

1. GENERAL

- 1.01 Sam Houston State University (SHSU) is dedicated to maintaining high academic standards and supporting students in achieving academic success. In line with efforts to continually enhance the quality of its academic programs, SHSU is committed to reviewing its admission criteria for undergraduate and graduate programs as part of its long-term strategic goals for academic excellence.
- 1.02 Admission to SHSU is open to qualified individuals without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, veteran status, disability status, sexual orientation, or gender identity.

2. PURPOSE

This policy aims to establish a framework for admissions that reflects SHSU's commitment to academic excellence. It is designed to guide the admissions process for undergraduate students, ensuring fairness, transparency, and compliance with state and federal regulations. This policy establishes guidelines for processes to be followed for making changes in admission standards.

3. UNDERGRADUATE ADMISSIONS

- 3.01 The Vice President for Enrollment shall regularly review, study, evaluate, and make recommendations concerning admission standards of beginning, transfer, and international undergraduate students. The recommendations shall be sent to the Sr. Vice President for Strategic Enrollment and Innovation and the Provost and Sr. Vice President for Academic Affairs for review and approval, who shall seek advice from the deans, and appropriate academic support and student affairs units, before forwarding it to the President for review. All changes to admissions standards must be approved by the Texas State University System (TSUS) Board of Regents.
- 3.02 Admissions standards shall be publicly available in the Undergraduate Catalog, the University's admissions website, and any other relevant publications. Academic departments shall be notified in writing of any changes to admissions standards.

4. BEGINNING FRESHMAN STUDENTS

4.01 For the purpose of this policy, a beginning freshman student is defined as an applicant attending SHSU or any institution for the first time at the undergraduate level. Students who entered with advanced standing or college credits earned before graduation from high school are included.

4.02 Automatic Admission

- a. Automatic Admission is granted when eligible prospective freshmen are in the Top 10% of their high school graduating class in one of the two school years preceding the academic year for which they are applying for admission with one of the following diploma types: (HB5) Distinguished Achievement or (UAS) Distinguished.
- b. Automatic Admission is also granted when eligible prospective freshmen graduate high school with one of the following diploma types: (HB5) Foundations with Endorsements, (HB5) Distinguished Achievement, (UAS) Recommended, (UAS) Distinguished, or equivalent AND meet current SHSU automatic admissions standards based on high school grade point average (GPA) and ACT/SAT scores determined in accordance with the procedures in section 3.01 of this policy and approved by the TSUS Board of Regents.
- c. Students not meeting automatic admission standards will be considered by individual review. Additional factors which may be considered during individual review are:
 - Core GPA
 - Class rank
 - Size of graduating class
 - Quality and competitive level of high school courses taken and grades earned (i.e. AP, Honors, dual credit)
 - Academic progress and achievements
 - ACT/SAT scores

4.03 Test-Optional Admission

Pursuant to TSUS Board approval, SHSU may establish test-optional admissions standards for students who do not submit ACT or SAT scores.

- 4.04 A beginning freshman student must submit all of the following documentation:
- a. Completed SHSU Admission Application with non-refundable application fee or waiver.
 - b. Official ACT Composite or SAT score report. (Optional)
 - c. Official high school transcript showing GPA and degree plan. Upon graduation from high school, applicant must provide a final official high school transcript showing final GPA, date of graduation and graduation plan. If an endorsement is earned, the endorsement must be noted on other transcript provided.
 - d. Applicants from private schools or home schools must have an equivalent diploma type, and home school transcripts must be notarized. Graduates of a non-accredited high school and students who earned the GED must meet the requirements listed in the SHSU Undergraduate Catalog.
- 4.05 SHSU accepts college credit earned as dual credit from other accredited institutions of higher education. A beginning freshman student who has attempted college/university course work while enrolled in high school or prior to entering SHSU(Dual Credit/Dual Enrollment) must provide official college and/or university transcript(s) indicating the completion of all transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses). While the overall cumulative transfer GPA (for Dual Credit courses) will not be used for admittance, the GPA will factor into the overall GPA. Transferable courses may not be relevant to every degree or certificate plan.

5. GRADUATES OF A NON-ACCREDITED OR NON-RANKING HIGH SCHOOL

- 5.01 Graduates of a non-accredited high school must submit the following documentation:
- a. Completed SHSU Admission Application with non-refundable application fee or waiver.
 - b. Official ACT Composite or SAT score report. (Optional)

- c. Official high school transcript that means the Texas State Graduation Requirements as approved by the State Board of Education. See the Texas Education Agency State Graduation Requirements or [Texas Administrative Code \(TAC\) Chapter 74](#). Upon graduation, applicants must provide a final official transcript showing final GPA and date of graduation.

6. GRADUATES OF A HOMESCHOOL

- 6.01 Students who have graduated or plan to graduate from a homeschool must present a homeschool transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education. See the Texas Education Agency State Graduation Requirements or [Texas Administrative Code \(TAC\) Chapter 74](#).
- 6.02 Graduates of a homeschool must submit the following documentation:
 - a. Completed SHSU Admission Application with non-refundable application fee or waiver.
 - b. Official ACT Composite or SAT score report. (Optional)
 - c. Official notarized homeschool transcript.

7. STUDENTS WHO EARNED THE GED

- 7.01 SHSU admits qualified students who have earned their GED, who score a minimum 21 on the ACT Composite or 1090 on the SAT (evidence-based reading/writing + math).
- 7.02 Students with a GED must submit the following documentation:
 - a. Completed SHSU Admission Application with non-refundable application fee or waiver.
 - b. Official ACT Composite or SAT score report.
 - c. Official GED certificate with GED test scores.

