



UNIVERSITY OF
WEST GEORGIA

Last
Approved

N/A

Effective

N/A

Next Review

N/A

Area

Student Life
(Procedures)

Chief Or
Responsible
Office

Chief
Strategic
Enrollment
Mngt Officer,
Undergraduate
Admissions
Office

Undergraduate Admissions Requirements

Authority for Procedure granted by UWG Policy 8002, [Strategic Enrollment Management](#).

The University of West Georgia (UWG) shall comply with all federal and state applicable laws and regulations when considering the admission of Prospective Students. The University System of Georgia (USG) establishes minimum requirements for admission to all USG institutions with which UWG complies (see [BOR Policy 4.2, Undergraduate Admissions](#)).

A. Prospective Students

Below are admission categories for Prospective undergraduate Students.

Freshmen are students who have never attended a college or university after graduating high school. Freshman students include Home Schooled and Non-Traditional students (Aged 23 and Over).

Transfer students have previously attended another college or university prior to attending UWG. Transfer requirements vary depending on whether or not a student has more or less than 30 transferable semester hours.

Dual Enrollment students, under the College Credit Now collection of Dual Enrollment/Dual Credit Programs (formerly known as Move On When Ready), allow high-school students to attend college before graduating high school. Options include Dual Enrollment (attending college and high school credits simultaneously) and Early Entrance (attending UWG full-time prior to high school graduation).

Readmission (former) students have attended UWG before, have sat out for a year or more, and are looking to return to complete an undergraduate degree.

Non-Degree Seeking students (i.e., Transients, Auditors, and Post-Baccalaureate) attend UWG as visitors.

International students who hold Non-Resident Alien status in the United States are most commonly on an F-1 or J-1 Student VISA. This also applies to non-US citizens studying online programs from outside of the United States. (See International Student Admissions Requirements)

B. Appeals Process

Applicants (acceptance or denied) are subject to the right of appeal as outlined by the University and provided in the Bylaws of the Board of Regents (BOR) of the USG.

Information outlining the [Admission Appeals Process](#) may be obtained from the [Office of Undergraduate Admissions](#) or the [Student Handbook](#). An applicant should contact the [Office of Admissions](#) regarding details of the appeals procedure.

C. Role of the Undergraduate Admissions Office

The Undergraduate Admissions Office at UWG is designed to admit Prospective Students who will have a reasonable chance of success and will seemingly profit from the University's educational program.

UWG bases its admission decisions on **the academic quality of the applicants**.

No individual will be denied admission based on race, color, sex (includes sexual orientation, gender identity, and/or pregnancy) ethnicity or national origin, disability, religion, age, genetic information, veteran status, or any other characteristic protected by institutional policy or state, local, or federal law.

For admission requirements regarding specific majors, consult the specific department area of the [Undergraduate or Graduate Catalogs](#).

D. Recordkeeping

Records will be maintained for the retention period, as stated in the [USG Records Retention Schedules](#) or federal requirements, whichever is longer.

Definitions

Auditors - students who wish to take courses for personal enrichment and do not receive course credit.

Post-Baccalaureate - students who have previously received a degree and are taking additional course work not focused on a second degree.

Prospective Students - any individual who has contacted an eligible institution requesting information concerning admission to that institution.

Student VISA - a special endorsement added to a government passport issued to students enrolled at qualified educational institutions. Student Visas are non-immigrant visas that do not require the holder to

obtain citizenship.

Transients - students actively enrolled at another institution but wish to spend one semester at UWG.

Guidelines/Related material

For additional information (e.g., cost of attendance, dates/deadlines, scholarships, forms, etc.), visit the [Office of Undergraduate Admission](#) website.

Approval Signatures

Step Description

Approver

Date