

**Policy Governing: Admissions**

Date of last revision: December 1, 2021

In accordance with federal regulation, the University of Providence has established the following policy for the packaging and disbursement of federal aid regarding admissions status:

For undergraduate and certificate seeking students the University of Providence requires the following to be a fully admitted student:

- Official copy of high school transcript showing graduation requirements have been met or the equivalent such as home school transcript, GED or HiSET exam; for transfer students, official transcript showing successful completion of an associate degree may be substituted for an official high school transcript.
- Military students are required to provide a JST or CCAF transcript for evaluation.
- Proof that Montana State required immunizations are current, specifically proof of two MMR shots have been received. If one or both have not been received, proof of immunizations must be provided before registration of the second semester. A hold is placed on the student to prevent registration until the requirement is met.
- Students with less than a 2.7 cumulative high school or transfer GPA must provide an undergraduate personal statement. A committee reviews the student's record and determines admission status.
- Copy of ACT or SAT test scores are optional but may be requested to help determine readiness for college level study.

The University of Providence reviews each applicant's academic preparation and likelihood of success in college-level coursework, based on grade point average, college entrance exams and personal statements.

A financial aid award will be created for all admitted applicants to the school who have also completed the FAFSA process. A hold will be placed on the student's aid to avoid disbursement of funds until official transcripts are received.

A financial aid award will not be created for graduate students until the students have been admitted into a graduate program. Criteria for admission to graduate programs are strictly defined by each department.

Reference: FSA Handbook, Volume 1, Chapter 1; FSA Handbook, Volume 2, Chapter 1