	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-AC-08.1	Title: Student selection and Admission Policy	
	Rev # : 03	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2017

## 1. Purpose

- 1.1 The University Student Selection and Admission policy is underpinned by the University's commitment to a fair admissions process, whereby applicants are considered solely on the basis of their merits, abilities and potential, and are not discriminated against.
- 1.2 The aim of the Student Selection and Admission Policy at UPAS is to ensure that selection is based primarily on academic criteria there by preventing any candidate from being excluded from entry to a program by on the basis of religious belief, political opinion, racial group, gender, age, marital status or disability.

## 2. Scope


- 2.1 This procedure applies to all UPAS staff involved in the process of selecting and admitting students into courses conducted by the university.
- 2.2 The University commits itself to operate its admissions system in a way that is transparent and justifiable with procedures that are fair, clear, explicit and consistently applied for all students on all programs.

## 3. Definitions

- 3.1 Admissions process - refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling students.

## 4. Responsibility

- 4.1 The student admission requirements at UPAS shall be determined by the academic team of the university and shall be reviewed and approved by the CEO and the Academic Board of the university.
- 4.2 Changes to the admission criteria are to be approved by the CEO and the Academic board before they can be implemented.
- 4.3 The Chief Academic Officer (CAO) is responsible for the effective implementation of the policy.

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## 5. Procedure/Process

### 5.1 UPAS Admission Process at UPAS

- Start of Admission cycle: 8 weeks before start of the term
- Close of Admission cycle: 2 weeks before start of the term


### 5.2 Admission requirements are as follows.

- The prospective students have to fill a questionnaire, which will be evaluated by the admissions/recruitment team to determine if our programs can meet the student requirements.
- Official transcripts and undergraduate degree (B.A or B.S) in the relevant field of study from an approved institution.
- Official transcripts for the courses for which students would like to transfer credits from any approved institution.
- Personal Statement for seeking admission @ UPAS
- Satisfactory performance in the UPAS entrance exam to demonstrate web-based online learning capability
- Have a desktop/laptop with Internet broadband (6 Mbs or higher) connection and familiar with using Internet, email and other software programs with instructions provided on how to connect to the learning platform to complete the course work.
- UPAS accepts transcripts only in English. If the potential student interested in our programs has transcripts in any language other than English, the student has to use the service of third party transcript evaluators approved by the institution.
  - Academic & Professional International Evaluations, Inc. (APIE) P.O. Box 5787 Los Alamitos, CA 90721-5787 Telephone: (562) 594-6498 APIE@email.msn.com Website: <http://www.apie.org>
  - Academic Credentials Evaluation Institute (ACEI) P.O. Box 6908 Beverly Hills, CA 90212 Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530 Fax: (310) 275-3528 Email: [acei@acei-global.org](mailto:acei@acei-global.org) Website: <http://www.acei-global.org>

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### 5.3 Admission Process:


- 5.3.1 Prospective student will visit our website (Admissions tab) to download application (free of cost) which contains separate tab “Admissions”
- 5.3.2 Prospective student has to register with UPAS with basic information (name, email ID. Date of birth and phone number with area/country code)
- 5.3.3 After registration, students will receive an Application ID along with login details
- 5.3.4 Students will use the login details to upload the filled application along with course registration information and other related documents like degree certificates, course details, etc.,
- 5.3.5 Once the application is submitted, the students will receive an email with a link to make payment for application fees with the fee amount. The students can also make payment at the time of the submitting the application using the payment link available to them once they submit the application.
- 5.3.6 Students will receive an Acknowledgement email acknowledging that application has been received. If payment is made, acknowledgment email that application fee payment has been received will be sent. If application fee payment is not received with 1 business day of submitting the application, a reminder email will be sent to the student. The submitted application will not be processed until the application fee is received.
- 5.3.7 Students can also see the status of their application in their student dashboard once they login.
- 5.3.8 An official email will be sent to the students within 5 working days from the date of application regarding acceptance or denial of admission with the reason. The outcome of the admission request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documented in the online student file.
- 5.3.9 The possible reasons for denial of admission are fake transcripts /undergraduate degrees, Transcripts and undergraduate degrees from an unapproved institution. Unsatisfactory performance in the UPAS entrance exam or false declaration or document manipulation may also lead to denial of admission at UPAS.

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- 5.3.10 UPAS will send an email with Application transfer request outcome and entrance exam details (link) with user name (email ID) and password (date of birth) within 3 working days of the receipt of the application fee. Students can appeal the transfer of credits outcome by sending email to [cao@upasadena.org](mailto:cao@upasadena.org). The response to the appeal will be given within 3 working days.
- 5.3.11 Students will have to take the entrance exam within 2 working days or else, they will have to reapply again. Entrance exam notification will be also available in the student dashboard.
- 5.3.12 If the student is accepted, UPAS will send the enrollment agreement and the fee details to the student within 3 working days from the date entrance exam was taken.
- 5.3.13 Student has to send the signed enrollment agreement and pay the tuition fees within 3 working days of the receipt of the enrollment form. Email will be sent to the student with the payment details. UPAS web site also has a link to make payment for tuition fees. UPAS will send a reminder email if fee payment is not received within 2 working day of the receipt of the enrollment form.
- 5.3.14 UPAS will send an Acknowledgement email for fees payment received.
- 5.3.15 Students will receive the Welcome kit within 2 working days of the receipt of the fees.
- 5.3.16 Student will start the program enrolled at University of Pasadena (UPAS).

#### 5.4 – Graduation requirement

- 5.4.1 Satisfactory completion of 36 credit hours in the chosen field of study.
- 5.4.2 If a project option is chosen as an elective, the project report or thesis submitted by the student as part of the graduate program has to be approved by our university faculty committee for an award of Master’s degree
- 5.4.3 Minimum 70% of the credits towards the degree must be taken from UPAS
- 5.4.4 Cumulative GPA must be 3.0 or higher.
- 5.4.5. All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request has to be made to the admission department in the university asking for an extension.

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5.4.6 Continuous request for extension will not be encouraged and the student will be dropped from the program and won't be eligible for a degree.

**6 Review**

The Admissions Policy and Criteria is reviewed every year by University of Pasadena.