



# Admissions

## Admissions Policies

The University of the Virgin Islands is a four-year, liberal arts, coeducational, multi-cultural, equal opportunity and affirmative action institution that welcomes applicants to participate in a sound educational experience.

To be a matriculated student at the University of the Virgin Islands, a candidate must have graduated from high school or have achieved the equivalent of the high school diploma.

## Freshman Admission

A candidate for admission from the United States Virgin Islands, the United States, or United States-oriented educational systems must have achieved at least a "C" (2.0 on a 4.0 scale) cumulative grade-point average (GPA) by the end of the junior year of high school and maintain at least a "C" cumulative GPA throughout the senior year. In general, the basic curriculum requirement for students seeking freshman admission from high school or home school is

- four years of English
- three years of mathematics
- three years of science
- three years of social science
- two years of a foreign language (preferably in the same language)

Individual academic programs may have additional admission requirements. Applicants should consult the section of this catalog describing the programs for those requirements.

The university recognizes home-schooled students whose programs are certified and approved by their state. Home school programs may also be recognized by national accrediting bodies, such as the American Council on Education (ACE), the United States Department of Education (USDOE), or the Council for Higher Education Accreditation (CHEA).

Freshman applicants, age 24 and under, must submit official high school transcripts and are encouraged to submit official SAT or ACT scores for scholarship consideration and freshman course placement determination. Persons age 25 and above must submit official high school transcripts. Results from the General Education Equivalency Diploma (GED) must be submitted to verify secondary school experience for applicants who earned a GED instead of a traditional high school diploma.

The university also recognizes nontraditional education experiences, including distance education, online courses, and alternative schooling programs approved by nationally or internationally recognized certifying entities. Such entities include ACE, the USDOE, CHEA, or institutions officially recognized within their national systems. Credentials, official transcripts, or their equivalent must be provided as evidence of successful completion and academic preparation. Some applicants may be asked to submit additional information, including syllabi, recommendations, and course descriptions, especially if seeking transfer credit.

Applicants who do not meet the university's admission requirements may be enrolled at the University of the Virgin Islands as non-matriculated students. These students may subsequently apply for matriculated status after earning a minimum of 18 credits in University of the Virgin Islands degree courses with a cumulative GPA of at least 2.0 on a 4.0 scale. These credits must include the general education requirements in English and the general education

# Admissions

---

mathematics and science credits required by the degree they intend to pursue.

Applicants from other countries should consult the section on International Student Admission below. In general, the university will expect, in addition to facility in English, the same preparation that would be required of students entering from the United States Virgin Islands, the United States, or United States-oriented educational systems.

## How to Apply

1. Complete and submit an online admissions application at the university's Undergraduate Admissions website: [www.uvi.edu/enrollment/admissions/undergraduate-admissions](http://www.uvi.edu/enrollment/admissions/undergraduate-admissions).
2. Submit the non-refundable \$25.00 (USD) application fee and the official high school, home school, or GED transcript.
3. Return any forms which the applicant is requested to complete to the Office for Undergraduate Recruitment and Admissions on the St. Thomas Campus and the Access and Enrollment Services Office on the Albert A. Sheen Campus, St. Croix.
4. Although the SAT (including SAT Subject Tests) and ACT are not required for admission, freshman applicants age 24 and below who took one or both tests are encouraged to submit their official scores to the Office for Undergraduate Recruitment and Admissions. Results from these tests will be utilized for scholarship consideration and freshman course placement determination.

The SAT identification code number for the University of the Virgin Islands is 0879, and the ACT identification code number is 5288.

## When to Apply

Applicants should apply for admission by April 30 for fall semester enrollment and by October 30 for spring semester enrollment. Note that the application for admission and all supporting materials must be submitted by the appropriate admissions deadline for an application file to be considered complete and ready for decision review. Persons are urged to apply well in advance of the stated admissions deadlines.

## Application Fee

Applicants are required to pay the non-refundable \$25.00 application fee. The application fee must be submitted in United States Dollars (USD) by certified check or money order (if mailed to the university or paid in-person at the Cashier's Office), credit card (if paid online or in-person at the Cashier's Office), or cash (if paid in-person at the Cashier's Office). Applicants are strongly encouraged to pay the application fee at the time the online admission application is submitted. Applicants seeking freshman admission who submit a completed College Board/SAT "Request of Waiver of College Application Fee" form or National Association of College Admission Counseling (NACAC) "Request for Admission Application Fee" form will have the \$25.00 application fee waived.

## Enrollment Confirmation and Deposit

Following a favorable decision on an application, the applicant will be notified to confirm his or her intent to enroll by making a non-refundable enrollment deposit of \$100.00 (USD) towards the tuition costs for the initial semester of enrollment. If the applicant registers as expected, the deposit will be credited to the tuition charge for that semester. Should the applicant decide not to register, however, the deposit will be forfeited and cannot be used to offset any other charges the applicant may have incurred. The \$100.00 enrollment deposit is mandatory and should be submitted within four (4) weeks of notification of acceptance.

