PURDUE UNIVERSITY

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Undergraduate Admissions on the West Lafayette Campus (WL-6)

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STATEMENT OF POLICY

Undergraduate applications to Purdue University West Lafayette and College of Technology Statewide Sites are reviewed individually, comprehensively and holistically. Applicants who are admitted must be academically prepared for the rigor of higher education and the specific demands of the academic program to which they are seeking admission. Admission is competitive and relative to both the pool of Applicants and the space available. All application reviews and admission decisions are made in support of and comply with the University's Nondiscrimination Policy Statement.

To protect the privacy of Applicants, the credentials of freshman Applicants may be discussed with and disclosed to only the Applicant, his or her parent and officials of the Applicant's secondary school. The credentials of transfer Applicants may be discussed only with the Applicant.

REASON FOR THIS POLICY

Purdue University is committed to attracting, enrolling and graduating a talented and broadly diverse undergraduate student body whose members:

1. Will be successful in the academic programs and other opportunities of the University,
2. Add to a vibrant mix of students fostering an educational atmosphere that provides the best educational experience for all students, and
3. Show promise of future contribution to the University community and the broader society.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

Applicants, faculty and all units involved in student recruitment and/or admissions to Purdue University's West Lafayette campus and College of Technology Statewide.

WHO SHOULD KNOW THIS POLICY

Board of Trustees
President
Vice Presidents
Vice Provosts
Deans
Directors
Department Heads/Chairs
Faculty
Applicants for admission
Staff involved in student recruitment and/or admissions

EXCLUSIONS

There are no exclusions to this policy.

WEBSITE ADDRESS FOR THIS POLICY

[University Policy Office will complete.]

CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Dean of Admissions	494-7014	pamhorne@purdue.edu

DEFINITIONS

Admissions Committee
A standing committee under the direction of the Office of Admissions that reviews all applications to undergraduate academic programs on the West Lafayette campus or College of Technology Statewide locations and makes the final admissions decisions.

Applicant
An individual who has applied for admission as an undergraduate student to Purdue University West Lafayette or College of Technology Statewide.

Office of Admissions
The office of the same name on the West Lafayette campus charged with oversight of undergraduate admission to Purdue University West Lafayette and College of Technology Statewide.

Purdue, University and **Purdue University**
Any campus, unit, program, association or entity of Purdue University, including but not limited to Indiana University-Purdue University Fort Wayne, Purdue University Calumet, Purdue University North Central, Purdue University West Lafayette, Purdue Cooperative Extension Service and Purdue University College of Technology Statewide.

President
Purdue's President.

Provost
Purdue's Executive Vice President for Academic Affairs and Provost.

Special Admission
Admission of an Applicant to Purdue University West Lafayette or College of Technology Statewide who does not meet the published minimum academic expectations.

Special Admission Review Committee
A standing committee appointed by the Provost that reviews requests for Special Admission and provides a recommendation to the Admissions Committee. Membership on the committee consists of no fewer than three faculty members, including faculty representatives from the Education Policy and the Student Affairs Committees of the University Senate.

RESPONSIBILITIES

Admissions Committee
Conduct credential reviews and make admissions decisions regarding all undergraduate applications to Purdue University West Lafayette and College of Technology Statewide.

Based on the advice of the Special Admission Review Committee, make a determination whether to approve an Applicant for Special Admission.

Review and make determinations on written appeals of admission denials.

Applicant
If he or she disagrees with an admissions decision and wishes to appeal, follow the admissions appeal process.

Faculty of the Colleges/Schools
Set minimum academic expectations for admission of new freshmen and transfer students.

Provide annual input to the Admissions Committee regarding criteria for success in specific programs of study.

Office of Admissions
Administer this policy.

Oversee the Admissions Committee.

Protect the privacy of Applicants.

Provost
Appoint members to the Special Admission Review Committee as necessary and appropriate.

Special Admission Review Committee
Review requests for Special Admission and forward recommendations to the Admissions Committee.

PROCEDURES

I. **Criteria for Admission**

A. Faculty of each College and School will set the minimum academic expectations for new freshman and transfer students. These criteria will be made available on the Office of Admissions website.

B. Each college/school will provide annual input to the Admissions Committee regarding academic preparation and personal background and/or experiences deemed important for success in specific programs of study.

C. The following factors are taken into consideration in the admissions review:

- Secondary school course expectations as outlined on the Office of Admissions website
- Overall grades in secondary and/or college-level academic coursework
- Specific course equivalency requirements for transfer students
- Grades in academic courses related to the intended major

- Strength of the Applicant's curriculum relative to that available
- Trends in academic achievement
- Class rank
- Overall and core academic grade point average
- SAT and/or ACT scores
- Ability to be successful in intended program of study
- Personal statement/essay
- Personal background and experiences
- Activities, leadership, honors, awards and work experience
- Recommendation(s) provided by secondary school counselor, teacher or other school administrator
- Time of year of application
- Space available in intended program of study

II. Review and Decisions

A. The Office of Admissions will provide current information regarding application procedures, deadlines and requirements on its website.

B. Completed undergraduate applications will be divided as appropriate among the Admissions Committee members for credential review and admission decisions, which will be conducted in accordance with the Statement of Policy.

C. To preserve and assure the integrity of the admissions review and decision process, it is important that there be no third-party influence nor the appearance of such influence.

III. Special Admission

A. The University recognizes that not all secondary or preparatory schools provide access to the minimum academic expectations for admission to Purdue University; thus, strong overall candidates for admission may present small deficits relative to the expectations. These individuals may be given consideration for Special Admission. The University also recognizes that a small number of students may present deficits but also bring exceptional talents, attributes, achievements or experiences that could significantly enrich the campus community. These candidates also may be considered for Special Admission.

B. Applicants who may qualify for Special Admission may be identified by the academic unit (college, school, or department) to which they have applied, a non-academic unit/program (e.g., arts, athletics, musical organizations, etc.) or by the Office of Admissions. Such identification must take into account that the Applicant's credentials demonstrate potential to complete an academic program at Purdue. In some cases, such potential will need to be considered along with appropriate and reasonable academic support from the University.

C. At the conclusion of Applicant review, the Special Admission Review Committee will forward a recommendation to the Admissions Committee. This recommendation may include any pre- and/or post-matriculation academic conditions and/or support mechanisms required of the Applicant and the unit(s) that identified the Applicant for Special Admission.

D. The Admissions Committee will make the final determination whether to approve an Applicant for Special Admission.

E. The outcomes of Special Admissions will be recorded and monitored annually by the Office of Admissions.

IV. **Appeals**

A. Applicants who are denied admission may submit a written appeal to the Office of Admissions. No third-party appeals will be considered. The appeal must include new and compelling information.

B. The full Admissions Committee will consider and make the final decision on written appeals.

V. **Revocation of Admission**

Falsification of any part of the application for admission is grounds for revocation. Further, an offer of admission may be revoked if an Applicant's academic or conduct record seriously deteriorates between the time of admission and matriculation.

RELATED DOCUMENTS, FORMS AND TOOLS

Nondiscrimination Policy Statement:
www.purdue.edu/purdue/ea_eou_statement.html

Office of Admissions website:
admissions.purdue.edu/index.html

University Policy Regarding the "Family Educational Rights and Privacy Act of 1974" (as amended) (Executive Memorandum No. C-51):
www.purdue.edu/policies/pages/records/c_51.html

HISTORY AND UPDATES

This is the first such policy to address this issue.

APPENDIX

There are no appendices to this policy.