

ADMISSION POLICIES

CONTACT INFORMATION

Admissions Office

Student Services Center, Room 2212

Phone: 906-227-2650

Web page: www.nmu.edu/prospect

Director: Gerri L. Daniels

Associate Director: William E. Laffey

Assistant Directors: Michelle A. Borleske, Alison R. Crowley,

Nicole Popour, Gina A. Lombardini, Joanne R. Rule,

W. Kevin Stulz, Cary Vajda

The Admissions Office processes all requests for information and all applications for admission for new and re-entering undergraduate students. Applications for admission and information regarding academic programs and scholarships will be sent upon request. Forms and information are also available on the admissions Web page.

Admission Philosophy

Northern Michigan University seeks to admit students who exhibit potential to succeed in the program of their choice. Applications for admission to NMU are individually reviewed with strong emphasis given to grade point average in high school college preparatory subjects, standardized achievement test scores, strength of academic curriculum, and/or college academic record. Northern also has a long-standing policy of providing opportunity for students whose previous academic experiences were less than satisfactory but who can show other evidence of their potential for success. However, the university retains the right to exercise judgment as to the eligibility of applicants for specific courses of study.

Students may be admitted to the university in good standing, admitted on probation, admitted with restriction to a specific program, asked to take a pre-admission test or supply further information, or denied admission until the student can demonstrate potential for success at the college level. When a student is admitted, the admission is to the university, not into a particular academic degree program. Academic departments may have additional requirements for admission to specific programs. Students may be asked to agree to certain conditions as part of their enrollment.

Applicants denied admission to the university may appeal to the Admissions Review Committee. The university also retains the right to withdraw an offer of admission or change the admission status if a student's academic record significantly changes between the date of admission and enrollment or if the applicant falsifies or withholds information requested on the application for admission.

Admission Requirements and Application Procedures

Admission requirements differ depending on the status of the applicant (freshman, transfer, etc.) and the level of academic program. The following sections describe the credentials considered, the admission requirements, and the application procedures for each applicant status and program level.

Secondary School Preparation

High school students are strongly encouraged to adhere to the following secondary school curriculum for regular admission to baccalaureate level programs:

- Four years of English
- Three years of college preparatory mathematics
- Three years of history and social sciences
- Two years of biological and physical sciences

Students are also strongly encouraged to complete three years of foreign language, two years of fine or performing arts, and one year of computer instruction that establishes computer literacy.

Computation of High School Grade Point Averages

NMU recalculates the grade point average of high school students on a 4.00 scale by counting all grades received in college preparatory subjects for a minimum of six semesters. Grades in courses designated on the transcript by the school as honors, International Baccalaureate (IB), or Advanced Placement (AP) receive added weight in the computation. If the high school includes any college courses taken while in high school on the high school transcript, those grades will receive added weight as well. If a student has earned a GED, the "score average" is equated to a grade point equivalent for admissions purposes.

Computation of College Grade Point Averages

In calculating the grade point average of transfer students, admissions computes college-level courses only, using credits attempted and honor points earned.

Standardized Achievement Testing

All applicants for baccalaureate programs (and some community college level programs) must take the ACT or SAT. Exceptions to this policy are granted to those who: (1) will have earned 12 or more semester hours of college level credit taken after high school graduation; (2) are international students other than Canadian; (3) are persons who have been out of high school for three years or more; and, (4) are applicants to some associate, certificate, certification and diploma programs.

NOTE: STUDENTS INTENDING TO PURSUE AN EDUCATION PROGRAM SHOULD PROVIDE THEIR ACT/SAT SCORES EVEN IF EXEMPT AS NOTED ABOVE.

Transcripts

Admission decisions are made on official documents. Applicants should request that official transcripts be sent directly to the NMU Admissions Office from each high school and college/university/trade school attended. Students who have earned a GED must have an official score report sent to NMU from the testing center.

Applicant Status

Find your applicant status among the choices below to understand the admissions requirements and application process you should follow. To apply, follow all steps listed under the heading Application Procedures found at the end of this section.

Freshman Applicants

Applicants who have not attended any college or university after high school are considered freshman applicants.

Baccalaureate Program Admission: Freshman applicants seeking admission to a baccalaureate degree program will be admitted if they meet the following requirements:

- Will graduate from high school with a recomputed academic grade point average of 2.25 or better in college preparatory subjects.
- Attain a minimum ACT composite score of 19 or a minimum combined SAT score of 900.
- Successfully complete course work as outlined by the Presidents' Council of the State Universities of Michigan, as referenced above in Secondary School Preparation. Students who have earned a GED are also considered for admission.