Admitted applicants are encouraged to make their decision as soon as possible after notification of acceptance so they, and the university, can make plans for their enrollment and first-semester program.

## International Student Admission

The University of the Virgin Islands welcomes applications for undergraduate admission from qualified international students. The university values the presence of international students, as these students add diversity and a global perspective to campus life.

International applicants must apply as early as possible before the application deadline for the desired semester of initial enrollment at the university. This allows sufficient time to obtain official school records, to have school records evaluated by a credential evaluation agency (if applicable), to arrange for the required examinations, to have the application for admission reviewed, to have the financial institutions send statements documenting the applicant's financial resources to finance his or her education (upon admission to the university), to make and have an appointment at the US Consulate or Embassy, and to secure student visa materials.

### Language and Testing Requirements

Classes at the University of the Virgin Islands are conducted in English, and assignments, papers, and tests must be written in acceptable English. If English is not the applicant's native language or language of instruction, the Test of English as a Foreign Language (TOEFL) is required for admission consideration.

International applicants who must present TOEFL scores must earn a minimum of 460 on the paper TOEFL, or 140 on the computerized TOEFL (CBT), or 48 on the TOEFL Internet-Based Test (IBT). Applicants receiving scores lower than these should consider taking an English as a Second Language course before applying to the university. TOEFL registration and test-taking information can be found online at [www.ets.org/toefl](http://www.ets.org/toefl).

Applicants unfamiliar with the TOEFL may find informational publications and practice tests helpful. Practice TOEFL tests can be found online and bookstores in the United States, and sometimes abroad, sell preparation books on how to take these tests.

Official score reports for the TOEFL should be sent directly to the University of the Virgin Islands. The university's institution code for the TOEFL is 0879.

### The Application Process

Most international applicants are accepted for enrollment beginning in August, the start of the fall semester. However, the university also accepts international students who wish to begin in January, the start of the spring semester. The international student application deadlines are the same as those for other undergraduate applicants:

April 30 for fall semester enrollment  
October 30 for spring semester enrollment

In order for an international applicant's admissions file to be reviewed and evaluated, all of the following documents must be submitted by the appropriate admissions deadline:

### Application Requirements

**Submission of the online admissions application and the non-refundable application fee of \$25.00 (USD).** The application for admission must have complete and accurate responses to every item. Applications for freshman and transfer admission are available online on the Enrollment webpage at [www.uvi.edu](http://www.uvi.edu). Completion of an online admissions application includes the option of paying the application fee by credit or debit card.

# Admissions

---

## **Official records of courses and grades from all secondary schools and universities attended.**

Certified non-English transcripts or grade reports should be accompanied by official (literal, not interpretive) translations.

For applicants from British-oriented systems, officially certified copies of General Certificate of Education (GCE) examinations or Caribbean Examination Council (CXC) examinations should be submitted directly to the Office for Undergraduate Recruitment and Admissions. Passes in five (5) O-level GCE or CXC General Passes (Grades I and II), or a combination of both, including English language, are acceptable for admission. CXC General Passes (Grade III) also will be accepted if based on the six-point grading scale. The British Virgin Islands Grade I certificate is required for applicants from public high schools in the British Virgin Islands.

**Course-By-Course Credential Evaluations.** To be considered for undergraduate admission to the University of the Virgin Islands, certain students who have attended postsecondary educational institutions, colleges, or universities outside of the United States are required to submit a professional credential evaluation of all completed coursework. This is typically referred to as a course-by-course report. A course-by-course report should be sent directly to the Office for Undergraduate Recruitment and Admissions from the credential evaluation agency. An admission decision will be made once the official evaluation is on file and all other required materials are received. Applicants who are currently enrolled in a term or semester can contact a credential evaluation agency about getting a partial evaluation done. A final evaluation, however, will be required prior to enrollment. Evaluations are considered from members of the National Association of Credential Evaluation Services (NACES, [www.naces.org](http://www.naces.org)). Upon receipt of the evaluation, the University of the Virgin Islands will determine if the applicant qualifies for undergraduate admission and whether or not his or her credits are transferable to the university. Obtaining an external evaluation does not ensure the awarding of credit. Transfer credit will be granted on an individual basis in keeping with University of the Virgin Islands policy.

International applicants may wish to consider one of the following credential evaluation agencies for the course-by-course evaluation. There is a fee for the course-by-course evaluation which the applicant is required to pay to the selected credential evaluation agency.

World Education Services (WES), Inc.

Bowling Green Station

PO Box 5087

New York, NY 10274-5087

Phone: 212-966-6311

Fax: 212-739-6100

E-mail: [info@wes.org](mailto:info@wes.org)

Website: [www.wes.org](http://www.wes.org)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

International Education Services

One Dupont Circle, NW

Suite 520

Washington, DC 20036

Phone: 202-296-3359

Fax: 202-822-3940

E-mail: [ies@aacrao.org](mailto:ies@aacrao.org)

Website: [www.aacrao.org](http://www.aacrao.org)

Josef Silny & Associates, Inc.

