

Non-Degree and Special Admissions

Non-Degree Admission Requirements

This category is for applicants who wish to enroll in undergraduate courses pertaining to their personal interest or continuing-education needs, and others who do not intend to work toward a formal undergraduate degree at The University of Texas at El Paso (UTEP).

A person admitted as a non-degree student who wants to take undergraduate courses must (1) be a high school graduate or have completed the GED; (2) understand that acceptance in this category does not constitute acceptance to a degree-granting program; (3) have sufficient educational background to qualify for the courses or courses in which enrollment is sought; and (4) understand that students in this non-degree category cannot be considered and do not qualify for federal or state financial aid. Persons intending to enroll in graduate-level courses must apply as post-baccalaureate non-degree students and must contact the Graduate School, as strict limitations exist for use of non-degree credits towards a graduate degree.

Applicants whose native language is not English must provide proof of English proficiency as outlined in this catalog under International Admissions Test Score Requirements.

A non-degree student may only complete a maximum of 30 semester credits under the undergraduate non-degree status. International exchange students must take 12 or more credits to satisfy visa requirements. Upon completion of 30 semester credits, the student must either be admitted as a degree-seeking student at UTEP or submit a letter of appeal to the Director of Admissions to continue as a non-degree student.

All academic policies in this catalog regarding academic standing, course pre-requisites, tuition and fees rates, etc. apply to non-degree students. Any deviation from the non-degree admission policy or credit limits will be acted on by the Director of Admissions.

A non-degree student seeking admission as degree-seeking undergraduate or as a graduate student will remain classified as non-degree seeking and will not be admitted to a program until all admission requirements have been met. Total credits and cumulative GPA earned at UTEP and at any other institution of higher education will be considered when determining eligibility for admission.

Non-degree programs at UTEP

All students admitted to these programs will be classified as non-degree students taking undergraduate credits.

Transient Program

Students currently pursuing degrees at other institutions and wishing to continue studies at UTEP for a semester can be admitted as a Transient student. To be considered for admission a student must submit the following:

- Application for Admission found at www.applytexas.org (<http://www.applytexas.org/>)
- Official transcripts showing a minimum of 12 semester hours of college level work with a minimum cumulative GPA of 2.0.

Official transcripts are needed to verify prerequisite requirements for courses the student intends to take at UTEP. Students are limited to three semesters under this category. After three semesters a student must be admitted to UTEP as a degree seeking student to continue enrollment. Applicants to degree seeking programs must meet all published admission requirements.

Junior Scholars Program

The Junior Scholars Program is a cooperative effort between The University of Texas at El Paso and El Paso-area public and private schools, allowing qualified students to enroll in regular University courses while attending high school. Hours earned will count as University credit and some courses can also be approved to apply toward high school graduation requirements. For more information on this program, contact the University Honors House at 915.747.5858.

German Abitur Program

German NATO forces stationed at Fort Bliss often have children whose high school education has been interrupted by their family's move to the United States. UTEP has developed a 60-hour academic curriculum that the German Ministry of Education considers to be equivalent to completion of the diploma required for admission to higher education in Germany (*Abitur*). Students who complete this curriculum at UTEP can be considered for admission to German universities when they return to their home country. To participate in the *Abitur* program, students must apply for admission, submit documents showing completion of a United States high school diploma or its equivalent, and submit satisfactory TOEFL, PTE, SAT, or ACT scores as determined by the Admissions Office. *Abitur* students will be advised by the Academic Advising Center for the duration of their enrollment at UTEP.

Incoming International Exchange Program students

International students attending UTEP as International Exchange Program Participants will be admitted and enrolled under this category. To comply with U.S. Immigration and Customs Enforcement (ICE) regulations, international exchange students will be required to enroll as full-time students.

Special Admissions Programs

All applicants admitted under special programs will be admitted as non-degree seeking students.

Early Admission Program

UTEP's Early Admission Program allows students to enroll in university courses while pursuing their high school program. Program applicants must meet the requirements for first-year admission. Credits earned during this program apply only to the student's university degree plan. For more information, contact the Office of Undergraduate Admissions at 915.747.5890.

Flexible Admission Program (FLEX)

The Flexible Admission Program is designed for our first-time, non-traditional students who have never attended a college or university and who do not intend to pursue a degree at the time of admission. FLEX students can take selected basic courses to meet their personal educational objectives or to complete courses in a particular field for professional reasons. FLEX Program applicants must meet the following criteria:

- Be at least 23 years of age
- Be a citizen or permanent resident of the United States
- Have had no previous college or university experience
- Complete the undergraduate application for admission.

Once admitted under this option, students are subject to the same tuition, fees, and regulations as degree-seeking students. A maximum of 30 semester hours can be accumulated while in the FLEX Program, and the Director of Admissions must approve any FLEX enrollment beyond 30 hours. Students who choose to change from FLEX to degree-seeking status are required to meet all the requirements for regular admission. Admission into a non-degree program such as FLEX excludes you from participation in federally funded financial aid programs.

Academic Fresh Start Program

An applicant for undergraduate admission who is a Texas resident can choose to enter UTEP under the Academic Fresh Start statute, *Texas Education Code* §51.931 by submitting the *Academic Fresh Start Acknowledgment Form* to the Office of Undergraduate Admissions. Once the request has been processed, UTEP will not consider in its admission decision any credit or grades taken 10 or more years prior to enrollment. Courses excluded for Academic Fresh Start purposes are not:

- Considered as transfer credit.
- Counted toward a degree.
- Counted in the cumulative GPA calculation.
- Used to remove any existing high school deficiencies.
- Used to meet prerequisite requirements.

New applicants must declare Academic Fresh Start at the time of application for admission at UTEP. For returning students, these courses and grades will remain part of their official UTEP academic record, and notation will be made on the transcript indicating the portion of the record that is to be included in computing requirements for graduation. Returning UTEP students must contact Registration and Records at 915-747-5544.