Non-Baccalaureate Program Admissions: Freshman applicants seeking admission into associate, certificate, diploma-level or certification programs will be admitted if they meet the following requirements:

- Applicants may submit records verifying the achievement of the admission standards for baccalaureate programs; or
- Applicants must submit records verifying that they meet the specific admission requirements for the program to which they are applying. Some community college-level programs have specific minimum grade point average and/or test score requirements. This information can be found on the Application for Admission.

Transfer Applicants

Applicants who have attended a college or university after high school graduation or GED attainment are considered transfer applicants. Transfer applicants are admitted in good standing if they have a minimum 2.00 cumulative grade point average on a 4.00 scale for college-level courses taken at all post-secondary institutions attended and are eligible to return to the last insti-

tution attended. Transfer applicants who have earned fewer than 12 college-level credits will be reviewed based on high school and college performance.

Dual Enrollment Applicants

Applicants who are still enrolled in high school and who wish to be enrolled in NMU courses prior to high school graduation are considered dual enrollment applicants and may be admitted, provided the student has demonstrated consistent, excellent academic achievement. Local school districts have their own requirements regarding approval of students seeking to pursue dual enrollment. Students should contact their school counselor or principal. Additionally, the following requirements must be met for admission as a dual-enrolled student at NMU:

- Applicants must have completed the 10th grade of high school and have achieved a minimum 3.00 academic grade point average, recalculated in academic, college-preparatory classes; and,
- Applicants are limited to taking eight credits per semester and must meet course prerequisites.

To apply, please follow all steps listed under the heading Application Procedures, found at the end of this section. Additionally, the "Dual Enrollment Permission to Enroll Form" must be completed. This form is available from the Admissions Office.

Dual enrollment students wishing to attend NMU as degree-seeking students after high school graduation do not need to reapply for admission. Write or call the Admissions Office to let us know you'd like to continue at NMU.

Re-entry Applicants

Previous Northern Michigan University undergraduate students who have not been enrolled at NMU for at least one year are considered re-entry applicants and will be re-admitted to the university provided they are eligible to do so under the Northern Michigan University Academic Proficiency Policy. Students may complete the update form at www.nmu.edu/reentry. Additionally, the following requirements must be met:

- Official transcripts must be sent from all institutions students have attended since their last NMU enrollment date.
- If suspended or dismissed from Northern Michigan University following their last enrollment, re-entry student applicants must submit appeals to the Admission and Academic Policies Committee through the Academic and Career Advisement Center.
- All debts to the university must be paid before course registration.

Post-baccalaureate Applicants

Applicants who hold a baccalaureate or higher degree and wish to pursue another undergraduate degree or seek an initial secondary or elementary provisional teaching certificate are considered a post-baccalaureate applicant and will be admitted to NMU providing they have graduated from an accredited college or university. Individual academic programs may have additional requirements for admission.

Non-degree Applicants

Applicants who intend to enroll in classes for personal and/or professional development or for purposes other than obtaining a degree, certificate or diploma are considered non-degree applicants, and the following stipulations will be enforced for admission:

- Non-degree students are limited to a maximum enrollment of eight credit hours during any enrollment period.
- Non-degree students must meet all course prerequisites.
- Non-degree students may enroll under non-degree status for a maximum of 16 attempted credit hours without going through the freshman/transfer admission process.
- Non-degree students are not eligible for financial aid.

Credit earned as a non-degree student may be applied toward degree programs. To begin this process, the non-degree student must complete a Change to Degree Form, supply all required documentation, meet the same minimum grade point average and credit hour criteria as transfer applicants, and be formally admitted to a specific academic program.

Guest Applicants

Applicants who are regularly enrolled at and eligible to return to another college or university, but wish to earn credit from Northern Michigan University are considered guest applicants. The following stipulations must be met for admission:

- Applicants may not register as degree candidates at NMU.
- Applicants must have the NMU courses they wish to take approved in advance by the registrar of their home institution.
- Applicants must understand that falsification of any part of a guest application may result in cancellation of admission or registration at NMU.
- Applicants must arrange to have any credit earned as guest students sent from NMU to their home institutions.
- Applicants are limited to a maximum of two regular semesters or 32 credit hours and must submit a new guest application for the second semester.

To apply, please complete a Michigan Uniform Undergraduate Guest Application and submit the \$30 application fee.

NMU Students Who Are Guests at Other Institutions

NMU students who wish to attend another institution as guests must complete a guest student application, available in the Registrar's Office, 2202 Student Services Center. Students must complete this form prior to enrollment at another institution. Students who fail to follow this procedure assume full responsibility for the transferability of courses.

