



TRANSMITTAL LETTER

The University of North Carolina
Office of the President

Transmittal Number: 28
March 5, 2004

Subject: Regulations on Minimum Undergraduate Course Requirements and the Admission of Students Requiring Special Consideration

This transmittal letter distributes the Regulation 700.1.1.1[R], Minimum Undergraduate Course Requirements and the Admission of Students Requiring Special Consideration.

Please contact Dr. Robert Kanoy, Associate Vice President for Academic and Student Affairs, at 919-962-4907, if you have any questions regarding the above Regulation.

Adopted 08/06/87
 Amended 09/21/87
 Amended 08/30/89
 Amended 08/21/95
 Amended 02/21/97
 Amended 04/12/00
 Amended 03/05/02
 Amended 3/15/04

Regulations on Minimum Undergraduate Course Requirements and the Admission of Students Requiring Special Consideration

This Regulation confirms the minimum undergraduate course requirements to be in effect at all constituent institutions beginning with the fall of 2004 and continuing.

Minimum Undergraduate Course Requirements:

For students who graduate from high school in 2003-04 and beyond, the following courses will be required for admission, in addition to an institution's own specific requirements:

Effective in Fall 2004 and Fall 2005

Six course units in **language**, including

- four units in **English** emphasizing grammar, composition, and literature, and
- two units of a **language other than English**.

Three course units of **mathematics**, in any of the following combinations:

- algebra I and II, and geometry,
- algebra I and II, and one unit beyond algebra II, or
- integrated math I, II, and III.

It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in **science**, including

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

Two course units in **social studies**, 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 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.

For students who graduate from high school in 2005-06 and beyond, the following courses will be required for admission, in addition to an institution's own specific requirements:

Effective in Fall 2006

Six course units in **language**, including

- four units in **English** emphasizing grammar, composition, and literature, and
- two units of a **language other than English**.

Four course units of **mathematics**, in any of the following combinations:

- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in **science**, including

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

Two course units in **social studies**, 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.

APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION for MCR REQUIREMENTS

Special Consideration 1

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

Special Consideration 2

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

Special Consideration 3

Transfer applicants who

- (a) have received the associate of arts, the associate of science, the associate of fine arts, the baccalaureate or any higher level degree, or
- (b) have successfully completed all of the core courses needed to satisfy the requirements of the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System, or
- (c) have completed at least six (6) semester hours of degree-credit hours in each of the following subjects: English, mathematics, the natural sciences, the social and behavioral sciences, and a second language;

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

Special Consideration 4

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.

Special Consideration 5

The University of North Carolina and its constituent institutions are committed to equality of opportunity. There will be no discrimination on the part of the constituent institutions of the University against applicants for admission, regardless of whether they attended a public or non-public high school. Therefore, it is the intention of the University to administer nondiscriminatory admissions policies by fairly evaluating the records of applicants.

The undergraduate admissions policy of each constituent institution shall define a uniform set of application materials for all applicants that comprise a complete application for admission. No additional information will be required from any applicant based upon the type of high school attended. Whenever the information presented by any applicant to any of the constituent institutions of the University of North Carolina does not clearly indicate whether an applicant is admissible under the institution's current policy, the institution may request supplemental information and test scores. Additional information or testing may not be arbitrarily requested. Although the institution may recommend the test alternatives that it believes will maximize the applicant's chance of acceptance, the choice of which supplemental test scores to submit is left to the applicant.

All of the constituent institutions of the University of North Carolina accept SAT I or ACT scores in support of an application for admission. Whenever a student applies from a high school where class rank or grade point average is not available or readily assessable, the applicant is encouraged to submit supplemental test scores.

Special Consideration 6

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, admissions tests scores, the rigor of courses taken, or who demonstrate special talents: institutions may waive some of the minimum requirements for applicants in this category upon a finding that such individuals are qualified. The process resulting in an exception must include faculty participation with final authorization for an exception to be made by the chancellor.

For any individual who receives admission by this exception and has not met the requirement for the fourth unit of mathematics (beginning in Fall 2006), then the student will have 12 months from the first day of the first semester of the first year to fulfill the requirement. The course taken to fulfill this mathematics requirement may count as elective credit, but cannot be used to fulfill general education requirements. Exceptions may be granted for the fourth unit of mathematics requirement under this policy until September 1, 2010.

REPORTING REQUIREMENTS

Reports on exceptions under each of the foregoing categories will be required annually as a part of the student data file. In addition, reports will be required annually to show that students who received exceptions from

the fourth unit of mathematics have fulfilled this requirement by the start of the student's second year of study. Responsibility for oversight rests with the chancellor.

APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION for CAMPUS CRITERIA

Each campus shall establish a policy for the admission of students requiring special consideration with regard to campus-based admissions criteria. The policy shall describe the process for admitting students requiring special consideration and must include faculty participation in the decision making process. The policy and any subsequent changes to the policy must be approved by the Board of Trustees at the campus.

Students included in this category may or may not have met all the MCR requirements. However, these students require special consideration because they would not otherwise be admissible at the respective institution without further evaluation of their records. Any student admitted who requires special consideration must show promise for academic success at the institution.

REPORTING REQUIREMENTS

A report on the admission of students requiring special consideration must be made annually to the Board of Trustees at each respective campus.