

# ADMINISTRATIVE MEMORANDUM

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SUBJECT            Interim Minimum Admissions Requirements

NUMBER    252

DATE            9/21/87

This memorandum (1) describes the application of the Board of Governors' interim minimum requirements for undergraduate admissions (See Administrative Memorandum No. 251) to categories of applicants who may require special consideration, and (2) sets forth monitoring and reporting requirements under the interim policy.

## APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION

Category 1 - Transfer applicants who have the associate of arts, the associate of science, or the associate of fine arts degree: Institutions may waive some of the minimum requirements for these applicants.

Category 2 - Transfer applicants from a community or technical college who are pursuing a degree under an articulation agreement: Institutions may waive some of the minimum requirements for these applicants, consistent with the articulation agreement. (During 1987-88 these agreements will be reviewed and further study will be made of this category of applicants.)

Category 3 - Other transfer applicants who do not meet the minimum high school course unit requirements: Institutions may waive some of the minimum requirements for applicants in this category who have completed six semester hours (or nine quarter hours) of degree-creditable work in each of these subject areas in an accredited institution of higher education: English, mathematics, natural sciences, and social sciences.

Category 4 - Applicants who do not meet all of the minimum high school course unit requirements but who were awarded the high school diploma or a GED prior to the spring of 1988: Institutions may waive some of the minimum requirements for applicants in this category.

Category 5 - Any other applicant who, due to unusual or special circumstances, does not meet all of the minimum high school course unit requirements but who has achieved a superior academic record, as measured by grades, rank in class, or SAT scores (or, in the case of the School of the Arts, by audition) when compared with other applicants who have been admitted: Institutions may waive some of the minimum requirements for applicants in this category upon a finding that an individual is qualified. This finding may be made by the Chancellor or by the designated institutional officer to whom the Chancellor expressly delegates the authority.

#### MONITORING REQUIREMENTS

Data pertaining to the admission status of each fall 1988 undergraduate applicant will be required so that the status of the minimum requirements can be monitored, and so that exceptions can be adequately documented.

The data to be reported on all undergraduate applicants are listed on the attached UNC Minimum Admissions Requirement (MAR) File Data Elements. Copies of this attachment and of the associated file layout are being sent with copies of this memorandum to the directors of undergraduate admissions and the directors of institutional research. The first submission of the monitoring file will be due in Fall, 1988, and reports to the Board of Governors and to the schools will be based on this file and on any supplementary documentation which may be needed for those exceptions in category 5.

  
C. D. Spangler, Jr.

#### Attachments

cc: Director of Undergraduate Admissions  
Director of Institutional Research  
Chief Academic Officer

# UNC MINIMUM ADMISSIONS REQUIREMENTS (MAR) FILE DATA ELEMENTS

**Instructions:** Data elements 1, 2, and 3 should be reported for all undergraduate applicants except out-of-state applicants who are not accepted. Data elements 4-14 should be completed for all remaining applicants with an MAR status of 2, 7, or 8.

The availability or completeness of the applicant's high school transcript should be indicated in data element #2. An admitted applicant should be coded on the basis of a final and complete transcript. A rejected applicant with coursework in progress should be assigned an MAR status based on the assumption that all coursework in progress will be completed with at least a grade of "D" or its equivalent.

**Edit note:** Both accepted and rejected applicants should be assigned an MAR status. MAR status codes 1-6 may be assigned to accepted or rejected applicants. MAR status code 7 may be assigned only to accepted applicants. MAR status code 8 may be assigned only to rejected applicants.

## Data Elements

## Codes

1. Social Security Number

2. High School Transcript Reviewed:----- 1. Through grade 12 with all course grades reported  
2. Through grade 12 with some grades not reported  
3. No 12th grade coursework shown  
4. Transcript not available or GED

Applicant's MAR Status:----- 1. Meets 1990 requirements  
2. Meets 1988 interim requirements but not 1990 requirements  
3. Transfer with A.A., A.F.A., or A.S. degree  
4. Transfer into a program covered by an articulation agreement  
5. Transfer with at least 24 credit hours as required who is not covered by an articulation agreement and does not hold an A.A., A.F.A., or A.S. degree  
6. Holds high school diploma or GED received before Spring 1988 and does not have an MAR status of 1-5  
7. Received Chancellor approval  
8. Does not meet 1988 requirements and does not have an MAR status of 3-7

4-14 Course Codes: Code 1 = Yes if a course has been completed with at least a grade of "D" or its equivalent. Code 2 = In Progress if a course has not been completed. Code 3 = No if a course does not appear on the transcript or if it shows a failing grade.

