

4.2 Undergraduate Program

4.2.1 Undergraduate Admission

Presentation of Findings

**4.2.1/1 of 19
Establishment of
General Admission
Policies**

On recommendation of the Academic Affairs Committee, the Board of Visitors (BOV) establishes general admission policies of the University. These policies may be found in the BOV Manual, Statement on the Admission of Traditional Freshman, p. 1501-1, and in the Old Dominion University Catalog 2000-02, Mission of the University, p. 3.

The University's Faculty Senate initiates changes in admissions policies at Old Dominion University (Faculty Senate Bylaws, Section IV.E). Recommendations are then made to the Provost/Vice President for Academic Affairs and, if approved by the Provost and President, are sent to the Academic Affairs Committee of the BOV. The Academic Affairs Committee is responsible for making recommendations to the Board on student admissions criteria and policies (BOV Bylaws, p. 4).

Within the limits of the University's facilities as to the numbers that can be accommodated, admission to the University is open to all qualified students without regard to race, color, religion, national origin, sex, age, veteran status, handicap, political affiliation, or sexual orientation. Old Dominion University recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantage (BOV Manual, Mission and Major Goals of the University, pp. 1001-1 and 1002-1; Old Dominion University Catalog 2000-02, Mission of the University and General Statement of Policy, pp. 3-4).

General undergraduate admission requirements are published in the Old Dominion University Catalog 2000-02 (p. 16); specific transfer guidelines are also reported in the Old Dominion University - Virginia Community College System Transfer Guide (Transfer Guide [p. 6]).

**4.2.1/2 of 19
Unit Responsible for
Administration of
Policies**

Written procedures on implementing student admission policies are maintained in the Office of Admissions. The Director of the Office of Admissions is responsible for overseeing the implementation of specific admission policies (Fall 2001 Decision Charts), processing applications, and determining the admissibility of first-time and returning students.

**4.2.1/3 of 19
Institution-wide
Coordination of All
Admission Policies
and Procedures**

Admission to Old Dominion University does not imply admission to specific degree programs. Some University departments may require additional preparation or higher academic performance. Individual colleges make decisions regarding admission to specific programs such as the College of Engineering and College of Health Sciences programs. In addition, individual colleges make admission decisions regarding the Freshman Guaranteed Entry Programs such as the BS/MD and BA/MBA (Old Dominion University Catalog 2000-02, pp.16-17). Admission policies and procedures for specific degree programs are coordinated with the University's Colleges and the Office of Academic Affairs.

**4.2.1/4 of 19
Admissions
Policies
Consistent with
Purpose**

The Office of Admissions works to ensure that the University has a manageable enrollment of qualified students and that recruiting and admissions practices are harmonious with the mission and goals of the institution. The University seeks in its student body a diversity of age, gender, ethnic, religious, social, and national backgrounds. It actively recruits American minority students along with students from other countries worldwide in such numbers as to have their presence make a discernible impact upon the University's educational processes. Old Dominion recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantages (Old Dominion University Catalog 2000-02, p.3).

**4.2.1/5 of 19
Qualitative and
Quantitative
Admissions
Requirements**

The University has established qualitative and quantitative criteria that identify students who have reasonable potential for success at the institution (BOV Manual, Number 1501). The minimum criteria include the following:

- A minimum of 16 high school academic credits, recommended to include English (4); mathematics, including algebra II (4), natural science, including one laboratory science (4); three years of one foreign language or two years of two foreign languages; and social studies (3).
- "C+/B-" (2.50 on 4.00 scale) overall high school grade point average in the academic units, and at least a "C" average in the senior year with no course grade below "C".
- Class rank in the upper half of graduating class.
- A combined math and verbal score on the SAT of at least 860. Equivalent composite scores on the American College Test (ACT) are also accepted (Fall 2001 Decision Chart).

Admission is based on the level of achievement using grade point average and total SAT score. Proportionately higher grade point averages can be demonstrated to sustain lower-range examination scores and vice versa. For example, admission is denied to applicants with a high school grade point average of less than 2.5 and an SAT score of 950. Conversely, a student with a combined SAT score of 860 must have a high school grade point average of 2.80 or above. (Fall 2001 Decision Chart).

