



UNIVERSITY OF PASADENA (UPAS)
Operational Procedures

Doc # :PO-AC-08.1

Title: Student selection and Admission Policy

Rev # : 07

Approved By: Chief
Executive Officer (CEO)

Date :06 Sep 2021

REVISION HISTORY

Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	12 Oct 2015
2	No change	Chief Academic Officer (CAO)	10 Oct 2016
3	No change	Chief Academic Officer (CAO)	09 Oct 2017
4	No change	Chief Academic Officer (CAO)	08 Oct 2018
5	No change	Chief Academic Officer (CAO)	07 Oct 2019
6	Minor changes related to formatting	Chief Academic Officer (CAO)	14 Nov 2020
7	No change	Chief Academic Officer (CAO)	06 Sep 2021



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1. Purpose

- 11 The University Student Selection and Admission policy is underpinned by the University’s commitment to a fair admissions process, whereby applicants are considered solely based on their merits, abilities and potential, and are not discriminated against.
- 12 The University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, sexual orientation, genetic information, pregnancy, disability, or prior military service in the administration of its educational policies, admission, employment, educational programs, or activities.
- 13 The aim of the Student Selection and Admission Policy at UPAS is to ensure that only those students who are reasonably capable of successfully completing and benefiting from the programs shall be admitted through fair, effective, and consistently applied criteria and processes.

2. Scope


- 21 This procedure applies to all UPAS staff involved in the process of selecting and admitting students into courses conducted by the university.
- 22 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.
- 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

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the policy.


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:


- A Bachelor's degree (BA or BS) from an approved university. Students whose degrees were completed at foreign universities must submit notarized translations into English where appropriate. Such students may be required to have their degrees evaluated by a UPAS-approved evaluation service to determine equivalency to a bachelor's degree from the United States.
- A Preferred GPA of 2.5 or above in their Bachelor's degree.
- Official transcripts and Bachelor's degree (B.A or B.S) in the relevant field of study from an approved institution.
- Personal Statement for seeking admission @ UPAS.
- Satisfactory performance (> 50%) in the UPAS entrance exam to demonstrate web-based online learning capability.
- English Language proficiency must be demonstrated during Step 1 of the application process when the application is submitted. Admission team, after reviewing the application, will determine English proficiency based on the following.
 - Be a native English speaker; or
 - Show evidence of having earned a degree from a college or university where English was the primary language of instruction; or
- Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) scores of 71 or higher on the Internet based test (iBT), or 60 or higher on the paper-delivered test (TOEFL PBT). Visit www.toefl.org for more information on the TOEFL.
- Have a desktop/laptop with Internet broadband (6 Mbps 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.

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- UPAS accepts transcripts only in English. If the potential student interested in our programs has transcripts in any language other than English, the student must 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 Website: <http://www.acei-global.org>


53 Admission Process:

- 5.3.1 Prospective student will visit our website to download application (free of cost) and transfer credit request form if applicable.
- 5.3.2 As part of the application process, the prospective student will have to fill a questionnaire which will be evaluated by the admission team to determine if our programs can meet the student requirements which as to be sent along with the application.
- 5.3.3 Student will submit the application, transfer credit request and the filled questionnaire either by mail or by email to: admissions@upasadena.org.
- 5.3.4 The student will receive a link to make payment for application fees (non-refundable) 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.
- 5.3.5 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.
- 5.3.6 Students can get the status of their application by sending an email to admissions@upasadena.org from the email they used to submit the application.
- 5.3.7 UPAS will send an email with entrance exam details (link) with username (email

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ID) and password (date of birth) within 1 working day of the receipt of the application fee.

- 5.3.8 Students must take the entrance exam within 2 working days or else, they will have to reapply again.
- 5.3.9 An official email will be sent to the students within 3 working days after the student completes the entrance exam. The email will contain the 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.
- 5.3.10 The possible reasons for denial of admission are fake transcripts /undergraduate degrees, transcripts and undergraduate degrees from an unapproved institution. Unsatisfactory performance (< 50%) in the UPAS entrance exam or false declaration or document manipulation may also lead to denial of admission at UPAS.
- 5.3.11 If a student is denied admission, the reason for the denial is clearly documented in the Application form and the student is also informed of the reason, via email, for the denial along with the appeal process.
- 5.3.12 Student can appeal the denial of admission as follows:
- Send email to registrar@upasadena.org along with the copy of the application form and forwarding denial of admission email within 2 working days of receiving the denial of admission notification.
 - The Registrar will acknowledge the receipt of the email within 1 working day.
 - The response to the appeal will be given within 2 working days.
- 5.3.13 If the student is accepted, UPAS will send the enrollment agreement, outcome of the credit transfer request and the fee details to the student within 3 working days from the date entrance exam was taken.
- 5.3.14 Students can appeal the transfer of credits outcome by sending email to cao@upasadena.org within 1 business day. The response to the appeal will be given within 2 working days.
- 5.3.15 Student must send the signed enrollment agreement to admissions@upasadena.org and pay the tuition fees within 2 working days of the receipt of the enrollment form or from the date the response to the credit

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transfer appeal is received. Email will be sent to the student with the payment details. UPAS will send a reminder email if fee payment is not received 2 working days before the due date.

- 5.3.16 UPAS will send an acknowledgement email for fees payment received along with the final copy of the enrollment agreement to the student.
- 5.3.17 Students will receive the Welcome kit within 2 working days of the receipt of the fees.
- 5.3.18 All student admission documents including Application, copy of the student ID, transcript, degree certificate, credit transfer request form, credit transfer evaluation form, enrollment agreement and all course registration forms are maintained as part of student records.

54 Graduation requirement.

University of Pasadena graduation requirements are as follows

- 5.4.1 Satisfactory completion of 36 credit hours in the chosen field of study.
- 5.4.2 The capstone project submitted by the student as part of the graduate program must be approved by our university faculty committee for an award of Master’s degree.
- 5.4.3 A 10-week supervised internship must be completed, and an internship report should be submitted which is evaluated by faculty.
- 5.4.4 Minimum 70% of the credits towards the degree must be taken from UPAS.
- 5.4.5 Cumulative GPA must be 3.0 or higher.
- 5.4.6 All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request must be made to the admission department in the university asking for an extension. 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.