4. Algebra I -----	1 = Yes	2 = In Progress	3 = No
5. Algebra II -----	1 = Yes	2 = In Progress	3 = No
6. Geometry (or Math course having Algebra II as a prerequisite) -----	1 = Yes	2 = In Progress	3 = No
7. Other Math course (not 4, 5, or 6) -----	1 = Yes	2 = In Progress	3 = No
8. Four (4) courses in English -----	1 = Yes	2 = In Progress	3 = No
9. U.S. History -----	1 = Yes	2 = In Progress	3 = No
10. Other Social Studies -----	1 = Yes	2 = In Progress	3 = No
11. Biological Science -----	1 = Yes	2 = In Progress	3 = No
12. Physical Science -----	1 = Yes	2 = In Progress	3 = No
13. Third Science Course -----	1 = Yes	2 = In Progress	3 = No
14. Laboratory Science: is one of the science courses above (11-13) a laboratory course? -----	1 = Yes	2 = In Progress	3 = No



# The University of North Carolina

GENERAL ADMINISTRATION

POST OFFICE BOX 2688, CHAPEL HILL, NC 27515-2688

C. D. SPANGLER, JR. *President*

Telephone 919 962-1000

Appalachian State  
University

East Carolina  
University

Elizabeth City  
State University

Fayetteville State  
University

North Carolina  
Agricultural and  
Technical State  
University

North Carolina  
Central University

North Carolina  
School of  
Arts

North Carolina  
State University  
at Raleigh

Pembroke State  
University

University of  
North Carolina  
at Asheville

University of  
North Carolina  
at Chapel Hill

University of  
North Carolina  
at Charlotte

University of  
North Carolina  
at Greensboro

University of  
North Carolina  
at Wilmington

Western Carolina  
University

Winston-Salem  
State University

An Equal Opportunity  
Affirmative Action  
Employer

August 21, 1995

## MEMORANDUM

**TO:** The Chancellors

**FROM:** C. D. Spangler, Jr. *C. D. Spangler, Jr.*

**SUBJECT:** Attached revision

It has been five years since the Board of Governors Minimum Undergraduate Admissions Requirements took effect, and we have found it necessary to clarify our instructions related to the admission of non-traditional students (Category 3) and transfers (Category 5A and 5C). Revisions are indicated on the original 1989 memorandum by using italicized text and strike-throughs.

It is important that the attached revision be distributed to all staff involved in the admission of undergraduates, particularly those who may have been hired since implementation of the requirements in the fall of 1990.

**cc:** William F. Little  
Roy Carroll  
Nathan Simms  
George Antonelli  
Gary Barnes



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at Wilmington

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Winston-Salem  
State University

August 30, 1989

Revised August 21, 1995

## MEMORANDUM

TO: The Chancellors

FROM: C.D. Spangler, Jr. *C.D. Spangler, Jr.*

SUBJECT: Minimum Undergraduate Admissions  
Requirements for Fall, 1990

This memorandum describes the minimum undergraduate admissions requirements for fall 1990 as established by the Board of Governors, and it identifies those categories of applicants who may require special attention. Until further notice this supplements Administrative Memoranda No. 251 and No. 252.

## MINIMUM UNDERGRADUATE ADMISSIONS REQUIREMENTS

For the **class of 1990 and beyond**, the following courses will be required for admission, in addition to an institution's own specific requirements:

**In English**, four course units emphasizing grammar, composition, and literature;

**In mathematics**, three course units including **algebra I**, **algebra II**, and **geometry**, or a higher level mathematics course for which algebra II is a prerequisite;

**In science**, three course units including

- at least one unit in a **life or biological science** (for example, biology),
- at least one unit in a **physical science** (for example, physical science, chemistry, physics), and
- at least one **laboratory course**; and

**In social studies**, two course units including one unit in **U.S. history**, but an applicant who does not have the unit in U. S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

In addition, it is recommended that prospective students complete at least two course units in **one foreign language**, and take **one foreign language** course unit and one **mathematics** course unit in the twelfth grade.

"Course units" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

## APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION

### Category 1

Applicants who do not meet all of the minimum high school course unit requirements but **who were awarded the high school diploma prior to 1988**: Institutions may waive some of the minimum requirements for applicants in this category.

### Category 2

Applicants who do not meet all of the minimum high school course unit requirements but **who were awarded the high school diploma in 1988 or 1989**: Institutions will use minimum undergraduate admissions requirements stated in Administrative Memorandum Number 251 (Interim Requirements).

### Category 3

Applicants *who are at least 24 years old and are seeking admission as non-traditional students: with the GED*: Institutions may waive some of the minimum requirements for applicants in this category.

### Category 4

Applicants with superior academic records in high school who have completed the 11th grade and have met virtually all the minimum admission requirements as well as the requirements for high school graduation: Institutions may waive some of the minimum requirements for these applicants.

