

## **ANA G. MÉNDEZ UNIVERSITY STUDENT CONSUMER INFORMATION ADMISSION POLICY**

### **Introduction/Purpose**

The purpose of this policy is to establish admission standards for all of Ana G. Méndez University (AGMU) academic offerings.

### **Scope**

The policy applies to all prospective students applying for admission at any AGMU campus. The policy denotes the general requirements for admissions to AGMU. Additional requirements will apply to specific academic programs, which are listed on the Academic Programs section in the Academic Catalog.

### **Definitions**

**Bachelor's Degree** – An undergraduate university degree awarded after the successful completion of a program of study, typically requiring at least 4 years but no more than 5 years of full-time study, and the completion of all required credits for the program (2021, US Department of Education, Integrated Postsecondary Education Data System. 2020-2021 Survey Materials: Glossary. <https://surveys.nces.ed.gov/ipeds/public/glossary>).

**Catalog** – A university publication that provides information about academic programs and degrees; student services and life; general regulations; accreditations; requirements and procedures (e.g., admissions, enrollment); facilities; financial aid; and other information.

**Doctorate** – The highest degree a student can achieve in an academic graduate program or professional studies (2021, US Department of Education, Integrated Postsecondary Education Data System. 2020-2021 Survey Materials: Glossary. <https://surveys.nces.ed.gov/ipeds/public/glossary>)

**Equivalency Exam** – A battery of tests that a person can take to demonstrate their academic knowledge of high school.

**General Admission Requirements** – Completion of the previous degree level at a licensed institution by the Board of Postsecondary Institutions or its equivalent.

**Graduation Certification** – An official document certifying that a student has completed the degree requirements, including the date of the degree and the student's graduation GPA.

**Master's Degree** – An academic degree obtained after completing an undergraduate degree and successfully finishing the credits in a specialized field of study (US Department of Education, Integrated Postsecondary Education Data System).

Survey Materials: [Glossary. https://surveys.nces.ed.gov/ipeds/public/glossary](https://surveys.nces.ed.gov/ipeds/public/glossary)

**Official Transcript of Credits:** an original document certified by an accredited college or university indicating hours and type of coursework and examinations the student completed. Outside of United States and its territories, the official transcript of credits is also known as a grade record or grade certification.

**Readmission Student:** Student who interrupted studies for a semester (academic term) or more and wishes to continue. The student who wishes to be readmitted and who has been suspended academically or due to disciplinary sanction must have completed the suspension period to be considered for readmission.

**Technical Certificate (Diploma)** – Issued to individuals who have completed a short-term program of study, certifying the satisfactory completion of a postsecondary education program (2021, US Department of Education, Integrated Postsecondary Education Data System. 2020-2021 Survey Materials: [Glossary. https://surveys.nces.ed.gov/ipeds/public/glossary](https://surveys.nces.ed.gov/ipeds/public/glossary)

**Transfer Student:** Student from another accredited institution who has approved or attempted credits at the post-secondary level and wants to be admitted to Ana G. Méndez University.

## **Procedure**

### **DIPLOMA AND UNDERGRADUATE STUDIES**

#### General Requirements:

The applicant must submit 1) an application for admission and 2) evidence of a high school diploma or a recognized equivalent.

Additional requirements will apply to specific academic programs. For information, refer to the Academic Catalog.

Acceptable documentation of a high school diploma or recognized equivalent include:

- A high school transcript demonstrating an earned high school diploma.
- A GED Certificate.
- A state certificate awarded after passing an authorized test and that the state recognizes as equivalent to a high school diploma, such as the Test Assessing Secondary Completion (TASC) or the High School Equivalency Test (HiSET), or a state-recognized equivalent of a high school diploma.
- The applicant must provide the official transcripts of credits from the transferring institution.
- Successfully completed homeschooling at the secondary level according to the laws of the state in which the student resides. Acceptable documentation varies by state.

The admissions officer shall examine any document to corroborate, in their best judgment, that it is original and has no visible alterations to comply with the requirements. If AGMU has reason to believe a student's diploma or transcript is not valid or was not obtained from an entity that provides secondary or postsecondary school education, it will complete additional steps to try to determine if the document is acceptable. These additional steps may include contacting the granting institution or confirming with a relevant department or state agency. AGMU reserves the right not to accept documents for the validity of which it cannot determine.