International Applicants

International and Canadian student applicants must provide additional credentials to satisfy U.S. immigration regulations.

Canadian students need to complete the Application for Admission and submit a Declaration and Certification of Finances form, both of which are available from the Admissions Office. Other required credentials are the same as listed in the applicable applicant categories above. NMU may request an evaluation of credentials from an outside agency (ECE) on an individual basis.

International students (non-Canadian) must provide the following:

- Completed International Student Application for Admission.
- Application fee through bank draft, money order or credit card made payable in U.S. funds for \$30.
- Official, original transcripts of all secondary school work (non-U.S. and U.S.), official certificates showing results of any standardized examinations taken in the home country and official transcripts of any colleges, universities or trade schools attended. These documents must be sent directly from the issuing institution to Northern Michigan University. Certified translations are required for any documentation not originally in English.
- Students must submit all non-U.S., non-Canadian academic records to Education Credential Evaluators, Inc. (ECE). A form for doing so is included in the International Student Application for Admission.
- Proof of an adequate level of English language proficiency must be provided. Generally, proof of English proficiency is a minimum TOEFL score of 500 (paper-based test) or 173 (computer-based test). Test results must be sent directly from the testing agency. Other proof of English proficiency will be considered on an individual basis.
- Applicants must provide documentation that they have the ability to finance their education at Northern Michigan University. This is accomplished by completing the Certification of Finances section of the International Student Application for Admission and providing either the bank official's signature on that section or a separate letter from the bank official or a bank account statement.

Admission to Northern Michigan University requires completion of the steps above and meeting the requirements as specified under the applicable applicant status (freshman, transfer, etc). Once a student is admitted, NMU will issue an I-20AB form to the student. Application deadlines for international students are June 1 for the fall semester and October 1 for the winter semester.

Application Procedures

Applicants must follow the required steps of the application process to be considered for admission to Northern Michigan University. Please determine your applicant status in the section above and adhere to the corresponding steps listed below:

- Complete an Application for Admission (unless a student has previously applied; if so, notify the Admissions Office).
- Submit \$30 application fee. (Re-entry students are exempt.)
- Request official high school transcript or GED score report, and/or any college/university/trade school transcripts to be sent to the Admissions Office.
- Request ACT or SAT scores to be sent to NMU. These may be on the official high school transcript or directly from the testing agency. (See exceptions under Standardized Achievement Testing above.)

Home School Policy

Students who have been home schooled at any time during grades 9-12, and who have not earned 12 or more college-level credits after completion of high school, should submit their ACT/SAT results and an official transcript of courses taken and grades earned while home schooled. A final transcript verifying high school graduation/completion, or an official GED score report, is also required. The official transcript may be from a school district, home school/curriculum agency, or the parent (if the parent was the educator). If a transcript is parent-produced, it should contain the graduation date, a statement that the information is accurate, and it should be signed by the parent and notarized. Students who have completed 12 or more college-level credits after completion of high school do not need to submit a high school transcript.

Senior Citizen Applicants

Senior citizen applicants, aged 62 or older, are provided a full tuition scholarship by Northern Michigan University. The scholarship covers tuition only; it does not provide for books or other fees. To be eligible for this program, the senior citizen should submit an Application for Admission (no application fee) to the Office of Admissions. Students should then register for courses in the Student Service Center, where students will be asked to provide proof of age.

Civil Rights Policy

Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, or veteran status in employment or the provision of services and provides, upon request, reasonable accommodations including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

The university has a grievance procedure designed to afford an opportunity for students and employees to exercise or protect the rights guaranteed them under the Civil Rights Act of 1964 (Title VI and VII prohibiting discrimination on the basis of race, sex, color, religion, age, and national origin), Title IX of the Education Amendments of 1972 (prohibiting discrimination in educational programs where federal financial aid is distributed), Executive Order 11246 of 1965 as amended by Executive Order 11375 of 1973 (prohibiting discrimination by educational institutions that have federal contracts), and the Vocational Rehabilitation Act of 1973 (Sections 503 and 504 prohibiting discrimination on the basis of handicap and requiring reasonable accommodations for handicapped persons).

Individuals with civil rights concerns should contact the Office of the Dean of Students, room 2001 of the Students Services Center. For more information on university policies, student rights and responsibilities, and the student code, see the *NMU Student Handbook*.

Jeanne Clery Act

Northern Michigan University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Northern Michigan University, and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Public Safety and Police Services at 906-227-2151 or by accessing the following Web site: <http://publicsafety.nmu.edu>.