Other elements that might strengthen an applicant's application are submission of principal, teacher, or counselor recommendations; an essay; and a campus interview.

**4.2.1/6 of 19
Appropriate
Developmental or
Remedial Support**

To recruit exceptional students, those with proven academic ability, those who may need some remediation, or students who are interested in the military, the University has established special admission programs.

The Academic Honors College offers the experience of a small liberal arts college within the framework of a large university. The four-year experience, with classes taught by selected faculty, offers low-enrollment courses to honors students and selected juniors and seniors.

The Senior Scholars Program allows qualified high-school students to begin college study a year in advance, thus avoiding duplication of study and making it possible for these students to enter earlier into the job market or graduate study.

Provisional admission for freshmen is based on academic promise as demonstrated by their high school record. Students who have at least a 2.5 GPA and do not score at least a 950 on the SAT (Fall 2001 Decision Chart) are invited to participate in the Virginia Student Recruitment & Retention Program or Summer Transition Program (STP). The Office of Admissions identifies potential STP candidates from the freshmen application pool. The STP provides an intensive college preparation and orientation experience. The six-week program is designed to increase the student's opportunity for college admission and academic success through tutoring, college preparatory courses, employment, and student activities (Virginia Student Recruitment & Retention Program Brochure).

The University understands that many students may have the potential to be academically successful but may not meet the requirements of the traditional predictors of success. As an example, the use of SAT scores or high school grade point average is typically not valid for individuals who have not attended college immediately after high school or who are returning to college after a number of years. Students may be admitted on a provisional case-by-case basis in a Special Admission category (Old Dominion University Catalog 2000-02, p.16). Each case is carefully reviewed, and students who are accepted are required to sign a contractual agreement, follow specific programs, and be given personal advisement. These students are evaluated on essentially the same criteria as regularly admitted students and are subject to the same continuance requirements.

Some high-school graduates may meet the University's requirements for admission but choose to enlist in the armed forces immediately after completing high school. These students may be admitted to the University and allowed to enroll on or before separation from the armed forces or two calendar years after separation (Old Dominion University Catalog 2000-02, p.16).

Some individuals may enroll in classes at the University as non-degree seeking. Nondegree students may attend for a variety of reasons, such as personal growth, or to establish eligibility for admission, or to complete a few classes away from their main school during the summer, although they must meet the same admission standards as degree-seeking students. Others may attend as nondegree if they did not apply in time to be accepted as degree-seeking. Students who have earned a high school diploma or equivalent are eligible for nondegree status. Students attempting to establish eligibility for admission may apply for degree-seeking status after completing 24 hours. All others may apply at any point. All nondegree students should apply for degree-seeking status upon completion of 60 semester hours. Students who have attended other institutions must be eligible to attend their previous institution before enrolling as non-degree students. If a student is on academic suspension, one calendar year must have elapsed before he or she becomes eligible to enroll as a non-degree-seeking student.

All freshmen and transfer students entering Old Dominion University must take the Writing Sample Placement Test and the Computerized Adaptive Placement Assessment

and Support System (COMPASS) to test for deficiencies in writing and in mathematics (Preview Brochure; Undergraduate Writing Program Requirements, Old Dominion University Catalog 2000-02, p.37; Academic Testing, Old Dominion University Catalog 2000-02, p. 35). Through its Academic Skills Programs (Old Dominion University Catalog 2000-02, p.13), the University serves students who need supplemental work in preparation for subsequent college-level courses in writing and mathematics. Pass/fail grades are assigned for developmental courses, and academic credit is awarded, although such credit does not count toward the fulfillment of degree requirements.

**4.2.1/7 of 19
Evaluation of
Admissions
Policies**

The University regularly evaluates its admission standards in terms of retention, academic performance, and diversity of student body. Each year, the Freshman Survey, developed by Counseling and Advising Services and University Planning and Institutional Research, is administered to incoming freshmen. The results of this survey are primarily used to identify students who may be at risk for academic difficulty or attrition (Profile of Freshmen Class of 1997). Based on this survey, national studies, and quantitative data from the University database, recommendations are made for changes in admission policies (Comments on Setting Admission Standards for the Freshmen Class of 1999; Effects on Total Population of New Admissions Standards, 1997; Transcript Study).