7101 SW 102 Avenue

Miami, FL 33173

Phone: 305-273-1616

Fax: 305-273-1338

E-mail: [info@jsilny.com](mailto:info@jsilny.com)

Website: [www.jsilny.com](http://www.jsilny.com)

Educational Credential Evaluators (ECE), Inc.  
PO Box 514070  
Milwaukee, WI 53203-3470  
Phone: 414-289-3400  
Fax: 414-289-3411  
E-mail: [eval@ece.org](mailto:eval@ece.org)  
Website: [www.ece.org](http://www.ece.org)

International Education Research Foundation (IERF), Inc.  
PO Box 3665  
Culver City, CA 90231-3665  
Phone: 310-258-9451  
Fax: 310-342-7086  
E-mail: [info@ierf.org](mailto:info@ierf.org)  
Website: [www.ierf.org](http://www.ierf.org)

*NOTE: Additional credential evaluation agencies that are members of the National Association of Credential Evaluation Services (NACES), and therefore acceptable by the University of the Virgin Islands, can be found at [www.naces.org](http://www.naces.org).*

**Results from the Appropriate Tests (if applicable)** Although the SAT and ACT are not required for admission, applicants who have taken either one (or both) are encouraged to submit their official scores to the University of the Virgin Islands by the appropriate testing program. The SAT Code for the University of the Virgin Islands is 0879, while the ACT Code is 5288. For persons who must take the TOEFL and submit their results, the university's TOEFL institutional code is also 0879.

### **Certification of Finances Form**

Upon admission, a Certification of Finances Form accompanied by a certified bank statement (with an official bank stamp or seal) indicating that funds are available to cover all costs of attendance is required. United States immigration laws require every educational institution to certify that each international student admitted has adequate funding to attend school. The Office for Undergraduate Recruitment and Admissions must receive official original documents (not photocopies, fax copies, or scanned copies) which show evidence that admitted international applicants will have sufficient funding to cover the costs of attending the University of the Virgin Islands for at least the first year of study. This evidence will be used to issue the I-20 Form after the granting of admission. The I-20 Form is needed to obtain the non-immigrant F-1 student visa at a United States Embassy or Consulate. Information about the Certification of Finances Form, and the form itself, can be found online within the Admission Guidelines for International Applicants web pages at [www.uvi.edu](http://www.uvi.edu).

### **Full-Time Course of Study**

Regulations of the United States Immigration and Customs Enforcement (ICE) governing non-immigrant F-1 students require that all persons in this category pursue full-time course of study. This means that undergraduates must register for, and enroll in, a minimum of 12 credits per semester. F-1 student status must be obtained prior to matriculation at the university.

### **Expenses and Financial Aid**

Financial aid funds are unavailable at the University of the Virgin Islands to assist undergraduate international students who are citizens of other countries, and the university considers it inappropriate to encourage international students to apply for admission if the applicant cannot finance his or her education. The estimated total cost (including tuition and fees; room, board and living arrangements; transportation; books; incidental expenses; and travel) is approximately \$36,000 (USD) for the 2016-2017 academic year. While there is a single merit scholarship at the University for which foreign nationals who have earned 24 credit hours and a minimum cumulative GPA of 3.0 can apply, (*contingent on the availability of funds by*

# Admissions

---

*the scholarship donor*), the following online resources may be helpful in learning more about financial assistance for international students:

- International Education Financial Aid  
[www.iefaf.org](http://www.iefaf.org)
- eduPASS  
[www.edupass.org/finaid](http://www.edupass.org/finaid)
- NAFSA: Association of International Educators  
[www.nafsa.org/Explore\\_International\\_Education/For\\_Students](http://www.nafsa.org/Explore_International_Education/For_Students)

*\*NOTE: International students may apply for and participate in work-study after completing a full year of study at the university.*

## Transfer Admission

An applicant is classified as a transfer applicant once he/she has enrolled in a college or university after earning a high school diploma or secondary school certificate, or successfully completing a General Educational Development (GED) test. Applicants who have earned less than 12 semester or 16 quarter college-level credits must also submit high school transcripts. An applicant for transfer admission from another university or college must submit all required information, based on the transfer applicant's situation. In some instances, the Dean of Students of the institution from which the applicant is transferring may be requested to submit a confidential report on the applicant's conduct. To be admitted as a transfer student, the applicant must have achieved at least a 2.0 cumulative GPA, on a 4.0 scale, at the college(s) attended. Applicants who do not meet the cumulative GPA requirement may enroll as non-matriculated students. These students may subsequently apply for matriculated student status after earning a minimum of 18 credits in degree courses with a cumulative GPA of at least 2.0 on a 4.0 scale at the University of the Virgin Islands. The credits earned as a non-matriculated student must include the general education requirements, if applicable, in English and the general education mathematics and science credits required by the degree the student intends to pursue. Admitted applicants who transfer fewer than 24 credits must complete required Freshman Year courses. Persons admitted as transfer students required to take placement tests will be so informed and notified when the tests are given.

