

Undergraduate Admission Procedures and Requirements



THE UNIVERSITY OF TENNESSEE AT MARTIN

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Steps in Applying for Admission (Beginners and Transfers)

1. Complete the application for admission and forward to the Admissions Office (210 Administration Building, The University of Tennessee at Martin, Martin, Tennessee 38238). An online application is available at www.utm.edu.
2. Enclose a \$25 non-refundable application fee with application.
3. First-time freshmen must have a copy of ACT scores forwarded to the Admissions Office (may be on high school transcript).*
4. Forward a high school transcript to the Admissions Office (including courses taken during senior year). Transfer students must have transcripts forwarded from each institution attended including high school.
5. Upon graduation, request that a final high school transcript be sent to the Admissions Office.

**Not required if applicant has been out of high school for three years or longer.*

Advanced Placement, American Council on Education, Defense Activity for Nontraditional Education Support, and College Level Placement Examinations

A qualified applicant may earn credit by proficiency examination upon the recommendation of the dean of his/her college and the approval of the registrar. The exam must be taken prior to the last thirty (30) hours at UT Martin and a minimum grade of B scored. Proficiency Credit in a foreign language may be awarded if requested prior to student's last 30 hours. See the Department of Modern Foreign Language section for further details. A recording fee of \$30 per course is required.

An applicant may gain credit hours through Advanced Placement; College Credit Recommendation Service, a program of the American Council on Education (ACE), only as approved by individual departments and degrees committees; Defense Activity for Nontraditional Education Support (DANTES) administered by The Chauncey Group International, a subsidiary of Educational Testing Services, and/or College Level Examination (CLEP) administered by the College Entrance Examination Board. Applicants who score three, four or five on Advanced Placement may receive credit for the introductory sequence in certain disciplines (up to eight semester hours). Applicants who score at or above the minimum score established by the university for credit in the Defense Activity for Nontraditional Education Support and/or College Level Examination Program will be awarded the amount of credit for general and subject exams as set by the university. In order to receive credit by DANTES and/or CLEP for a specific course, a student need not register for that course. DANTES and/or CLEP Subject Examinations must be taken prior to the last thirty (30) hours at UT Martin. Details on tests and testing dates are available from the Testing Center in the Student Success Center, located in 210 or 211 Clement Hall. Students will receive a grade of "P" in these classes.

A qualified applicant may apply a maximum of 30 semester hours credit for previous non-college learning and/or examination toward a degree. Credits earned by examination do not count toward UT Martin hours, nor toward four-year institutional hours.