To ensure that the Office of Admissions is accurately and truthfully representing the University, all recruiting materials are reviewed by the Vice President for Institutional Advancement and by the academic colleges and appropriate administrative offices (Discover and Xperience Brochures, Power Point Presentation, Recruitment Compact Disc). All recruitment activities are reviewed by the Vice President for Institutional Advancement and regularly reported to the Institutional Advancement committee of the BOV. Regularly scheduled training (Schedule of Training/Office of Admissions, 2001) by other University offices and departments keeps the Office of Admissions personnel apprised of changes in programs, procedures, policies, etc.

**4.2.1/8 of 19
Evidence of
High School
Graduation
or Other
Experiences**

Applicants for admission to the University must submit official transcripts of prior academic work. Freshmen applicants must submit an official high school transcript of all work completed through the 11th grade. In some cases, the senior year performance may impact an admission decision and 12th grade term grades will be requested. Final transcripts showing high school graduation must be submitted to the Office of Admissions. Students transferring coursework into the University must submit official transcripts from other institutions attended (Old Dominion University Catalog 2000-02, pp. 16 –18; Sample Student File).

**4.2.1/9 of 19
Experiences in Lieu
of High School
Diploma**

A General Education Diploma (GED) will qualify a student for admission if the total examination score is 50 with no score below 49 on the test battery. GED graduates who are less than 21 years of age are required to submit scores from a college entrance examination (Old Dominion University Catalog 2000-02, p. 16).

**4.2.1/10 of 19
Admissions
Procedures and
Policies Followed**

Procedures for admission are consistent for all students. All students are required to submit the same credentials, meet the same requirements, and be evaluated for admission by the same processes (Fall 2001 Admit Charts, Internal Document). Monthly audit reports are produced to ensure that consistent decisions have been made (Sample Freshman Admission Audit Report, 2001).

4.2.1/11 of 19**Selection of Students Whose Interests / Capabilities are Consistent with Admissions Policies**

Old Dominion University seeks to admit all applicants capable of successfully completing requirements for a degree. Admission decisions are made using the traditional qualitative and quantitative predictors of academic success. Each student is evaluated on an individual basis. Evidence indicates that students admitted to the University have qualities that will lead to success. During 2000, the University's Office of Institutional Research reported a mean SAT score of 1023 and an average GPA of 3.13 for enrolled students.

A listing of degree programs offered by the University is enclosed in the application for admission. Students who apply for a degree program not offered by the University are notified by the Office of Admissions.

4.2.1/12 of 19**Admission of Transfer Students**

The University has a well-defined policy on the admission of transfer students (Old Dominion University Catalog 2000-02, p. 17; Transfer Guide, p. 5). Transfer applicants must submit a copy of official transcripts for any work completed at other institutions, regardless of performance. Transfer applicants who have completed at least 24 semester hours or 42 quarter hours of college work with a cumulative grade point average of 2.20 on a 4.00 scale and are maintaining good academic standing at their transferring institutions are eligible for admission. The University will consider students on academic suspension by other colleges after one year of the date of the suspension.

4.2.1/13 of 19**Admission Policies for Transfer Students**

Transfer students who have completed less than 24 semester hours or 42 quarter hours at the time of the application must meet freshmen admission requirements as well as transfer requirements. High school transcripts must be submitted in addition to college transcripts. Test scores (SAT or ACT) are required for applicants who have graduated from high school in the last two years.

Transfer of credit is allowed for course work taken at an institution that is accredited by a regional accrediting body, such as the Southern Association of Colleges and Schools. A grade of C (2.00) or above is required, and the course must be appropriate to the University's degree program. Liberal arts credit and professional and technical courses parallel to those of the University will generally transfer into Old Dominion University. Transfer credit is usually evaluated from catalog information from students' previous institutions. Currently, a transfer team in the Office of Admissions initially performs transfer evaluation. Departmental chairs and/or departmental advisors evaluate upper-level specialized courses. In some instances, transfer applicants will be asked to obtain course descriptions of courses taken at a transferring institution.