Applicants seeking admission with advanced or transfer standing must have official transcripts of all previous college or university coursework mailed directly to the Office for Undergraduate Recruitment and Admissions from each college or university previously attended. Failure to disclose each college or university attended may result in the student's admission to the University of the Virgin Islands being rescinded. If it is discovered, after a student has enrolled in the university, that he/she withheld prior college information or applied as a freshman when he/she should have applied as a transfer student, disciplinary action may be taken up to and including dismissal.

Admitted applicants from British-oriented educational systems, who receive "pass" or above in GCE Advanced (A-Level) Examinations may receive transfer credit. Transfer credit is also assigned to Caribbean Advanced Proficiency Examinations (CAPE), depending on the minimum required score in each subject as determined by the university. (Refer to the CAPE equivalency table, which can be found under the Additional Preparation and Testing section of this catalog). A certified copy of the A-level or CAPE certificate bearing the official stamp of the high school attended or the signature of the principal must be submitted in order to receive credit

## Transfer of Academic Credits to the University

- Transfer credit evaluations will be handled by the Registrar's Office.
- Transfer credits will be accepted only for matriculated students.

- No grade lower than “C” will be accepted for transfer credit.
- Full credit may be assigned for degree courses taken at institutions accredited by institutional accrediting groups recognized by the Council for Higher Education Accreditation (CHEA). Students will not receive transfer credit from US institutions that are not accredited by institutional accrediting groups recognized by CHEA.
- Full credit may be assigned to students who have completed degree courses and/or examinations at international institutions that are not accredited by accrediting groups recognized by CHEA. Students who have completed courses at international institutions will be advised if they should have their transcripts evaluated by a foreign credential evaluation service.
- Transfer students must meet the general education requirements and the major requirements of university programs. The general education equivalencies will be shown on the transfer credit evaluation form. The applicability of any transferred major courses or electives to the major requirements must be approved by the appropriate academic dean.
- Advisors will evaluate transcripts to determine students’ eligibility for admission to the major and for any specific college or school general education requirements.
- Transfer students will be assisted by faculty advisors to ensure major requirements are completed. Transferred courses, as appropriate, may be considered toward the attainment of major requirements. Students are expected to be actively involved in their educational planning
- Thirty (30) of the last 36 credits toward a degree from the University of the Virgin Islands must be earned at the university. This requirement may be waived by the Provost only in cases where the student must complete the final year(s) of study at another institution recognized by the University of the Virgin Islands.
- Courses completed within the preceding ten years may be accepted in transfer. Course- work more than ten years old must be reviewed on a case-by-case basis to determine its appropriateness to current university course requirements.
- Credits earned by successful completion of certain CLEP and National League for Nursing examinations are generally accepted. Courses for which credit by examination is accepted are listed elsewhere within this catalog.
- Credits from foreign institutions are accepted on a case-by-case basis. The student may be required to have courses evaluated by a foreign credential evaluation agency acceptable to the university.
- Appeal of any decision concerning the above policies must be made to the Provost.

## Early Admissions Program

The Early Admissions Program was established to encourage academically competitive and socially mature United States Virgin Islands high school students to attend the university either on a full-time or part-time basis upon completion of the 11th grade. Eligibility for entry into the program is based on the following criteria: 1) successful completion of the 10th and 11th grades at a United States Virgin Islands high school; 2) a minimum cumulative GPA of 3.0 on a 4.0 scale based on final grades received in grades 9, 10 and 11 (first semester of grade 11); 3) SAT scores that would place the student out of skills development courses; 4) nomination and recommendation by the student’s high school; and 5) participation and performance in a face-to-face interview with the Admissions Committee.

# Admissions

---

Four-year renewable scholarships may be available to In-Territory resident students. In order to remain eligible for an Early Admissions Program scholarship, a student must maintain a cumulative GPA of 3.0 earning no grade less than “C” (except for the first semester) on a 4.0 scale. Depending upon the availability of funding, the scholarship may include tuition, room, board, fees and a book stipend. Inquiries concerning the program may be addressed to the Office for Undergraduate Recruitment and Admissions on the St. Thomas Campus and the Access and Enrollment Services Office on the Albert A. Sheen Campus, St. Croix.

## Dual Credit Program

The Dual Credit program is a joint initiative between the university and the United States Virgin Islands Department of Education (VIDE) to provide United States Virgin Islands public high school juniors and seniors the opportunity to gain college credit while completing high school requirements. In order to qualify for this program, applicants must meet the following criteria:

1. Enrollment in the eleventh or twelfth grade at a public high school in the United States Virgin Islands
2. Minimum SAT, ACT, or PSAT scores for **select** courses that have testing prerequisites. Items A and B indicate test score prerequisites, as needed. **(Courses listed on the VIDE High School Permission Form will determine how testing requirements will be applied.)**
3. Minimum average of 80 (B)
4. Submission of the Dual Credit High School Permission Form and Dual Credit Program Application with the required approval and signatures from the high school counselor/principal

## Readmission to the University

Matriculated students (admitted applicants who enrolled and began attendance at the university) who are not in attendance during two or more consecutive semesters (excluding summer session) must apply to be readmitted to the university. To seek readmission, students must submit the application for readmission and the non-refundable \$15.00 (USD) readmission application fee to the Office of the Registrar, along with official final transcripts from all institutions attended subsequent to enrollment at the University of the Virgin Islands. The readmission application deadlines are April 30 for fall semester enrollment and October 30 for spring semester enrollment. A minimum 2.0 cumulative GPA is required to be granted readmission as a full-time student. Students who have a cumulative GPA below 2.0 are limited to only part-time study.

