



AA-4 ADMISSIONS POLICY

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Monitoring Units: VCAA, Offices of Student Affairs/Admissions

I. PURPOSE

This policy outlines the required information, policies, and procedures relevant to the application and selection of students applying for admission to programs at LSUHSC-NO, including degree and non-degree seeking students.

II. GENERAL POLICY GUIDELINES

Programs within each school of the Health Sciences Center **must** establish and publish admissions policies that include the requirements stated below.

III. PROCEDURES

1. Schools/departments/programs must publish their admissions policies in the University Catalog and on school/department/program websites, following the template/checklist provided below. School and program-specific brochures and other recruitment materials or electronic resources directed at prospective students and other constituents **must** also accurately represent the admissions policies. The checklist provides the required components, but additional school- or program-specific requirements may also be included.
2. Each school/department/program **must** maintain documentation regarding admissions processes and decisions.
3. Checklist of **required** published information for school admissions requirements:
 - Basic admissions requirements applicable to all students (academic and educational):
 - Grade point average minimal indicators
 - Standardized test scores
 - Educational requirements
 - Prerequisites, if applicable
 - English as a second language (required TOEFL or IELTS scores)
 - Required components of the application (examples)
 - Letters of Recommendation/Evaluation
 - Personal Essay (resume/CV)
 - Interviews
 - Transcripts (official/unofficial)
 - Cost of application

- Statement outlining the general process by which the program evaluates applications and makes admission decisions (for example: strict cut-offs, holistic review)
- Deadlines for application review (including early decision deadlines)
- Residency requirements and applicable procedures and policies for out-of-state or non-resident aliens
- School's diversity statement
- Required training experience (and/or clinic hours), if applicable
- Technical standards, as applicable (must be approved by the Office of Disability Services)

4. Additional considerations that should be published, as applicable, for admissions decisions:

- Background checks/drug testing
- Student Health requirements
- Louisiana Higher Education Foreign Security Act Screening
- Assistantships
 - Graduate assistantships
 - Teaching assistantships
- Scholarships
- Student worker positions
- Readmission policy
- Transfer credit
- Leave of absence
- Time limit for program completion

5. Admissions documentation that should be maintained by each school/department/program:

- Documents describing how the applications were evaluated and how admissions decisions were made for each program, to include:
 - Minutes or other documents of admissions meetings
 - Documentation of any exceptions to the published admissions criteria
- Documentation of LSU System policy or legislation regarding admissions policies and procedures, if applicable
- Boilerplate expectations for admissions presentations
- Details on the training of those involved in recruitment and admissions decisions
- Process for approval of recruitment materials, including print, website and presentations at information sessions
- Contracts, MOUs, or other documents relating to practices of independent contractors or agents used in recruitment/admissions activities
- Documentation of categories used for applications, with recording of applicable numbers each enrollment period (example list)
 - Accepted
 - Denied
 - Probationary status
 - Provisional status
 - Waitlisted
 - Appeal of Admissions
 - Deferment
 - Readmission
 - Early admission
- Registration and enrollment – number matriculated

IV. REFERENCES:

SACSCOC *The Principles of Accreditation*, Standard 10.5

<https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>