Students who have received an Associate of Arts (A.A.), Associate of Science (A.S.), or an Associate of Arts & Sciences (A.A. & S.) from Richard Bland College or from the Virginia Community College System have met all of the General Education requirements except major- or college-specific requirements and the upper-division requirement that is met through completion of a second degree or major, a minor, an approved focus-area cluster, or an international certificate.

The University's Transfer Pride Program prepares community college students for a seamless transition into the University. Students who plan to pursue an A.A., A.S. or A.A. & S. can be admitted into the program. The Transfer Pride program guarantees the

acceptance of the student's program from the community college. Students in the program receive newsletters and have access to University activities (Old Dominion University Catalog 2000-02, p.37; Transfer Pride Brochure).

Associate degrees from community colleges outside the Virginia Community College System are examined individually to determine whether the degrees are university-parallel programs (Old Dominion University Catalog 2000-02, pp. 18-19).

A limited number of placements are available for students who do not meet the fixed requirements for transfer admission to the University. Careful review is given to the assessment of academic and work accomplishments and potential for academic success. Applicants may be invited to interview with an Admission Counselor to determine eligibility for Special Admission (Old Dominion University Catalog 2000-02, p. 16). These students are placed on a non-degree contract stating that they will achieve a 3.00 GPA with 12 completed college-level courses or a 2.2 with 24 completed college-level courses.

Students who do not meet the fixed requirements for transfer admission may be admitted provisionally as non-degree students under a student contract which states that they will be in the acceptable admissions range in their first twelve hours at the University.

Student admission credentials are retained for five years after their last enrollment at the University. Students who last attended within five years and have not attended another academic institution may reenroll in the University. Students who have attended another University since their separation must reapply with academic transcripts. If the separation has occurred within the last five years, the Office of Admissions requires only updated transcript information.

4.2.1/14 of 19

Credits

Awarded:

- Examinations
- Armed Services
- Professional Certification
- Experiential

The University Testing Center evaluates advanced placement credit for entering freshmen and Defense Activity for Non-Traditional Education Support (DANTES) and College-Level Examination Program (CLEP) credit for transfer students (Old Dominion University Catalog 2000-02, pp. 19 & 35; Transfer Guide, pp. 12-18). The equivalencies and the amount of credit awarded for Advanced Placement (AP), International Baccalaureate Program (IB), DANTES and CLEP programs are clearly stated in the 2001 Transfer Guide. Handouts showing amount of credit awarded for AP, CLEP, and DANTES are available to students (CLEP, DANTES, AP Guidelines).

Students are encouraged to apply for credit through the Experiential Learning Program (ELP). The ELP office meets with students to determine possible credit that can be awarded for demonstration of college-level knowledge and skills gained from a student's life and work experiences. The knowledge gained must fit the equivalent of a college course taught at Old Dominion University and must meet the requirements of a student's degree program. Options for students to pursue for awarding of credit are University examinations, portfolios, departmental examinations, external examinations such as CLEP and DANTES, submission of military and professional training materials for American Council on Education (ACE) recommended credit, or evidence of completed correspondence courses (Old Dominion University Catalog 2000-02, pp. 35-36; Student Handbook for ELP).

The Experiential Learning Program's guidelines were based on national standards set by the Council for Adult and Experiential Learning (CAEL). The guidelines are published in the ELP brochure, the Student Handbook for ELP, and the Faculty Assessor's Guidelines for ELP.

**4.2.1/15 of 19
Credit for
Experiential
Learning**

A student may earn a maximum of 60 semester hours at the undergraduate level through experiential learning credit. In some cases, a student can apply to the Director of the program for an exception to the 60 hours. The amount of credit awarded by experiential learning is clearly designated by "XP" on a student's transcript. A grade of "P" (Pass) is assigned and does not count toward the student's grade point average (Old Dominion University Catalog 2000-02, pp. 35-36).

ELP credit can be applied toward general education requirements, free electives, cluster courses, courses for a minor, and a lower- and upper-division major requirement. Students must provide appropriate documentation, make sure there is no duplication of credit and understand what will apply toward the degree. Students may not fail a course or take a course for audit at the University and later receive credit through experiential learning. Students must take thirty hours, including twelve hours of upper-division courses in the declared major, at Old Dominion University (ELP Student Handbook, pp. 4-5).