## Senior Citizen Education Program

The Virgin Islands Legislature, by Act No. 5358, has provided that certain senior citizen residents of the United States Virgin Islands may enroll in regularly scheduled courses at the University of the Virgin Islands free of charge to the senior citizens. Regularly scheduled courses are those that appear in the fall, spring, or summer schedules of classes.

**Proof of Status:** To be eligible for waiver of tuition and fees, persons seeking the Senior Citizen Education Program must meet the following criteria:

1. Be at least 60 years of age, as verified by the senior citizen ID card issued by the United States Virgin Islands Department of Human Services, and
2. Be a resident of the United States Virgin Islands for at least one year.

## Registration Procedures for the Senior Citizen Education Program

Persons may be enrolled as matriculated or non-matriculated students. In order to qualify as

matriculated students, individuals must apply for admission and must meet the admissions requirements indicated within this catalog. Non-matriculated students may take courses for which they meet the prerequisites. Non-matriculated students are limited to only part-time study.

1. Senior Citizen Education Program students will register during the late registration period for courses for which they qualify that have space available. Priority will be given to those persons enrolled in programs administered by the United States Virgin Islands Department of Human Services.

2. Senior Citizen Education Program students will present verifying documents to the Access and Enrollment Services Office on either campus. A form will be provided which eligible students will present to the university's Cashier's Office so payment may be waived.

3. Senior Citizen Education Program students will present proof of prerequisites for courses for which they wish to receive credit. Those who wish to audit need not present such evidence. Auditors attend class regularly, do all coursework that is not graded, and do not earn grades or academic credit.

*NOTE: As for all students, those making use of this benefit are required to observe the university regulations published in the catalog and other university publications.*

## **Additional Preparation and Testing**

**Summer Session:** Persons who need additional preparation in one or more basic skills—English, mathematics, reading—before enrolling as degree-seeking students may attend the university's summer session(s). The sessions provide opportunities to enhance essential skills required for further study. Completion of skills courses prior to freshman year enrollment at the university prepares students for degree-level work in the freshman year. Students may enroll in up to six credit hours each summer session.

**Placement:** Initial placement in college-level courses is based upon SAT/ACT scores, university placement test scores and/or college transcripts.

### **Guidelines for placement in college level courses:**

1. Students who score 490 on the SAT-Math, or 20 ACT-Math, may enroll in college level mathematics.
2. Students who score 500 on the Critical Reading and Writing sections of the SAT Reasoning Test, or 21 on the ACT English or English/Writing Test, may enroll in college-level English.
3. Students who have completed acceptable college courses in English composition and/or mathematics may enroll in appropriate courses upon the recommendation of their advisors.
4. Students who have completed an earned Associate or higher degree may enroll in college level courses.
5. Students who complete basic level courses in math and/or English with a grade of "C" or better may enroll in college level classes.
6. Students who submit official SAT or ACT scores below the required thresholds for placement into college level courses are encouraged to take the university's placement test. The placement test is administered multiple times in the spring and summer for August enroll-

# Admissions

ment, and several times in the fall for January enrollment. For more information about the placement test, including registration for the test, please contact the university's Community Engagement and Lifelong Learning Center (UVICELL) at <http://cell.uvi.edu/> or (340) 693-1100.

## Guidelines for placement in developmental level courses are the following:

1. Students who do not meet any of the criteria indicated in the guidelines above.
2. Students who do not provide official SAT or ACT scores.
3. A Math placement test will be administered to students in the developmental courses. Outcomes may allow for placement into a college level math course for degree credit.
4. A Reading placement test will be administered to students in the developmental courses. Outcomes may allow for placement into another English course.
5. A Writing placement test will be administered to students in the developmental courses. Outcomes may allow for placement into another English course.

It is required that students pass both English 100-WAC 011 and English 101-RCA 021 before taking English 120.

**College Board Advanced Placement Program (AP):** Academic credit will be awarded for matriculated students who have participated in the College Board Advanced Placement Program in high school and have earned scores of three or higher. If an AP exam a student has taken is not listed on the table, official scores should still be submitted so that determination of credit can be made on a case by case basis. The university's AP policy is still under review and more examinations are expected to be listed for credit. Students are encouraged to refer to the AP Credit Equivalencies page on the university's Admissions website ([admissions.uvi.edu](http://admissions.uvi.edu)) for updates.