Applicants seeking admission to undergraduate programs must meet the following guidelines to complete the undergraduate student enrollment process:

1. For students seeking to transfer to AGMU, AGMU must receive official transcripts from postsecondary institutions within forty-five (45) calendar days from the beginning of the term to complete the student file. Failure to meet this deadline may result in the cancellation of the student's enrollment and admission.

2. All official transcripts and diplomas from institutions outside of the United States that are not in English must have a commercial translation or evaluation.
3. Students must submit a full-color front and back copy of a valid identification (government-issued ID) with a photo to evidence of an address where the applicant resides (i.e., driver's license).
4. International students must submit two (2) forms of evidence, including a passport of their country and valid identification (government-issued ID).

Additionally, prospective students should note:

1. AGMU reserves the right to restrict the size of enrollment in selected programs based on limited facilities and other institutional factors; and
2. AGMU reserves the right to deny or rescind admission to any applicant or student, for reasons that include, but are not limited to, the falsification of the admissions application or the submission of fraudulent documents.

## GRADUATE STUDIES

### **Master's Degree Programs**

#### **General Admission Requirements:**

The applicant must submit 1) an application for admission, 2) an official transcript providing evidence of an earned baccalaureate degree with a minimum cumulative grade point average (CGPA) of 2.25\*.

\*Applicants with a CGPA of less than 2.25 may be admitted to the institution at the discretion of the Dean of Academic Affairs or the designated academic representative via a documented personal interview.

Additional requirements will apply to specific academic programs. For information, refer to the Academic Catalog.

The admissions officer shall examine any document to corroborate, in their best judgment, that it is original and has no visible alterations to comply with the requirements. If AGMU has reason to believe a student's diploma or transcript is not valid or was not obtained from an entity that provides secondary or postsecondary school education, it will complete additional steps to determine if the document is acceptable. These additional steps may include contacting the granting institution or confirming with

a relevant department or state agency. AGMU reserves the right not to accept documents for the validity of which it cannot determine.

### **Supporting Documentation for Master Programs**

Acceptable documentation to meet AGMU's requirement related to the prior academic experience and/or achievement include:

- Official Transcript of Credits documenting graduation with a baccalaureate degree from an accredited post-secondary educational institution and earned CGPA.
- Certification prepared by a post-secondary institution or by an agency recognized by the US Department of Education, or by an appropriate government agency, board, etc. confirming completion of a baccalaureate degree or equivalent and earned CGPA.

Applicants seeking admission to Master programs must meet the following guidelines to complete the graduate student enrollment process:

1. AGMU must receive official transcripts of credits from post-secondary institutions within forty-five (45) calendar days from the beginning of the term to complete the student file. Failure to meet this deadline may result in the cancellation of the student's enrollment and admission.
2. All official transcripts of credits and diplomas from institutions outside of the United States that are not in English must have a commercial translation or evaluation.
3. Students must submit a full-color front and back copy of a valid identification (government-issued ID) with a photo to evidence of an address where the applicant resides (i.e., driver's license).
4. International students may submit a citizenship card or certificate of citizenship (i.e., passport of their country).

Additionally, prospective students should note:

1. AGMU reserves the right to restrict the size of enrollment in selected programs based on limited facilities and other institutional factors.
2. AGMU reserves the right to deny or rescind admission to any applicant which can include the falsification of the admissions application and/or the submission of fraudulent documents.

## **Doctorate Degree Programs**

### General Admission Requirements

The applicant must submit 1) an application for admission and 2) an official transcript of credits providing evidence of an earned master's degree with a minimum cumulative grade point average (CGPA) of 3.30. The applicant must also submit the following documents to the Department Director for admission consideration 1) an Essay and 2) an updated curriculum vitae (CV) or resume.

Additional requirements will apply to specific academic programs. For information, refer to the Academic Catalog.

The admissions officer shall examine any document to corroborate, in their best judgment, that it is original and has no visible alterations to comply with the requirements. If AGMU has reason to believe a student's diploma or transcript is not valid or was not obtained from an entity that provides secondary or postsecondary school education, it will complete additional steps to determine if the document is acceptable. These additional steps may include contacting the granting institution or confirming with a relevant department or state agency. AGMU reserves the right not to accept documents for the validity of which it cannot determine.