### Category 5

Transfer applicants who

- a) have the associate of arts, the associate of science, ~~or the associate of fine arts degree, the baccalaureate or any higher level degree, or~~
- b) are pursuing a degree under an articulation agreement, or
- c) have completed six semester hours of degree-creditable work in each of the following areas: English, mathematics, *the natural sciences*, and the social ~~studies~~ and behavioral sciences.

Institutions may waive some of the minimum requirements for these applicants.

#### Category 6

Applicants who apply to the North Carolina School of the Arts and do not meet the minimum high school course unit requirements: NCSA may admit such applicants on the condition that course deficiencies be removed by successfully completing required courses in the NCSA high school program by the end of the freshman year.

#### Category 7

Other applicants who, due to unusual or special circumstances, do not meet all of the minimum high school course unit requirements but who have achieved a **superior academic record**, as measured by grades, rank in class, ACT or SAT scores when compared with other applicants who have been admitted. Institutions may waive some of the minimum requirements for applicants in this category upon a finding that such individuals are qualified. This finding may be made by the Chancellor or by the designated institutional officer to whom the Chancellor expressly delegates the authority.

#### REPORTING REQUIREMENTS

Reports on waivers under each of the foregoing categories will be required annually as a part of the student data file.

cc: Chief Academic Officers  
Deans  
Directors of Undergraduate Admissions



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Winston-Salem  
State University

August 30, 1989

**Revised August 21 1995**

**Revised February 21, 1997**

## MEMORANDUM

**TO:** The Chancellors

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In **science**, three course units including

- at least one unit in a **life or biological science** (for example, biology),
- at least one unit in a **physical science** (for example, physical science, chemistry, physics), and
- at least one **laboratory course**; and

In **social studies**, two course units including one unit in **U.S. history**, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.



In addition, it is recommended that prospective students complete at least two course units in **one foreign language**, and take **one foreign language** course unit and one **mathematics** course unit in the twelfth grade.

"Course units" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

#### APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION

##### Category 1

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##### Category 3

Applicants *who are at least 24 years old and are seeking admission as non-traditional students: with the GED*: Institutions may waive some of the minimum requirements for applicants in this category.

##### Category 4

Applicants **with superior academic records in high school who have completed the 11th grade and have met virtually all the minimum admissions requirements as well as the requirements for high school graduation**: Institutions may waive some of the minimum requirements for these applicants.

##### Category 5

Transfer applicants who

- a) have the associate of arts, the associate of science, ~~or the associate of fine arts degree, the baccalaureate or any higher level degree, or~~
- b) are pursuing a degree under an articulation agreement, or
- c) have completed six semester hours of degree-creditable work in each of the following areas: English, mathematics, the *natural* sciences, and the social ~~studies~~ and behavioral sciences.

Institutions may waive some of the minimum requirements for these applicants.

### Category 6

Applicants who apply to the North Carolina School of the Arts and do not meet the minimum high school course unit requirements: NCSA may admit such applicants on the condition that course deficiencies be removed by successfully completing required courses in the NCSA high school program by the end of the freshman year.

### Category 7

Other applicants who, due to unusual or special circumstances, do not meet all of the minimum high school course unit requirements but who have achieved a **superior academic record**, as measured by grades, rank in class, and ACT or SAT scores when compared with other applicants who have been admitted. Institutions may waive some of the minimum requirements for applicants in this category upon a finding that such individuals are qualified. This finding may be made by the chancellor or by the designated institutional officer to whom the chancellor expressly delegates the authority.

### Category 8

Applicants who are graduates of a home school; a high school that follows an outcomes-based, performance-based, or competency-based curriculum; a high school that is not regionally accredited; or a high school that evaluates student performance by means other than course grades (e.g., portfolio analysis):

Institutions may waive some of the minimum requirements and require the submission of test score data to include either:

1. SAT I and ACT subscores and total scores; or
2. SAT I and SAT II achievement scores with a minimum of three SAT II achievement scores to include:
  - in English: Writing/English Composition or Literature
  - in Mathematics: Math Levels I, IC, II, or IIC
  - in Science: Biology, Physics, or Chemistry

## REPORTING REQUIREMENTS

Reports on waivers under each of the foregoing categories will be required annually as a part of the student data file.

cc: Chief Academic Officers  
Deans (1989 version only)  
Directors of Admission  
Directors of Institutional Research



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Western Carolina University

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on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

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Applicants seeking admission as non-traditional students with the GED: Institutions may waive some of the minimum requirements for applicants in this category.

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English, mathematics, science, and social studies.

Institutions may waive some of the minimum requirements for these applicants.

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