AP Examination Title	Score(s) Required	UVI Course Equivalent(s)	No. of UVI Credits Awarded
Biology	3, 4, or 5	BIO 141-142	8
Calculus AB	3, 4, or 5	MAT 241 or MAT 232	4
Calculus BC	3	MAT 241 or MAT 232	4
Calculus BC	4 or 5	MAT 241-242	8
Chemistry	4 or 5	CHE 151-152	10
Comparative Government and Politics	4 or 5	POL 351	3
English Language and Composition	3, 4 or 5	ENG 120	3
English Literature and Composition	4 or 5	ENG 261	3
Environmental Science	3, 4, or 5	ENV 200	3
European History	4 or 5	HIS 380	3
Human Geography	3, 4 or 5	GOG 122	3
Macroeconomics	3, 4 or 5	ECO 221	3
Microeconomics	3, 4 or 5	ECO 222	3
Music Theory	3, 4 or 5	MUS 103	3
Psychology	3, 4 or 5	PSY 120	3
Studio Art: 2-D Design	3, 4 or 5	ART 117	3
Studio Art: 3-D Design	3, 4 or 5	ART 217	3
Studio Art: Drawing	3, 4 or 5	ART 128	2
United States Government and Politics	3	POL 151	3

AP Examination Title	Score(s) Required	UVI Course Equivalent(s)	No. of UVI Credits Awarded
United States Government and Politics	4 or 5	POL 151-152	6
United States History	4 or 5	HIS 320	3
World History	3	HIS 181	3
World History	4 or 5	HIS 181-182	6

**International Baccalaureate (IB):** Students who have completed examinations through the International Baccalaureate (IB) program may receive credit at the University of the Virgin Islands if they earn the minimum required score for the subject. Arrangements should be made to have official test results sent to the university's Office for Undergraduate Recruitment and Admissions. Please refer to the table below for a list of equivalencies and minimum score requirements. If an IB exam a student has taken is not listed on the table below, official scores should still be submitted so that determination of credit can be made on a case by case basis. The university's IB policy is still under review and students are encouraged to refer to the International Baccalaureate (IB) Equivalencies page on the Admissions website ([admissions.uvi.edu](http://admissions.uvi.edu)) for updates.

IB Examination Title	Score(s) Required	UVI Course Equivalent(s)	No. of UVI Credits Awarded
Biology (HL)	5, 6 or 7	BIO 141-142	8
Chemistry	5, 6, or 7*	CHE 151-152	10
Economics	5, 6, or 7	ECO 221, ECO 222	3,3
Mathematics (HL)	4	MAT 241	4
Mathematics (HL)	5, 6, or 7	MAT 241-242	8
Mathematics (SL)	5, 6, or 7	MAT 241 or 232	4
Physics (HL)	5, 6, or 7	PHY 211-212	8

\*NOTE: Score of 5, 6, or 7 plus satisfactory score on ACS General Chemistry Exam for placement into higher level chemistry for students seeking a degree in chemistry.

**College Level Examination Program (CLEP):** The University of the Virgin Islands is an official limited center for the College Level Examination Program. Students who have acquired sufficient skill and knowledge in an area of study tested by the program may contact Access and Enrollment Services on the St. Thomas Campus or the Albert A. Sheen Campus, St. Croix, to arrange for testing. There are examination and administration charges for CLEP examinations. Students must wait six (6) months before retaking a CLEP examination. In general, credit at the University of the Virgin Islands will be awarded for CLEP scores at or above the level recommended by the College Board for the following areas only:

CLEP Test	UVI Course Equivalent	Credits	Minimum Score Required
Financial Accounting	ACC 201: Financial Accounting	3	50
General Biology	BIO 141-142: General Biology I-II	8	49
Principles of Marketing	MKT 301: Principles of Marketing	3	48
Principles of Management	MGT 301: Principles of Management	3	47
Introductory Business Law	BUS 351: Business Law	3	51
General Chemistry	CHE 151-152: General Chemistry I-II	10	47
Information Systems and Computer Applications	CIS 210: Business Information Systems	3	47
Principles of Macro-Economics	ECO 221: Introduction to Macro-Economics	3	48
Principles of Micro-Economics	ECO 222: Introduction to Micro-Economics	3	48

# Admissions

CLEP Test	UVI Course Equivalent	Credits	Minimum Score Required
Analysis and Interpretation of Literature	ENG 261-262: World Literature I-II	6	49
English Literature	ENG 321, 322: British Literature	6	46
American Literature	ENG 361-362: American Literature-Major American Writing	6	46
French	FRE 131-132: Elementary French I-II	8	45
	FRE 131-132, 231: Elementary and Intermediate French	12	50
College Algebra	MAT 140: College Algebra w/Applications or		
	MAT 143: Pre-Calculus Algebra	4	44
Calculus	MAT 241-242: Intro to Calculus and Analytical Geometry I-II	8	48
	PSY 120: General Psychology	3	47
Introductory Psychology	SOC 121: Introduction to Sociology	3	48
Introductory Sociology	SPA 131-132: Elementary Spanish I-II	8	45
	SPA 131-132, 231: Elementary and Intermediate Spanish	12	50

**Caribbean Advanced Proficiency Examination (CAPE):** Students who have transferred from schools in the Eastern Caribbean where they completed Caribbean Advanced Proficiency Examinations (CAPE) may receive credit. The university's policy for assigning CAPE credit is outlined in the table below. CAPE credit is still under review and may be subject to change. Additional subjects and/or score requirements may be added. Please refer to the CAPE Credit Equivalencies page on the Admissions website ([admissions.uvi.edu](http://admissions.uvi.edu)) for updates.

