Transfer Admission – Temporary Intercampus Transfer

- a. The student must meet the requirements of a temporary intercampus transfer admission as identified in the IUPUI Admission Guidelines for SPEA (Attachment 1).
- b. The student completes the application for temporary intercampus transfer admission, available at Enrollment Services website (<http://www.iupui.edu/apply/>).
- c. Enrollment Services routes the application to the Office of the Registrar, who in turn, routes the application to the SPEA Recorder or the Director of Student Services.
- d. The SPEA Recorder or the Director of Student Services determines whether or not the student meets the good academic standing requirement.
- e. The SPEA Recorder or the Director of Student Services sends the decision to the Office of the Registrar via e-mail.
- f. The Office of the Registrar contacts the student with the decision.
- g. The student is term-activated for only one semester with an end date that prevents the student from being automatically admitted.

Documentation

- ✓ IUPUI Admission Guidelines, School of Public and Environmental Affairs (Attachment 1)

IUPUI ADMISSION GUIDELINES
School of Public and Environmental Affairs
2008

GENERAL INFORMATION

The School of Public and Environmental Affairs (SPEA) considers dual admission of beginning students with University College (UCOL) and direct admission of transfer students. Students can be considered for any term.

Beginners (Direct Admission to SPEA)

- A. Students will receive a dual Direct Admission to SPEA and UCOL, providing the student has achieved all the following:
 - 1. Has completed Core 40 or has Academic Honors diploma.
 - 2. Has 1000+ SAT combined total of critical reading and math score or ACT composite of 21.
 - 3. Has 3.0 GPA, no grades below C.

- B. All other applicants should be considered for admission to UCOL.

Transfer Admission

- A. **Regular Admission** – Students transferring from other institutions will receive a Regular Admission to SPEA, providing the student has achieved all of the following:
 - 1. Cumulative GPA - 2.0 and above with the following conditions:
 - a) SPEA reserves the right to review and withhold admission in those cases where students have been granted forgiveness, exclusion, or similar exemptions that remove from the cumulative GPA calculation grades that would typically be included in the GPA. SPEA does recognize grade replacements for courses that have been retaken at an institution where the higher of the course grades has been used to compute the cumulative GPA.
 - b) SPEA reserves the right to review and withhold admission in those cases where students are seeking to transfer to SPEA from another institution, but they also have a previous record at IUPUI which does not meet good standing requirements.
 - c) Students who do not meet condition A.1.a) or A.1.b) should be referred to the Director of SPEA Student Services.
 - 2. Last completed semester has a GPA of 2.0 and above. Student who do not meet this condition but do meet the cumulative GPA requirement should be referred to the Director of SPEA Student Services.
 - 3. Completed 12 or more transferable credit hours. **If under 12 credit hours, review as Beginner (Direct Admission to SPEA) using above criteria.**
 - 4. Completed ENG-W131 or its equivalent with a grade of C or better.
 - 5. Public Affairs Majors (Management, Civic Leadership, Policy Studies) must have completed V170 Introduction to Public Affairs or its equivalent with a passing grade. A student who meets all other requirements for transfer admission except completion of V170 must complete this course by the end of the 1st semester in SPEA.

- B. Intercampus Transfer, Temporary or Permanent** – SPEA students at any campus of Indiana University may transfer permanently to SPEA on another campus, provided they meet the requirements for admission, good academic standing, and plurality of courses on that campus. SPEA students seeking a temporary transfer to SPEA Indianapolis must meet the good academic standing requirement. The following requirements must be met by transfer students:
1. Must be in good academic standing, which requires the following:
 - a) Cumulative GPA – 2.0 and above
 - b) Semester GPA – 2.0 and above
 - c) SPEA major/concentration/core GPA – 2.3 minimum, providing the student has completed 12 transferable credit hours or more in the major/concentration/core
Contact the Director of SPEA Student Services for assistance in determining the appropriate SPEA GPA.
 2. Completed ENG-W131 or its equivalent with a grade of C or better.
 3. The campus at which a student completes the plurality (more than half) of course work will award the degree, provided that campus is authorized to grant the degree.
 4. Public Affairs Majors (Management, Civic Leadership, Policy Studies) must have completed V170 Introduction to Public Affairs with a passing grade. A student who meets all other requirements for transfer admission except completion of V170 must complete this course by the end of his/her 1st semester in SPEA.
- C. Probationary Admission** – Students transferring from other institutions, who do not meet the Regular Admission requirements, may be considered for Probationary Admission to UCOL.

Second Undergraduate Degree Applicants - Students who are seeking a second undergraduate degree are encouraged to explore SPEA graduate programs or graduate certificate programs. Refer students to SPEA graduate program to discuss options with an academic advisor.

SPEA credit posted for Police and Firefighting training-SPEA grants credit for graduates of the Indianapolis Fire Department Training academies and graduates of five certified Indiana police training academy. Qualified firefighters receive 9 hours for designated SPEA courses and qualified law enforcement academy graduates receive 12 hours for designated courses. This credit is awarded by written notification from SPEA to Admissions. The individual must either (1) be currently enrolled or (2) applied and accepted for admission. The credit is treated as transfer credit and becomes “official” once the student completes one additional IUPUI course. Individuals who believe they qualify should be directed to the Student Services office in SPEA. Recipients of this firefighter and law enforcement credit should be directly admitted to SPEA when they apply for the credit.

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