



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.01, **Admission**

PURPOSE: The purpose of the Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the admissions requirements for Texas Tech University Health Sciences Center (TTUHSC).

REVIEW: This HSC OP will be reviewed by May 1 every even-numbered year (ENY) by the Associate Provost of Student Affairs in consultation with the Registrar, Academic Affairs and Curriculum Committee, and Academics Council.

POLICY/PROCEDURE:

1. Definitions.

Undergraduate Admissions: Refers to the admission process for programs leading to an undergraduate credential as defined by the Texas Higher Education Coordinating Board and the TTUHSC institutional catalog.

Graduate Admissions: Refers to the admission process for all programs leading to a graduate, professional, or doctoral level credential as defined by the Texas Higher Education Coordinating Board and the TTUHSC institutional catalog

Domestic Applicants: Applicants that are U.S. Citizens and immigrant permanent residents.

International Applicants: Applicants who are not U.S. citizens or immigrant permanent residents.

2. General Policy. Applicants may be considered for admission to TTUHSC providing they meet all published entrance requirements established by the institution, and by each school specific to their programs. The completed application, transcripts, test scores, and other applicable qualifying factors constitute the basis for eligibility. Applicants should also refer to the website, catalog, and/or handbook of the school they are applying to for program-specific requirements that may not be listed within this policy.

a. To the extent provided by applicable law, no person shall be excluded from participation in, denied benefits of, or be subject to, discrimination under any program or activity sponsored or conducted by TTUHSC. Per Texas Tech University System Regulation 07.10: The University does not tolerate discrimination or harassment based on or related to sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. TTUHSC will make maximum use of resources, consistent with standards of appropriate accrediting bodies and enrollment and admissions policies approved by the Board of Regents of the Texas Tech University System, to admit and educate as many qualified students as possible.

b. Grade point averages considered during the admissions process are calculated by rules established by the Texas Higher Education Coordinating Board (THECB) by [Title 19 Administrative Code § 5.7](#). Courses used to meet admissions prerequisite requirements will be transferred by [HSC OP 77.17](#).

- c. Applications will not be evaluated until all admission requirements have been met. All materials become the property of TTUHSC and are not returnable or refundable.
- d. Undocumented students with Deferred Action for Childhood Arrivals (DACA) status at the time of admission and undocumented students without DACA status who have lived in the U.S. for an extended period of time as undocumented immigrants can apply for admission a domestic applicant. Additionally, DACA-eligible and non-DACA-eligible undocumented students may qualify for Texas Residency under [Texas law \(Senate Bill 1528\)](#).
- e. Applicants pursuing an undergraduate degree at TTUHSC must complete the Texas Core Curriculum and prerequisite courses. TTUHSC does not offer lower division core curriculum courses but does follow the Texas Core Curriculum as set forth by the THECB. General education requirements completed at a private or out-of-state institution may not be equivalent to the required Texas Core Curriculum and may not excuse a student from completing the Texas Core Curriculum. In accordance with 19 Texas Administrative Code § 4.28 (j), no institution or institutional representative may approve course substitutions or waivers of the institution's core curriculum requirements. The student is responsible for completing the core requirements at another institution prior to beginning the program of study at TTUHSC as follows:

Texas Core Curriculum Requirements:

Course	Credits
Communication (010)	6 credit hours
Mathematics (020)	3 credit hours
Life and Physical Sciences (030)	6 credit hours
Language, Philosophy, and Culture (040)	3 credit hours
Creative Arts (050)	3 credit hours
American History (060)	6 credit hours
Government/Political Science (070)	6 credit hours
Social and Behavioral Sciences (080)	3 credit hours
Component Area Option (090)	6 credit hours
Total Core Curriculum Requirements:	42 credit hours

- (1) Course numbers listed are based on the Texas Common Course Numbering System (TCCNS). Check with your academic institution to verify the course number corresponding to the TCCNS number.
- (2) A student's official transcript from another Texas public college or university must be notated as Texas Core Curriculum complete so that no additional Texas Core Curriculum requirements will be imposed.

3. Domestic Applicant Requirements.

- a. Application – Applications should be submitted by deadlines set for the program the student is applying for. All institutions attended must be included on the application. Falsification of the application will void admission to TTUHSC.
- b. Non-refundable Application Fee: As approved by the Board of Regents, an application fee is required for the initial application and any subsequent application to TTUHSC.
- c. Application Fee Waivers: Some applicants could be eligible for application fee waivers. Please refer to the school's admissions website.

- d. Transcripts – Applicants must submit a transcript from each degree-awarding college or university attended. Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal. Unofficial copies of transcripts are required for evaluation purposes. Copies of all transcripts must be received before the application will be evaluated. An applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at TTUHSC.

If admitted, a student will be required to submit a final transcript of all previous work, and any degrees awarded, at all previously attended institutions no later than the last day of the first term in which they are registered. Failure to do so will result in a hold being placed on the student's record to prevent future registration.