8. TRANSFER STUDENTS

8.01 For purposes of this policy, a transfer student is defined to mean an undergraduate student who has completed a minimum of 12 semester credit hours of transferable academic course work from a college or university accredited by a Texas Higher Education Coordinating Board recognized accrediting body. "Transferable academic course work" is defined to mean those attempted semester credit hours of course work which are applicable to a baccalaureate degree or certificate program.

8.02 Admission of Transfer Students from U.S. Colleges or Universities

- a. Undergraduate students who transfer to SHSU from another college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board with less than twelve transferable academic hours must meet the standards of beginning freshman students (see section 2 of this policy, beginning freshman students), must present a cumulative transfer GPA of 2.5 or higher, and must provide the following documentation:
 - (1) Completed SHSU Admission Application with non-refundable application fee or waiver.
 - (2) Official transcript(s) from all colleges and universities attended indicating the completion of fewer than twelve transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses).
- b. Undergraduate students who transfer to SHSU from another college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board with twelve or more transferable academic hours as defined by this policy must provide the following documentation.
 - (1) Completed SHSU Admission Application with non-refundable application fee or waiver.
 - (2) Official transcript(s) from all colleges or universities attended.
- c. Any Transfer Student with 12-17 transferable academic hours must have a minimum cumulative 2.5 GPA. Any Transfer Student with 18+ hours of transferable academic hours must have a minimum 2.0 GPA.

- 8.03 SHSU accepts a maximum of sixty-six (66) academic hours plus four (4) hours of activity physical education (kinesiology) for a total of seventy (70) semester credit hours from the accredited junior/community colleges attended.
- 8.04 Courses taken at junior/community colleges do not satisfy the advanced hours (Junior or Senior level) required at SHSU.
- 8.05 Students who are currently academically suspended from their most recent college or university are not eligible for admission to SHSU. Students who are currently suspended with any other form of suspension (other than academic), dismissal, or expulsion from another college or university are not eligible for admission to SHSU.
- 8.06 All academic courses (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) attempted at a four-year U.S. college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board will be reviewed for transferability; however, transferable courses may not be relevant to every degree or certificate plan and not all transfer courses work will satisfy degree or certificate requirements. (Also see Academic Policy Statement 801007, Courses and Grades Transferred from Other Colleges and Universities.

9. EARLY ADMISSIONS

- 9.01 High school students who have completed the junior year may be accepted to attend classes at SHSU.
- 9.02 To be accepted to attend classes, students must complete the Early College Credit Admission form and pay the non-refundable application fee or waiver.
- 9.03 To qualify for early admissions, students must meet the following criteria:
 - a. Be in the top 25% of their graduating class
 - b. Have the recommendation of the high school principal or counselor
 - c. Have written permission of the parent or guardian
 - d. Provide verification of Texas Success Initiative status

- e. Submit the completed Early College Credit Admission Form

10. DUAL CREDIT

- 10.01 To participate as a dual credit student with SHSU, a memorandum of understanding (MOU) must exist between the high school and SHSU. Students must complete the SHSU Admission Application and provide official documentation for the criteria listed below:
 - a. Provide verification of Texas Success Initiative status
 - b. Have the recommendation of the high school principal or counselor
 - c. Have written permission of the parent or guardian
 - d. Submit the Early College Credit Admission form

11. FULL-TIME EARLY ADMISSIONS PROGRAM REQUIREMENTS

- 11.01 SHSU recognizes that in some instances a truly gifted high school student may receive considerable educational benefit from a full-time early admissions program to a college or university.
- 11.02 To be admitted to the University, the student must provide official documentation for the criteria listed in 7.03 of this policy, complete the undergraduate admissions application, and pay the non-refundable application fee.

12. ADMISSION OF UNDERGRADUATE INTERNATIONAL STUDENTS

- 12.01 All undergraduate international students must complete the SHSU Admission Application and pay the non-refundable international application fee in U.S. currency. All undergraduate international students must declare a major (other than General Studies) on the application for admission.
- 12.02 SHSU has five (5) categories of undergraduate international students (with varying admission criteria):

- a. Beginning international freshmen who have graduated from a high school outside the United States or a country whose primary language of instruction is English;
- b. Beginning international freshmen who have graduated from a high school in the U.S.;
- c. Transfer international students who have attended a college or university from outside the U.S.;
- d. Transfer international students who have attended a college or university in the U.S. and have obtained 30+ transferable hours; and
- e. Transfer international students who have attended a college or university in the U.S. and have obtained less than 30 transferable hours.

12.03 In accordance with federal regulations, international students admitted to a fully online program of study are not eligible for an F-1 visa for that program.

13. APPEALS PROCESS FOR UNDERGRADUATE ADMISSIONS

An applicant who has been denied admission may appeal that decision in writing to the Undergraduate Admission Standards and Applications Committee, Sam Houston State University, Box 2418, Huntsville, Texas 77341 or via email at admissions@shsu.edu. Appeals must be made in writing within 30 days of decision. Upon receipt of appeal, the applicant will be contacted by the Office of Admissions to discuss the appeal or schedule an interview.

APPROVED: _____<signed>_____
Alisa White, Ph.D., President

DATE: _____6/12/2024_____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: May 2, 1984
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2026

Approved: <signed>
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 6/12/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.