

THE EVERGREEN STATE COLLEGE

April 9, 1987

TO: Patrick J. Hill
FROM: Admissions DTF
SUBJECT: DTF Report: Student Admissions Policy and Procedures

I. The Charge of the Committee

The DTF was asked to examine the College's current admissions policies and procedures, and to determine whether we need to change them in light of recent developments concerning the College. For one, Evergreen is experiencing a substantial increase in the number of applicants seeking enrollment. For another, the HEC Board is in the process of setting down various guidelines that would affect the entire Washington state system of higher education, including standards of admission to all public institutions in the state. If Evergreen wishes to maintain certain autonomy in admitting students, we need to communicate effectively the policies and procedures we would like to implement. The HEC Board has indicated they will at least listen to our wishes. Also, the Strategic Planning document is now in place, and a part of it addresses the question of admissions. It is concerned that we continue to offer quality education within alternative structures of teaching and learning, and that we continue to serve representative categories of people in our society.

II. Procedures followed in the Committee

The committee met in the months of December 1986 and January 1987 to discuss the issues stated in our charge. From these deliberations, the committee composed a questionnaire seeking an expression of sentiment held toward the kinds of students the College should admit. The DTF sent out around 160 questionnaires to the entire faculty, some of the administration, and a few staff people. The committee studied the responses in the questionnaires (34 were returned); in addition, the committee read admissions policies and procedures as they were stated in other college catalogues. Some of the committee members then wrote separate statements addressed to these points: (1) how admission policy and procedures should read in the Evergreen catalogue; (2) who are the ideal students Evergreen should attract and recruit; and (3) what are the minimal requirements applicants need to meet to be admitted as students to the College.

From the committee's group discussions, the findings of the questionnaire, the reading of other college catalogues concerning admissions, and the collection of ideas expressed in the separate written statements made by individual committee members, the following Admissions policies and procedures are recommended.

III. Recommendations of the DTF

A. Prospective Students

As a college committed to fostering individual and collective growth in a democratic society, Evergreen wants to attract students of diverse culture, race, age, previous educational and work experience, geographical location, and socio-economic background.

The College welcomes students who demonstrate a spirit of inquiry, an eagerness to improve, a willingness to work -- and this in increasingly self-directed ways --, a desire to communicate articulately and clearly in both writing and speech, and a willingness to use these traits helpfully and productively with others.

The College wants students who also express an interest in campus or community involvement, a respect and tolerance for individual differences, and a willingness to experiment with alternative structures of teaching and learning as these have evolved at Evergreen over the past two decades. Prospective students should seek full information concerning these modes of study.

B. Requirements for Prospective Freshmen

Normally, graduates in the upper half of their graduating class, and who have completed a college preparatory program, will be considered for admission. If class standing is not available, applicants will be considered individually. Students planning to enter directly from high school are required to have completed this college preparatory program:

1. Three years of English selected from courses designed to develop college-level reading and writing proficiencies;
2. Two years of mathematics, selected from algebra, geometry, trigonometry, advanced algebra and higher-level courses;
3. Two years of science, including one year of laboratory science; and

4. Two-and-a-half years of social studies.

We strongly recommend an additional year of English and of mathematics, and two years of a foreign language.

C. Requirements for Transfer Students

Transfer students will be considered for admission if they have made satisfactory progress at a previous college(s) and exited in good academic standing. We encourage college transfers to have completed the freshman composition sequence (including the research paper) offered at their present college.

Applicants from other institutions who have completed 45 or more quarter hours of college-level credit (or the equivalent) need not submit high school transcripts or test scores. Those who have completed less than 45 quarter hours must submit high school transcripts as well as college transcripts.

D. Requirements for International Students

The College will consider applications from freshmen international students who have met the minimum entrance requirements for college in their native country and can provide evidence of proficiency in English.

Those international students transferring from a college must provide official transcripts of academic work taken at their institution. Students coming directly from a school outside of the United States must score a minimum of 525 on the Test of English as a Foreign Language. International students transferring from colleges in the United States may take an off-campus language assessment instead of the TOEFL. International students must show evidence of having at least \$10,000 (U.S.) to pay normal expenses for one year's enrollment at Evergreen.

E. Requirements for Others

1. G.E.D.

Applications will be considered from persons 18 years or older who have not graduated from an accredited high school, but who have completed the General Educational Development tests. Normally, G.E.D. test scores should be at the 60th percentile or above in all categories.

2. Conditional admissions

Students whose high school or college records fall below the criteria described above but who feel they are now ready to work at a challenging pace and succeed, may apply for conditional admission by submitting additional information such as a personal letter or essay, letters of recommendation, test scores (SAT, ACT, or WPCT), samples of their work, or other information requested by the admissions office.

F. To Apply for Admission

1. Complete a Washington Uniform Application form.
2. Submit the completed application form accompanied by a non-refundable application fee of \$25.
3. Submit official transcripts of all previous college studies and, for those applying directly from high school or with less than 45 quarter hours of college studies, a record of complete high school courses including rank in the graduating class.

Admissions officers must have items 1, 2 and 3 in order to make a final decision on an application.

In the last analysis, admission to the College is based on the individual applicant's merits according to all available evidence. This accumulated evidence will be judged as to its promise of a successful academic venture at Evergreen. While admission is based primarily on individual merits, the Admissions Office may also impose deadlines to maintain a balance between enrollment and space available in curricular offerings. Each decision to admit rests ultimately on the considered judgment of the College admission officers.

G. The Part-time Option

Students wishing to study part-time or to audit, and who do not wish to have credit immediately applied toward a degree, need not submit documents showing previous academic work. Entry into part-time study for non-matriculating students (called "Special" students) is handled by the Registration and Records Office on a space available basis. Special students and auditors often are local residents interested in college work but not currently seeking a baccalaureate degree. A special student receives credit that may later apply toward a degree if he or she is accepted by the Admissions office. Auditors receive no credit.