- e. Residency Questionnaire: An Oath of Residency is required of all TTUHSC applicants. The core residency questions from the questionnaire are incorporated into the application and are available online at www.ttuhs.edu/registrar for those applicants and current students who wish to be considered for residency reclassification. Residency reclassification requires the submission of a residency questionnaire along with all requested supporting documentation that is needed for consideration. Please note it is the responsibility of the student to verify their residency status prior to the start of a semester and request any changes or updates prior to the census one date of that semester. The census one date can be located on the Academic Calendar.
- f. Resident Alien Card: Immigrant permanent residents must provide a copy of the front and back of their Resident Alien Card. Applicants with pending applications for permanent residency will need to contact International Student Services to inquire about alternative documentation.
- g. Proof of Citizenship for Foreign-Born U.S. Citizens: Foreign-born U.S. citizens, including U.S. citizens born abroad, and naturalized U.S. citizens, must provide proof of citizenship. The following documents can be submitted to meet this requirement:
 - (1) Consular Report of Birth Abroad (CBRA, of Form FS-240)
 - (2) Certificate of Citizenship
 - (3) Certificate of Citizenship (DHS Form N-560 or N-561)
 - (4) Certificate of Naturalization (DHS Form N-550 or N-570)
 - (5) Certification of Foreign Birth (FS-545, DS-1350, or FS-240)
 - (6) U.S. Citizenship Identification Card (I-197 or I-179)
 - (7) Birth certificate

Citizens who cannot provide the above documentation should contact International Student Services to find out what other documentation could be accepted.

4. **International Applicants Requirements**

All applicants who are not U.S. citizens or immigrant permanent residents are considered international applicants. International students must have a visa type that allows for academic study. The following procedures should be followed in order for international applicants to be considered for admission to eligible programs at TTUHSC. Applications will not be evaluated until all admission requirements have been met. All materials become the property of TTUHSC and are not returnable or refundable.

TTUHSC has deadlines for international applicants that must be followed. International students may apply after the deadline, however, TTUHSC cannot guarantee that there will be sufficient time for late applications to be reviewed. There is also no guarantee that late applicants will be able to make any necessary visa and/or travel arrangements if admitted.

A completed international application consists of the following:

- a. Application
- b. Non-refundable Application Fee – As approved by the Board of Regents, an application fee is required for the initial application and any subsequent application.
- c. Application Fee Waivers: Some applicants could be eligible for application fee waivers. Please refer to the school's admissions website.
- d. Transcripts – Applicants must submit a transcript from each degree-awarding college or university attended. Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal. Unofficial copies of transcripts are required for evaluation purposes. Copies of all transcripts must be received before the application will be evaluated. An applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at TTUHSC.

If admitted, a student will be required to submit a final transcript of all previous work, and any degrees awarded, at all previously attended institutions no later than the last day of the first term in which they are registered. Failure to do so will result in a hold being placed on the student's record to prevent future registration.

- e. Additional Documentation – TTUHSC reserves the right to request additional documentation as needed or evaluation.

If admitted, the applicant is required to submit an official copy of the degree certificate, and diploma if the date of degree completion is not provided on official transcripts.

- f. Certified English Translations of Transcripts/Diplomas – TTUHSC does not mandate that evaluations come from a certain company, however, they must be a course-by-course evaluation. Transcript evaluations must be official and received directly from the evaluation agency. If a student has attended multiple institutions outside the U.S., the evaluation must include all institutions attended. TTUHSC will accept foreign evaluations greater than a year old, as long as they are complete and/or the student has not taken any additional coursework outside the U.S. TTUHSC will not accept public notary-certified translations.
- g. Proof of English Proficiency – All international applicants must provide proof of English proficiency before their applications can be considered for admission. The test is waived only for graduates of U.S. universities or universities in the English proficiency-exempt countries that are listed below. Applicants who have completed at least two consecutive years at a college or university in the U.S. or in an English proficiency-exempt country are exempt from the English proficiency requirements. Applicants who complete four consecutive long semesters (Fall and Spring) of credit-bearing, non-development, or non-ESL courses at an accredited college or university in the United States of America are also exempt from the English Proficiency requirements.

Applicants who do not meet the exemption requirements must submit one of the following measures of English proficiency:

