

# Admissions

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## ADMISSIONS

### Admissions Process for Full-Time Study

The Office of Undergraduate Admissions coordinates the admission of prospective students under 23 years old interested in full-time study (12 credits or more per semester). The different categories of full-time admission and the appropriate application requirements are described below.

#### Freshman Admissions

A candidate for full-time admission to the University as a freshman should submit a completed application with the application fee, a high school transcript, two letters of recommendation, a writing sample, and SAT or ACT scores. (Sacred Heart University's code is 3780 for the SAT and 0589 for the ACT.) An interview on campus is strongly recommended to complement the required credentials.

#### Transfer Admissions

The University accepts full-time students transferring from other regionally accredited colleges. Prospective transfer students are required to submit to the Office of Undergraduate Admissions an application for transfer admission along with their high school transcript, SAT scores, official college or university transcripts, two letters of recommendation, a writing sample, and the application fee. An interview on campus is strongly recommended.

A student who has left Sacred Heart University for more than a year is required to reapply for full-time admission to the University through the transfer admissions process.

#### International Admissions

In addition to the appropriate full-time admissions requirements for either a prospective freshman or transfer student, international applicants must submit the International Student Application Supplement. The supplement includes require-

ments for proficiency in the English language (i.e., TOEFL—Test of English as a Foreign Language) and submission of education credentials with English translations, as well as a financial statement for an F-1 Visa application.

#### Acceptance Process

Sacred Heart University enrolls full-time students in undergraduate programs of study in September and January.

The University accepts full-time students through the Early Decision program or on a Rolling Admissions basis.

A student who is denied full-time admission is not allowed to begin classes on a part-time basis.

#### Early Decision Program

Students who consider Sacred Heart University their first choice and have demonstrated above-average academic performance may apply under one of the Early Decision programs. Contact the Office of Undergraduate Admissions for the Early Decision program application deadlines. The University's Early Decision program is binding; therefore, students accepted to the University under the Early Decision program are required to submit a nonrefundable acceptance deposit. Students not accepted through the Early Decision program will be considered through the Rolling Admissions process.

#### Rolling Admissions Process

All other candidates for admission will be evaluated through the Rolling Admissions process. Decision letters for completed applications will begin to be sent in January. If financial assistance and housing are a consideration, students should submit their applications no later than March 1 for September enrollment and December 1 for January enrollment.

Students who are accepted and who choose to enroll at the University are required to submit a nonrefundable acceptance deposit. The University observes a May 1 deposit deadline for all students

accepted prior to April 15. Deposits received after May 1 will be accepted on a space-available basis.

Correspondence should be directed to:

Office of Undergraduate Admissions  
Sacred Heart University  
5151 Park Avenue  
Fairfield, CT 06825-1000  
Phone: 203-371-7880  
Fax: 203-365-7607  
E-mail: enroll@sacredheart.edu

## Admissions Process for Part-Time Study

All part-time day and evening undergraduate students, AHEAD, weekend university and summer-school students are admitted through University College.

Students seeking admission to University College do not need prior college experience to begin their studies, and standardized tests are not required. If an individual is a first-time student, he or she must submit a high school diploma or its equivalent and meet with an academic advisor to discuss educational goals. Upon submission of the application requirements, a prospective student may be issued a "provisional acceptance" and may register for classes. After completion of 12 credits, the student must attain a grade point average (GPA) of at least 2.5 to receive a formal acceptance. If a student has attended another institution and completed 12 or more credits with a grade of C or better, the high school diploma is not required, but an official transcript must be received and evaluated before acceptance can be complete. After receiving acceptance into a degree program, the student will review the individualized plan of study with an advisor, and use this worksheet when registering for future classes.

Academic advisors, recognizing that adult students returning to school after a long interval may not have an exceptional academic record, will also

take into consideration an applicant's life/work experience when discussing degree programs and options.

New students should follow these easy steps to become students at Sacred Heart University:

1. Complete an application and make an appointment to meet with an advisor. The application form is available online at <http://uc.sacredheart.edu>. Whenever possible, transfer students should fax a copy of their college transcript(s) to University College at 203-365-7500 *prior* to their appointment. The advisor will then do a preliminary evaluation of any transfer credits, and during the initial meeting will answer any questions, discuss program requirements and help the students register for a class.
2. If transcripts have been reviewed, but an acceptance has not yet been issued, the students may register as in-process students. Forms are available at the University College office.
3. Connecticut law requires that students born after December 31, 1956, provide proof of measles immunization, as described in the course schedule booklet.
4. Registration begins when course schedules are published: in mid-April for the Fall semester, late November for the Spring semester and early March for the Summer term.
5. Although not required, it is recommended that students meet with an advisor periodically to ensure completion of the program in a timely manner.

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Sacred Heart University  
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Fairfield, CT 06825-1000  
Phone: 203-371-7830  
Fax: 203-365-7500  
E-mail: !uc@sacredheart.edu

## **The AHEAD Program**

AHEAD (Adults in Higher Education working for Accelerated Degrees) is an accelerated degree program in Business Administration and Finance designed for the busy adult. The program offers a short-term schedule of evening classes with the possibility of degree completion in half the time of a traditional part-time program. Classes are offered at several locations. Application and admission are through University College as outlined above.

## **Weekend University**

Sacred Heart University offers undergraduate courses in the associate and/or baccalaureate core curriculum every second weekend. An accelerated option is also available for students interested in attending every weekend. Students can complete six credits per term. Courses from the weekend schedule may be combined with courses from the AHEAD program. Full-time students can take weekend courses as well.