Regulations for earning experiential learning credit are published in the Old Dominion University Catalog 2000-02 (p. 36). Experiential learning credit is granted upon the recommendation of the chair of the department or designated faculty assessor having jurisdiction over the courses. Credit is awarded only to students admitted to the University. All students who have applied for experiential learning credit have records in the Office of Experiential Learning. Each file contains documentation of how the learning was evaluated and how the credit was awarded. Personnel in the Office of Experiential Learning advise students on degree plans and ensure that experiential learning credit does not duplicate credit that was earned or awarded previously or courses planned for the future (Student Handbook for ELP, p. 4).

An Experiential Learning Committee, composed of representatives from each of the academic Colleges and the Office of Academic Affairs, meets on a regular basis to discuss policies and procedures (Faculty Assessor's Guidelines for the Experiential Learning Program, p. 13).

Based on the DD 214, DD 295, or SMART records, and recommendation of the American Council on Education, credit for military training is awarded. The Office of Admissions previously awarded credit for military training, but the Office of Experiential Learning took over this function in Fall 2001.

**4.2.1/16 of 19
Informing
Transfer
Students**

The Office of Admissions provides each admitted transfer student with a transfer evaluation, which shows transferred courses. Students are also given instructions in their admit package regarding LEO Online, Old Dominion University's twenty-four-hour student informational database, where they can view their transfer credits (Old Dominion University Transfer Admissions Fact Sheet). PREVIEW, Old Dominion University's Transfer Orientation program, provides an opportunity to meet with transfer counselors and academic advisors to discuss their transfer credit evaluations and degree plans.

**4.2.1/17 of 19
Representation of
Collegiate
Coursework**

The Office of Admissions works closely with the academic departments when assigning transfer coursework. Academic courses that match Old Dominion University courses are awarded at the appropriate skill level of the transferring student (University Student Database – Banner SHATATR). In cases of unclear transfer work, students are directed to the chief departmental advisor or department chair of the appropriate academic college, who will determine the transferability of the course or courses in question and provide a Transfer Course Equivalency to the Office of Admissions. Students must communicate with academic advisors prior to registration to determine the incorporation of their transfer credit into their curriculum.

The Office of Admissions uses the following guides when determining transferability of courses:

- American Council on Education
- American Association of Collegiate Registrars and Admissions Officers
- NAFSA: Association of International Educators
- Transfer Guide
- Other college catalogs

**4.2.1/18 of 19
Academic
Dismissal,
Suspension and
Readmission
Policies**

Following a one-semester probationary period, an undergraduate student will be suspended at the end of the spring or summer semester if a 2.50 semester grade point average is not earned and the cumulative grade point average falls into one of the following categories:

- a 1.49 or lower cumulative grade point average with 0-25 credit hours earned
- a 1.69 or lower cumulative grade point average with 26-57 credits earned
- a 1.79 or lower cumulative grade point average with 58-89 credits earned
- a 1.89 or lower cumulative grade point average with 90 or more credit hours earned

A mandatory one-year suspension is required for a first suspension before a student can be considered for readmission. If the student has pre-registered for a subsequent semester, all registration will be administratively dropped. Students who are suspended for a third time from Old Dominion University are expelled. The expelled student will not be allowed to reapply to the University for admission (Old Dominion University Catalog 2000-02, p. 42).

**4.2.1/19 of 19
Readmission
of dismissed
or suspended
students**

A student returning from a suspension will be considered for readmission after completing the appropriate separation and application forms from the Office of Undergraduate Academic Continuance. The student must include a letter explaining the circumstances surrounding the academic difficulty and plans for future success. Each returning student must earn at least a 2.00 GPA for each semester or earn the appropriate probation GPA. After completing 12 semester hours, each returning student must earn the appropriate probation GPA. If these conditions are not met, the returning student will be suspended again. A mandatory minimum two-year separation is required for second suspensions before a student can be considered for readmission. The readmission process from a second suspension requires the formal letter with the application. This information is sent to the student's requested major department for consideration. The major department will make the final determination (Old Dominion University Catalog 2000-02, p. 42).