- (1) TOEFL: Test of English as a Foreign Language (www.toefl.org): The minimum TOEFL score required for TTUHSC is 550 (paper-based version) and 79 (internet-based version). The TOEFL score must be received directly from the Educational Testing Service (ETS). TTUHSC's institutional code is 6851. TOEFL scores are valid for two years. Applicants may provide a copy of their Examinee Score Report for application evaluation purposes; screenshots of the TOEFL results from the ETS website are not acceptable.
- (2) IELTS: International English Language Testing Service (www.ielts.org): The minimum IELTS score required for TTUHSC is an overall band score of 6.5 on the Academic version. IELTS General Training results are not acceptable. There is no IELTS institution code for TTUHSC. IELTS scores are valid for two years.
- (3) PTE Academic (Pearson Test of English Academic; <http://pearsonpte.com>) – The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable. There is no PTE Academic institution code for TTUHSC. PTE Academic scores are valid for two years.
- (4) Cambridge Certificate of Proficiency in English (Cambridge CPE; <https://www.cambridgeenglish.org/exams-and-tests/proficiency/>) – The minimum required Cambridge CPE grade is C. There is no institutional code for the Cambridge CPE. The Cambridge CPE is valid for life.
- (5) Cambridge Certificate of Advanced English (Cambridge CAE; <https://cambridgeenglish.org/exams-and-tests/advanced/>) – The minimum required Cambridge CAE grade is B. There is no institutional code for the Cambridge CAE. The Cambridge CAE is valid for life.
- (6) Duolingo English Test (englishtest.duolingo.com) – The minimum required Duolingo score is 100. There is no institutional code for Duolingo. Scores are reported within 48 hours and are valid for two years.
- (7) English Proficiency Exemptions: Applicants who can provide a passport from the following list of countries are exempted from the English Proficiency requirement:

▪ American Samoa ▪ Anguilla ▪ Antigua and Barbuda ▪ Australia ▪ Bahamas ▪ Barbados ▪ Belize ▪ Bermuda ▪ Canada (except the Province of Quebec) ▪ Cayman Islands ▪ Dominica ▪ Falkland Islands (Islas Malvinas) ▪ Ghana ▪ Gibraltar ▪ Grenada ▪ Guam ▪ Guyana ▪ Ireland, Republic of ▪ Jamaica ▪ Kenya	▪ Liberia ▪ Micronesia Islands, Federated States of ▪ Montserrat ▪ New Zealand ▪ Nigeria ▪ Philippines ▪ Saint Kitts and Nevis ▪ Saint Lucia ▪ Saint Helena ▪ South Africa ▪ St. Vincent and the Grenadines ▪ Trinidad and Tobago ▪ Turks and Caicos Islands ▪ United Kingdom (England, Scotland, Northern Ireland, and Wales) ▪ United States of America ▪ Virgin Islands ▪ Zimbabwe
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- h. Proof of Financial Support – Applicants must provide proof of financial support as part of their application materials. Required funding amounts will be reviewed yearly and are subject to change. Please refer to ttuhsc.edu/registrar for current funding amounts.

Acceptable documentation for financial support is listed below:

(1) Self-Financial Support (Student):

- i. Copy of personal bank statement showing available funds
- ii. Funds must be liquid assets
- iii. Balance must meet the minimum required funds for the cost (in US Dollars) of one academic year, determined by the individual schools of TTUHSC and their programs.
- iv. Bank statements must be less than six months old (applicants may be required to provide new proof of financial support upon being admitted)

(2) Sponsored Financial Support (Family, Employer, Friends, etc...):

- i. Copy of personal bank statement showing available funds
- ii. Funds must be liquid assets
- iii. Balance must meet the minimum required funds for the cost (in US Dollars) of one academic year, determined by the individual schools of TTUHSC and their programs.
- iv. Bank statements must be less than six months old (applicants may be required to provide new proof of financial support upon being admitted)
- v. Each sponsor must submit a signed TTUHSC Financial Support affidavit
- vi. Any award letter and/or a letter detailing assistantships or scholarships are required from the individual TTUHSC school's admission department

5. **Application Changes**

- a. Request to Change the Initial Entry Term – Students who wish to defer their admission to a semester for which they did not originally apply, must reapply for the term they wish to defer to. Automatic readmission is not guaranteed; schools will consider students on a case-by-case basis and will notify the student of their decision via email.
- b. Add/Change Application – Applicants who wish to add or change their application major must submit an application for the major they wish to change to. Automatic admission is not guaranteed; schools will notify the applicant of their decision via email.
- c. Readmission – Students who fail to register or who leave the school during a spring or fall semester must submit an application for readmission. Automatic readmission is not guaranteed; schools will consider students on a case-by-case basis and will notify the applicant of the decision by email.

6. **Academic Integrity in the Application Process**

All prospective students applying to TTUHSC are expected to adhere to the institution's Statement of Academic Misconduct. This includes entering all secondary and post-secondary institutions attended on applications for admission as well as submitting official academic credentials from degree-awarding institutions attended. Failure to provide complete academic information on the application or not submitting all academic credentials is considered a falsification of academic records and will result in the voiding of the application or other disciplinary action.

7. **Other Admission Types**

- a. Academic Fresh Start – Under the provisions of the Texas Education Code, Section 51.931, a Texas resident may elect to forfeit all academic coursework earned 10 or more years prior to the requested enrollment date. An applicant who is admitted under this plan may not receive any credit for courses taken 10 or more years prior to enrollment. Students approved for Fresh Start must otherwise meet current admissions requirements.

- (1) Fresh Start must be requested at the time of application to TTUHSC
- (2) An Applicant requesting Fresh Start must be a Texas Resident for tuition purposes
- (3) Applicant must provide TTUHSC with official transcripts from every institution attended.
- (4) Once the Fresh Start provision is claimed, it cannot be reversed.