

Admissions



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 Sacred Heart University as a freshman should submit a completed application (the University uses the Common Application) with the application fee, a high school transcript, one letter 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 (the University uses the Common Application) along with their high school transcript, SAT scores, official college or university transcripts, one letter 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 requirements 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 the Early Decision program. Contact the Office of Undergraduate Admissions for the Early Decision program application deadline. In addition, all Early Decision candidates are required to interview with an Admissions Counselor in the Office of Undergraduate Admissions prior to the Early Decision deadline. 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 February 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. 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 a part-time admissions advisor. The application form is available online at: http://www.sacredheart.edu/pages/17291_get_started_.cfm 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 perform a preliminary evaluation of any transfer credits, and during the initial meeting will answer any questions, discuss program requirements, and help students register for a class.
2. If transcripts have been reviewed, but an acceptance has not yet been issued, students may register as in-process students. Registration forms are available on the University College's website.
3. Connecticut law requires that students born after December 31, 1956, provide proof of measles immunization, as described in the course schedule booklet or online.
4. Although not required, it is recommended that students meet with an academic advisor in their major periodically to ensure completion of their degree in a timely manner.

Correspondence should be directed to:

University College
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06825-1000
Phone: 203-371-7830
Fax: 203-365-7500
E-mail: coreye@sacredheart.edu

The AHEAD Program

AHEAD is the University College accelerated degree program in Business Administration and Finance. The core curriculum is the same for all University majors, therefore AHEAD core courses are available to all part-time students. AHEAD provides working adults the unique opportunity to complete an Associate or Baccalaureate Degree program in half the time of a traditional part-time program. AHEAD has been designed specifically for working adults interested in completing their degree in a realistic time-frame.

AHEAD consists of five terms per year. Classes are offered in an accelerated format of seven and a half week terms. Classes meet either two nights a week for 2 hours and 15 minutes per night or 1 night for 4 hours and 15 minutes. Students can take up to 6 credits each term.

Admission to AHEAD is open to anyone with a high school diploma or the equivalent. Applicants should be at least 23 years of age, with three years or more of work experience. Applicants not meeting these requirements may apply to be accepted under special circumstances. Those individuals with previously earned college credit can transfer up to 66 credits from two-year colleges and 90 credits from four-year institutions.

Weekend University

Designed for working adults who find it difficult to attend evening classes during the week, Weekend University offers core curriculum courses for every major. Classes meet every other weekend, allowing the busy adult more time to spend with family and deal with work-related responsibilities, as well as providing time to complete coursework. Courses from the weekend schedule may be combined with courses from the AHEAD program.

Taste of College for High School Seniors and Senior Citizens

The Taste of College program is a special admissions category to encourage currently enrolled high school juniors and seniors who show exceptional academic accomplishments to participate in college-level courses. Students need to present an application, high school transcript and SAT/ACT scores. Students will receive three college credits after successful completion of the course. Also, adults 62 years or older may take college courses on a seat-available basis. 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 accept a maximum of 66 credits from two-year colleges and 90 credits from four-year institutions.

The Advanced Placement Program

Beginning with academic year 2008-2009, credit will be given for scores of 4 or 5 on the College Entrance Examination Board Advanced Placement Examination. A grade of T is assigned for these credits. When Advanced Placement credit is

awarded, as determined by the Academic Department, 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.

The University awards credit for CLEP, DANTES, and certain EXCELSOR exams, but does not administer these exams. College credit is awarded when a student successfully passes an exam with a score of at least 50. Credit is awarded only in areas where the student does not have prior credit applied toward a degree.

Students may not take exams in a graduating semester. Speech and composition waivers, and term paper/essay requirements for the EN 110 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 in very exceptional circumstances. 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.