Conclusion

The University is in compliance with the SACS Criteria for undergraduate admission.

Recommendations

None

Suggestions

The University should approve admissions standards on an annual basis.

The University should publish institution-wide policies and procedures for the various subdivisions that have separate admissions requirements, e.g., international programs and distance learning.

Policies related to credit awarded for advanced placement examinations, such as AP, CLEP and IB, should be clearly stated in the Old Dominion University Catalog.

Currently, procedures for evaluation of advanced placement tests dictate that students should submit test scores to the Academic Skills Center. In the interest of better customer service, the Office of Admissions should receive test scores and offer awards for credit at the time of admission to the University.

The policy on non-degree students should be re-examined in order to maintain consistency concerning their admission. The current policy in the University catalog is not clearly stated.

Must Statement Compliance Table
4.2.1 Undergraduate Admission

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
4.2.1/1 of 19. General admission policies must be established by the governing board on recommendation of the administration.	Compliance	4.2.1/01:01 Old Dominion University Catalog 2000-02, Mission of the University, p. 3 4.2.1/01:02 BOV Manual, Statement on the Admission of Traditional Freshmen, pp. 1501-1 4.2.1/01:03 Faculty Senate Bylaws, Section IV.E 4.2.1/01:04 BOV Bylaws, p. 4
4.2.1/2 of 19. The unit responsible for administering the policies must be clearly identified.	Compliance	4.2.1:02:01 Fall 2001 Decision Charts 4.2.1:02:02 BOV Manual – Mission Goals of the University, 10001-1, 1001-2
4.2.1/3 of 19. In those institutions in which various subdivisions maintain separate admission requirements, there must be institution-wide coordination of all admission policies and procedures.	Compliance	4.2.1:03:01 Old Dominion University Catalog 2000-02, Freshman Guaranteed Entry Program, pp. 3-4, 16-17
4.2.1/4 of 19. Admission policies must be consistent with the educational purposes of the institution.	Compliance	4.2.1:04:01 Old Dominion University Catalog 2000-02, Mission of the University, p. 2
4.2.1/5 of 19. They (admission policies) must include qualitative and quantitative requirements that identify students who demonstrate reasonable potential for success at the institution.	Compliance	4.2.1:05:01 BOV Manual, 1501 4.2.1:05:02 Fall 2001 Decision Chart
4.2.1/6 of 19. An institution admitting students with deficiencies in their preparation for collegiate study must offer appropriate developmental or remedial support to assist these students.	Compliance	4.2.1:06:01 Fall 2001 Decision Chart 4.2.1:06:02 Virginia Student Recruitment and Retention Program Brochure 4.2.1:06:03 Old Dominion University Catalog 2000-02, pp.13, 16, 35, 37
4.2.1/7 of 19. Each institution must regularly evaluate its admission policies.	Compliance	4.2.1:07:01 Freshman Survey 1999, Comments on Setting Admissions Standards on the Freshman Class of 1999; Effects on Total Population of New Admissions Standards, 1997; Transcript Study 4.2.1:07:02 Discover, Xperience, Power Point Presentation, Recruitment Compact Disc 4.2.1:07:03 Admissions Office Schedule of Training
4.2.1/8 of 19. To be admitted to degree programs, applicants must show evidence of high school graduation or other successful experiences which reasonably predict their ability to make satisfactory progress at the institution.	Compliance	4.2.1:08:01 Old Dominion University Catalog 2000-02, pp.16-18 4.2.1:08:02 Sample Student File