### Supporting Documentation for Doctorate Degrees

Acceptable documentation to meet AGMU's requirements related to prior academic experience and/or achievement include:

- Official Transcripts of Credits documenting graduation with a master's degree from an accredited post-secondary educational institution and earned CGPA.
- Certification prepared by a post-secondary institution or by an agency recognized by the US Department of Education, or by an appropriate government agency, board, etc. confirming completion of a baccalaureate degree or equivalent and earned CGPA.

Applicants seeking admission to doctoral programs must meet the following guidelines to complete the doctoral student enrollment process:

1. AGMU must receive the official transcripts of credits from post-secondary institutions within forty- five (45) days from the beginning of the term to complete the student file. Failure to meet this deadline may result in the cancellation of the student's enrollment and admission.
2. All official transcripts of credits and diplomas from institutions outside of the United States that are not in English must have a commercial translation or evaluation.
3. Students must submit a full-color front and back copy of a valid identification (government-issued ID)

- with a photo to evidence of an address where the applicant resides (i.e., driver's license).
4. International students may submit a citizenship card or certificate of citizenship (i.e., passport of their country).

Additionally, prospective students should note:

1. AGMU reserves the right to restrict the size of enrollment in selected programs based on limited facilities and other institutional factors.
2. AGMU reserves the right to deny or rescind admission to any applicant which can include the falsification of the admissions application and/or the submission of fraudulent documents.

#### READMISSION TO UNDERGRADUATE, GRADUATE AND DOCTORAL PROGRAMS

##### Readmission to Undergraduate, Graduate, and Doctoral Programs

Once admitted to a program, a student is expected to register consecutively for each term and maintain satisfactory academic progress.

Students who have interrupted their studies for at least one semester, excluding summer semester, must apply for readmission to AGMU and:

- a. Have a cumulative GPA that meets the retention index;
- b. Have completed the required percentage of credits of the total attempted credits;
- c. Have completed any applicable period of suspension due to academic reasons, accumulated credits or for disciplinary reasons, if applicable; and
- d. Fulfill the current existing admission requirements of the program of study applied to, and all other general admissions requirements that apply.

In addition to these requirements, a student who was not in compliance with the standards of satisfactory academic progress (SAP) at the time they last attended or who was dismissed from AGMU for academic or disciplinary reasons is required to meet with their assigned Academic & Retention Counselor or Director of Retention to discuss their potential readmission application and any SAP requirements.

Students who are readmitted will be subject to the current curriculum and catalog in effect for their program of study at the time of readmission.

## INTERNATIONAL STUDENTS

AGMU is currently accepting applications for international students.

1. Admission, readmission, and transfer requirements are the same for all applicants. In addition, international students must also satisfy additional requirements which may vary by program.
2. Interested applicants must contact the Director of Admissions at each campus for the related requirements and processes.
3. Admission for international students is also subject to the immigration laws and regulations in effect.

## NON-DEGREE SEEKING STUDENTS

### General Requirements

Students who wish to take credit courses for the purpose of special certifications or transfer of credits to another institution may seek admission and will be classified as non-degree-seeking students. Non-degree-seeking students must meet the established admissions criteria and submit all required documentation, including 1) an application for admission and, in some cases, 2) additional supporting documents, such as official transcripts of credits, transient student approval, which may vary depending on the desired academic coursework. Non-Degree students do not qualify for federal financial aid.

Additional requirements will apply to specific programs. For information, refer to the Academic Catalog.

## OTHER PROVISIONS

### **Admission Validity**

1. Students may only enroll in programs offered at the time of their admission or readmission.
2. Admission or readmission decisions are valid for one full semester, beginning on the date it is granted.
3. Students must fulfill the admission requirements by the dates established in the academic calendar.

### **Conditional Admissions**

Conditional admissions acceptance is available for students applying while still in high school and for undergraduate, master's, and doctoral students awaiting official documents from outside



sources who have met all other admissions requirements. Federal financial aid is not available to conditionally admitted students.

Students must complete the enrollment process of their program of study within ten (10) calendar days from the first day of class. Conditional Admission is contingent upon the successful completion and submission of all the required documentation to satisfy admission requirements. Failure to do so will result in conditional admissions being canceled.

Conditional admissions may have exceptions in accredited programs or programs in the process of accreditation.

### **Appealing Admissions Decisions**

Applicants may appeal admission decisions to the designated university personnel identified in the AGMU Appeal of University Decisions Policy, detailed in the AGMU Academic Catalog.

### **Deferment of Admissions**

Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admission was granted.