CAPE Title	Score(s) Required	UVI Course Equivalent(s)	No. of UVI Credits Awarded
Art & Design	1, 2, or 3	ART 117, ART 128, ART 150, ART 217, ART 228, ART 231	3, 2, 2, 3, 2, 2
Accounting Mod 1	1,2, or 3	ACC 201	3
Accounting Mod 2	1,2, or 3	ACC 202	3
Biology Unit 1	1, 2, or 3	BIO 141	4
Biology Unit 2	1, 2, or 3	BIO 142	4
Business and Env.	1,2, or 3	BUS 112	3
Caribbean Studies	1, 2, or 3	SSC 100	3
Chemistry Unit 1	1, 2, or 3*	CHE 151-CHE 152	10
	(science/math majors)	CHE 151L-CHE 152L	
Chemistry Unit 1	1, 2, 3, 4, or 5	CHE 151-152	10
	(non-science/math majors)	CHE 151L-CHE 152L	
Chemistry Unit 2	1, 2, or 3**	CHE 253-254	10
		CHE 253L-CHE 254L	
Communication Studies	1, 2, or 3	COM 119-COM 120	3-3
Economics Unit 1	1, 2, or 3	ECO 221	3
Economics Unit 2	1, 2, or 3	ECO 222	3
Entrepreneurship	1, 2, or 3	ENT 200	3
Environmental Science	1, 2, or 3	ENV 200	3
French	1, 2, or 3	FRE 131, FRE 132	4, 4

CAPE Title	Score(s) Required	UVI Course Equivalent(s)	No. of UVI Credits Awarded
Fundamentals of Marketing	1, 2, or 3	MKT 301	3
Geography	1, 2, or 3	GOG 121, GOG 122, GOG 131, GOG 232	3, 3, 3, 3
History Unit 1	1, 2, or 3	HIS 181	3
History Unit 2	1, 2, or 3	HIS 182	3
Information Technology All Modules	1, 2, or 3	CIS 101, CIS 210	3,3
Management of People and Production and Operations Management Module 1 & 2	1, 2, or 3	MGT 301	3
Pure Mathematics Unit 1	1, 2, 3, 4, or 5	MAT 241	4
Pure Mathematics Unit 2	1, 2, 3, 4, or 5	MAT 242	4
Sociology Unit 1	1, 2, or 3	SOC 121	3
Sociology Unit 2	1, 2, or 3	SOC 124	3
Spanish	1, 2, or 3	SPA 131, SPA 132	4, 4
Tourism All Modules	1, 2, or 3	HOS 305	3

\*NOTE: Score of 1 or 2 and satisfactory score on ACS General Chemistry Exam as placement into CHE 253-CHE 254 for students seeking a degree in chemistry

\*\*NOTE: Second year score of 1 or 2 and satisfactory score on ACS Organic Chemistry exam for placement into CHE 252 or higher for students seeking a degree in chemistry

## Residency Regulations for Tuition Purposes

General questions regarding residency status upon initial application to the University of the Virgin Islands should be directed to the Office for Undergraduate Recruitment and Admissions. For a change in residency status after enrollment, the Access and Enrollment Services Office on either campus should be contacted.

Residency for tuition purposes is established by providing evidence of fulfilling several conditions, including: 1) United States citizenship, status as a permanent resident alien, or a legal alien who has been granted indefinite stay by the United States Citizenship and Immigration Services (USCIS); and 2) continuous residency in the United States Virgin Islands for 12 consecutive months immediately preceding registration and/or application for admission.

Living or attending school in United States Virgin Islands is not equated to establishing legal United States Virgin Islands residency. Students are required to provide documentation to support a request for United States Virgin Islands residency status, which shows their presence in United States Virgin Islands is for purposes other than to attend school. Full-time students working part-time jobs may have difficulty in establishing residency. Please note that documentation must reflect maintenance of 12 months of continuous residency in the United States Virgin Islands. No single document will be sufficient to provide conclusive evidence of establishing United States Virgin Islands residence. The burden of proof of permanent residence lies with the student.

## Reclassification of Residency Status

A student requesting reclassification as a United States Virgin Islands resident for tuition purposes must demonstrate by clear and convincing evidence that his/her domicile is in the United States Virgin Islands. The burden of proof lies with the applicant to establish, beyond a doubt, his or her permanent and fixed legal ties to the United States Virgin Islands and separation of ties to any other state. An approved change in residency will take effect the

# Admissions

---

next (fall or spring) semester. All requests for a change in residency should be submitted to the Access and Enrollment Services Office on either campus by at least one month prior to registration for the semester in which the reclassification is sought.