4.2.1/9 of 19. Each institution must assess and justify the appropriateness of experiences offered in lieu of a high school diploma.	Compliance	4.2.1:09:01 Old Dominion University Catalog 2000-02, Admission to Old Dominion University, p.16
4.2.1/10 of 19. Procedures established for implementation of institutional admission policies must be followed in the admission of all students.	Compliance	4.2.1:10:01 Fall 2001 Decision Charts 4.2.1:10:02 Sample Degree Freshman Admission Audit Report
4.2.1/11 of 19. The institution must provide evidence that it selects students whose interests and capabilities are consistent with the admission policies.	Compliance	4.2.1:11:01 Old Dominion University Catalog 2000-02, Major Goals of the University, p. 3
4.2.1/12 of 19. An institution must clearly define and publish its policy on the admission of transfer students.	Compliance	4.2.1:12:01 Old Dominion University Catalog 2000-02, Admission to Old Dominion University, Transfer Admission, p. 17 4.2.1:12:02 Transfer Guide, p. 5
4.2.1/13 of 19. The policy must include the following: the requirement for official transcripts of credits earned from all institutions of higher education previously attended; qualitative and quantitative criteria determining the acceptability of transfer work; criteria regarding the award of advanced standing, whether by credit earned at another institution, by advanced placement examinations, or through experiential learning; and conditions governing admission in good standing, admission on probation, and provisional admission.	Compliance	4.2.1:13:01 Old Dominion University Catalog 2000-02, Admission to Old Dominion University, pp.16-19, 37 4.2.1:13:02 Transfer Guide, p. 5 4.2.1:13:03 Transfer Pride Brochure

<p>4.2.1/14 of 19. Institutions which award credit based on advanced placement or other examinations; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; or experiential learning must meet the following conditions governing the award of such credit: (1) the amount of credit awarded is clearly stated and is in accord with commonly accepted good practice in higher education; (2) credit is awarded only in areas offered within the current curriculum of the institution, and is appropriately related to the student's educational programs; (3) decisions regarding the awarding of credit and the determination of such credit are made by qualified faculty members at the institution, or according to procedures and standards approved by qualified faculty. The institution demonstrates that assessment procedures verify that the credit awarded is appropriate.</p>	Compliance	<p>4.2.1:14:01 Old Dominion University Catalog 2000-02, pp. 19 & 35 4.2.1:14:02 Transfer Guide, pp. 12-18 4.2.1:14:03 CLEP, DANTES, and Advanced Placement Guidelines 4.2.1:14:04 Student Handbook for the Experiential Learning Program</p>
<p>4.2.1/15 of 19. In awarding credit for prior experiential learning, the institution must: (1) award credit only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program; (2) award credit only to matriculated students, identify such credit on the student's transcript as credit prior to experiential learning and, upon request from another institution, document how such learning was evaluated and the basis on which such credit was awarded; (3) ensure that credit for prior experiential learning does not duplicate credit already awarded or remaining courses planned for the student's academic program; (4) adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for experiential learning; and (5) clearly describe, and establish the validity of the evaluation process and criteria for awarding credit for prior experiential learning.</p>	Compliance	<p>4.2.1:15:01 Experiential Learning Brochure 4.2.1:15:02 Student Handbook for the Experiential Learning Program 4.2.1: 15:03 Faculty Assessor's Guideline for the Experiential Learning Program 4.2.1:15:04 Old Dominion University Catalog 2000-02, pp. 35-36</p>

<p>4.2.1/16 of 19. The institution must inform transfer students of the amount of credit which will transfer preferably prior to their enrollment, but at least prior to the end of the first academic term in which they are enrolled.</p>	Compliance	<p>4.2.1:16:01 Transfer Admission Fact Sheet provided to the student in the Transfer Student Admit Packet and via secured student and faculty access at www.odu.edu 4.2.1:16:02 Orientation 2001 Transfer/Adult PREVIEW Brochure 4.2.1:16:03 Transfer Guide</p>
<p>4.2.1/17 of 19. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.</p>	Compliance	<p>4.2.1:17:01 Internal equivalencies established on Banner Database (SCT Banner – SHATATR) 4.2.1:17:02 Transfer Course Equivalency Form</p>
<p>4.2.1/18 of 19 There must be clearly defined policies regarding the academic dismissal, suspension and readmission of students.</p>	Compliance	<p>4.2.1:18:01 Old Dominion University Catalog 2000-02, p. 42</p>
<p>4.2.1/19 of 19. Readmission of students dismissed or suspended for academic reasons must be consistent with the academic policies of the institution.</p>	Compliance	<p>4.2.1:19:01 http://web.odu.edu/ugcont 4.2.1:19:02 Old Dominion University Catalog 2000-02, p. 42</p>