## **Taste of College for High School Seniors and Senior Citizens**

The Taste of College program is a special admissions category to encourage high school seniors and adults 62 years or older to take college courses. Selected course offerings vary each semester. High school seniors must be recommended by their high school counselor and should contact the Undergraduate Admissions Office at 203-371-7880 for information. Senior citizens should contact University College at 203-371-7830 for more information.

## **Transfer, Advanced Placement and College Equivalent Credit**

### **Transfer Credit**

Credit is awarded for courses that carry grades of C- or better and that parallel Sacred Heart University offerings. The University reserves the right to

examine selected courses to determine whether or not their content and quality fit the University's purpose and goals. Sacred Heart University will normally accept a maximum of 66 credits from two-year colleges and 90 credits from four-year institutions.

## **The Advanced Placement Program**

Secondary school students who receive scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Examination may be granted Advanced Placement and college credit in appropriate subjects toward the degree and the major/minor. A grade of P is assigned for these credits. When Advanced Placement credit is awarded for work that is the equivalent of specific Sacred Heart University courses (e.g., Biology 111, English 101), students may not take those courses for credit.

All requests and applications for Advanced Placement should be made to the Office of the Registrar before classes begin in the year of entrance to the University. Receipt by the University Registrar of an Advanced Placement score report, directly from the College Board, will be considered an application for Advanced Placement and college credit.

## **College Credit by Examination— National Testing Programs**

### **EXCELSIOR, CLEP and DANTES**

These are national programs awarding college credit by examination.

College credit is awarded when a student successfully passes an exam with a score of at least 50.

Through University College, Sacred Heart University is an official CLEP and DANTES test center and offers a series of exams for the student seeking a college degree. Credit is awarded only in areas where the student does not have prior credit applied toward a degree.

A schedule of testing dates, applications and registration guides are available at University College.

A full list of subject exams is included in the registration guide. The University awards credit for certain EXCELSOR exams, but does not administer these exams.

Students may not take exams in a graduating semester. Speech and composition waivers, and term paper/essay requirements for the EN 011/012 CLEP exam must be submitted within the first five weeks of the semester. Contact the Director of Freshman English at 203-371-7810 for further information about these policies.

Sacred Heart University offers the nursing student the opportunity to take EXCELSIOR exams in Anatomy and Physiology I and II, and the National League for Nursing (NLN) challenge exam in Microbiology. For additional information concerning these exams, contact the Nursing Programs Office at 203-371-7715.

## **International Baccalaureate Program**

Sacred Heart University considers the International Baccalaureate outstanding for its integrated curriculum and rigor. A student awarded the International Baccalaureate Diploma will be granted the option of sophomore standing and will have his or her individual diploma examinations recorded as transfer credit. If a student does not attain the International Baccalaureate Diploma but presents individual Higher Level examinations with scores of 4, 5, 6 or 7, he or she will receive 6–8 credits per examination (depending on the Sacred Heart University course equivalency), up to a total of 30 credits. These individual credits may be applied to general education/core, a major or an elective. No credit will be awarded for Subsidiary examinations. A student who has been granted credit in a particular area may not enroll for courses that will repeat his or her work in the subject.

Students should have their International Baccalaureate Diploma or International Higher Level examination scores sent to the Office of the Registrar.

## **Other International Examinations**

Students who wish to receive credit for international school leaving examinations other than the International Baccalaureate should have copies of their results sent to the Office of the Registrar who, in consultation with the respective academic departments, will determine the amount of credit to be given and the distribution of such credit. A student who has been granted credit in a particular area may not enroll for courses that will repeat his or her work in the subject.

For the most commonly presented international/foreign examinations, the guideline of acceptance of college credit is:

- French Baccalaureate—scores of 12–20
- German Abitur—scores of 7–15 (“befriedigend” or better)
- Swiss Matura—scores of 5 or 6
- United Kingdom “A” Level General Certificate Examinations—grade of A, B or C

Other international/foreign examinations presented are evaluated for credit by the University Registrar, in consultation with appropriate departments and appropriate international evaluation credential agencies, such as the World Education Services, Inc., located in New York City.

## **Assessment of Prior Learning Program**

Recognizing that higher education also occurs outside the classroom, the University awards academic credit to students for what they have learned through life and/or work experience. This experience can be the result of self-education, professional certification, in-service training programs, volunteer work or management work.

In order to apply for credit, the student must be enrolled at the University in the semester in which the portfolio is submitted. Credit is awarded only for experience that parallels the University's courses and programs. This credit can be used in the core curriculum, in the major or as free electives, as long as the student completes at least 30 credit hours in the classroom, with one-half of the major taken in the classroom at Sacred Heart University. No more than 60 credits can be awarded for prior learning and CLEP, DANTES and EXCELSIOR combined. This credit is not awarded in areas where National Testing Programs are applicable.

University College will assist the student in assembling the portfolio. The portfolio should include a brief work resume, a detailed description of the individual's experience tailored to particular courses offered by the University and supporting documentation. Supporting documentation may include certificates, awards, letters of recommendation, job descriptions and samples of work. As the portfolio is being composed, the student should be reflecting on the learning that has been derived from his or her experience.

The portfolio and application form are submitted to University College, along with the application fee. The portfolio is referred to the appropriate faculty for a determination of any credit award. Some academic departments review the portfolio as a committee, while other departments prefer to test the student in the particular subject matter.

After the faculty committee has evaluated the portfolio, it is then reviewed by the department chairperson. A letter of award is prepared.

For additional information on the Assessment of Prior Learning program, contact University College at 203-371-7830.