## **A. Resident for Tuition Purposes**

A United States Virgin Islands “resident for tuition purposes” is a person who (or a dependent person whose parent or legal guardian) has established and maintained legal residence in the United States Virgin Islands for at least 12 months prior to the semester in which there is the intent to register. Residence in the United States Virgin Islands must be as a bona fide domiciliary, rather than for the purpose of maintaining a residency merely for enrollment at an institution of higher education.

To qualify as a United States Virgin Islands resident for tuition purposes, the student must meet the criteria indicated:

- Be a citizen of the United States, a permanent resident alien, or a legal alien who has been granted indefinite stay by the United States Citizenship and Immigration Services (USCIS).
- Students who depend on out-of-state parents for their support are presumed to be the legal residents of the same state as their parents.
- Non-resident students who marry a bona-fide resident of the United States Virgin Islands may be reclassified to residency status for tuition payment purposes not sooner than 12 months after the date of marriage. Official documents to verify marriage should be submitted to support request.
- A United States Virgin Island resident who has left the territory to attend school, or for military service or other temporary purposes, and has permanent residence in the United States Virgin Islands, will be considered an In-Territory student.

## **B. Independent Students**

An independent student who provides more than 50% of his or her own support and who is able to substantiate a claim of independence by producing documents to establish United States Virgin Islands domicile, may be eligible for reclassification.

## **C. Residency Documentation**

The applicable documents, listed below, may be accepted and considered as evidence of establishing legal residence and permanent ties in United States Virgin Islands. Official documents should be submitted in the original, wherever possible, or provide certified/ notarized copies, where applicable. Documents from Category I are considered permanent ties and must be dated 12 months prior to the first day of classes for the term for which residency reclassification is sought. Documents from Category II may be submitted to further substantiate a claim of United States Virgin Islands residency. No single document may be used to substantiate a request for a change of residency classification - documentation from Category I and Category II, together, provide appropriate documentation for consideration of residency reclassification.

### **Category I**

1. United States Virgin Islands Voter's Registration.
2. Proof of marriage to a United States Virgin Islands resident (marriage certificate) along with proof of the spouse's United States Virgin Islands resident status.
3. The most recent United States Virgin Islands Income Tax returns and W2 forms; parents' most recent tax returns (if student is under the age of 25); and a letter stating independent status from the Financial Aid Office (if receiving financial aid and under the age of 24).

## Category II

1. United States Virgin Islands Driver's License.
2. Official identification (ID) card issued by agencies within the United States Virgin Islands.
3. Full-time permanent employment, or part-time permanent employment, or acceptance thereof in the United States Virgin Islands (an official letter on company stationery and paycheck stubs are required.)
4. United States Virgin Islands vehicle registration and/or Title.
5. Lease agreement, deed, rent receipts or canceled rent checks, proof of purchase of permanent home (deed, tax receipts, purchase of real property)
6. United States Virgin Islands Business Incorporation and/or License.
7. Professional or Occupational License obtained in the United States Virgin Islands, (e.g. membership in the United States Virgin Islands Bar Association).
8. Accounts at a local financial institution (savings and/or checking), utility statements (e.g. power, telephone, cable television). The applicant's name must appear on the documents.

## D. Dependent Students

A student who does not meet the 12-month legal resident requirement may qualify for United States Virgin Islands residency for tuition purposes through one of the following categories:

1. Parents who are full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political for the purpose of job related law enforcement or corrections training.
2. Active duty members of the armed services stationed in the United States Virgin Islands (and spouse/dependent children), military personnel not stationed in the United States Virgin Islands, but whose home of records or states of legal residence recorded on the certificate DD Form 2058 is United States Virgin Islands. Present copy of parent's DD 2258 form, military orders, and proof of relationship as applicable.
3. Dependent children who reside in the United States Virgin Islands for at least 5 years may provide documentation of dependent status according to the Virgin Islands Income Tax code, or other legal documentation to demonstrate guardianship. The adult guardian must demonstrate they have resided in the United States Virgin Islands for the previous 12 months with the intent of establishing a permanent home (see documentation categories I and II).

Requests for residency re-classification are reviewed on a case-by-case basis. Therefore, immediate responses are not always possible and requests for reclassification must be submitted by the stated deadline. Additional documents and explanation of documents submitted may be requested. Submission of fraudulent documents to obtain residency will result in expulsion from the University of the Virgin Islands. Obtain additional information by contacting the Access and Enrollment Services Office on either campus.

## E. Veteran Tuition

The following individuals shall be charged the in-territory rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the Territory of the Virgin Islands while attending the University of the Virgin Islands (regardless of his/her formal State of residence) and enrolls at UVI within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Territory of the Virgin Islands while attending The University of the Virgin Islands (regardless of his/her formal State of residence) and enrolls in The University of the Virgin Islands within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

# Admissions

---

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Territory of the Virgin Islands while attending The University of the Virgin Islands (regardless of his/her formal State of residence) and enrolls in The University of the Virgin Islands within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at UVI. The person so described must have enrolled in UVI prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.