Governors State University
Undergraduate Admission

I. Purpose:
This policy defines undergraduate student admission eligibility and classification criteria at Governors State University.

II. Definition of Terms used in this Policy:

A. Undecided Status
Undecided students are persons who intend to pursue a bachelor’s degree but have not as yet decided which discipline to pursue.

B. Undeclared Status
Undeclared students are persons who have been admitted to GSU as either a Degree Seeking First Year Student or a Degree Seeking Transfer Student who have earned more than 60 hours of credit and have yet to declare a major.

C. Degree Seeking – First Year
Degree seeking first year students are persons who plan to pursue a bachelor’s degree at GSU, and have earned fewer than 24 credits at another institution of higher learning.

D. Degree Seeking – Transfer
Degree seeking transfer students are persons who earned at least 24 credits at another institution of higher learning and plan to pursue a bachelor’s degree at GSU.

E. Non-Degree Seeking
Non-Degree Seeking students are persons who plan to enroll in courses and who meet the minimum admission requirements but who do not intend to earn a degree or certificate at GSU.

F. Certificate Seeking
Certificate Seeking students are persons who plan to complete an undergraduate certificate.
III. Admission of Undergraduate Degree Seeking First Year Students

A. Persons may be eligible for admission as undergraduate degree seeking first year students if they:
   1. Earned a high school diploma or equivalent;
   2. Show successful completion of the minimum high school subject requirements of 4 years of English, 3 years of Math, 2 years of Lab Sciences, 2 years of Social Sciences, 2 years of Fine Arts or 2 year of a Foreign Language and 2 years of Elective Academic Units;
   3. Provide an official high school transcript showing a minimum 2.75 GPA on a 4.0 scale. In absence of a high school diploma and/or high school GPA, the following admission requirements apply:
      a. For those with General Education Equivalency (GED) credentials, a minimum score on the GED of 410 on each of the five tests and an Average Battery score of 450
      b. For those with a home school history, applications will be reviewed for evidence of meeting the minimum high school curricular and achievement criteria.
   4. Provide an official score report of a standardized, normed university entrance exam, e.g. the ACT, SAT, or PARCC, with an acceptable score, as determined by the Admissions Office. Students 21 years and older who do not submit ACT or SAT scores will be admitted based on high school GPA and other elements of the admission criteria.

B. International applicants must submit:
   1. Evidence of language proficiency as referenced in policy 9; and
   2. An evaluation of academic credentials.

C. All applicants must:
   1. Complete and submit an undergraduate application form to the Office of Admission; and
   2. Ensure that official transcripts and/or other official documents indicating the achievement of the criteria described in section III.A are submitted to the Office of Admission prior to the application/credential deadline for the term in which enrollment is desired.

D. Conditional Admission:
   1. Conditional admission will be determined on a case-by-case basis.
   2. The applicant will be asked to submit a personal letter of application.
   3. Conditions may include, but are not limited to, successful completion of Smart Start sessions.

E. Initial Classification:
   1. Degree seeking first year students will be admitted as a General Studies major if they applied and were eligible for admission by the application deadline for the specified term in which enrollment is desired.
2. Students may remain General Studies majors for no more than 60 credit hours, after which such students must declare a major or they will be designated as undeclared.

3. Students moved to undeclared status are not eligible for Title IV administered financial aid.

4. After completing 60 credit hours, students who have not applied and been admitted to a major must secure authorization from the division(s)/department(s) whose course(s) they want to take before registering for a subsequent semester.

IV. Admission of Undergraduate Degree Seeking Transfer Students

A. Persons are eligible for admission as undergraduate degree seeking transfer students if they transfer from community colleges or other universities and:
   1. Have earned (or will have earned by the term in which they wish to enroll) a minimum of 24 semester hours with at least a 2.0 GPA on a 4.0 scale;
   2. Have satisfied any collegial and or major criteria, if applicable, for undergraduate study in a specific major; and
   3. Were in good standing at the last institution attended.

B. All transfer applicants must:
   1. Complete and submit an undergraduate application form to the Office of Admissions; and
   2. Ensure that official transcripts and/or other official documents indicating the achievement of the criteria described in sections III.A are submitted to the Office of Admission prior to the application/credential deadline for the term in which enrollment is desired.

C. Initial Classification:
   1. Degree seeking transfer students will be admitted as undergraduate, degree seeking students on a rolling basis (with the exception of those programs with special admission requirements and/or deadlines) to a specific undergraduate major or will be enrolled as undecided.
   2. No more than 60 hours of credit earned while in undecided status can be applied toward a bachelor’s degree. Undecided students are not eligible to earn a Governors State University degree. To enter a degree program, the student must submit a Change of Major/Status form to the program offering the degree, provide official documents indicating that any collegial, or major, admission criteria have been met, and be accepted by the department/division.
   3. Students may remain with the “undecided status” until 60 credit hours have been earned. A student must declare a major after having earned 60 credit hours or their status will be changed from “undecided” to “undeclared.”
   4. Students moved to undeclared status are not eligible for Title IV administered financial aid.
5. After completing 60 credit hours, students who have not applied and been admitted to a major must secure authorization from the division(s)/department(s) whose course(s) they want to take before registering for a subsequent semester.

V. Admission of Undergraduate Non-Degree Seeking Students

A. Persons are eligible for admission as undergraduate non-degree seeking students only if they have earned a high school diploma or GED equivalent.

B. A maximum of six (6) credit hours earned as a non-degree student can be applied towards a degree with written consent of the appropriate division/department chair.

C. Non-degree seeking students are not eligible for Title IV administered financial aid.

D. A person on an F-1 visa, issued by another college/university, is not eligible to enroll as a non-degree seeking student unless the sponsoring university verifies enrollment in a degree program.

E. Students admitted as Undergraduate Non-Degree Seeking Students must re-apply to Governors State University if they wish to change their status to Degree Seeking.

VI. Admission of Students to a Certificate Program

A. Persons are eligible for admission as an undergraduate certificate student if they:
   1. Meet the admission criteria stated in III or IV; and
   2. Were in good standing at the last institution attended.

B. A maximum of six (6) hours of credit earned as an undecided or non-degree student can be applied to a certificate with written consent of the appropriate division/department chair.

C. Applicants wishing to apply for admission for a certificate must:
   1. Complete and submit a certificate application form to the Office of Admissions;
   2. Ensure that official transcripts and/or other official documents required for admission to the intended certificate are submitted to the Office of Admissions prior to the application/credential deadline for the term in which enrollment is desired; and
   3. Have satisfied any collegial and/or major admission criteria, if applicable, for and undergraduate certificate.
D. Applicants wishing to complete a certificate program in addition to their bachelor’s degree program must submit an “Add a Certificate” form to the academic program offering the certificate, provide official documents indicating that any collegial, or certificate, admission criteria have been met, and be accepted by the department/division.