

Admissions

Admissions Process For Full-Time Study

The Office of Undergraduate Admissions coordinates the admission of prospective students 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 to the Office of Undergraduate Admissions a completed application (the University uses the Common Application) with the application fee, a high school transcript, one letter of recommendation, and an essay. A visit to campus and an interview is strongly recommended to complement the required credentials.

TRANSFER ADMISSIONS

The University accepts full-time students transferring from other regionally accredited colleges on a rolling basis. Prospective transfer students are required to submit to the Office of Undergraduate Admissions an application for transfer admission (the University has its' own) along with their proof of completion of a high school diploma (official high school transcript or GED) or the receipt of an Associate's Degree (posted on official college transcript), if applicable, additional official college or university transcripts, one letter of recommendation, an essay, and the application fee. An interview on campus is strongly recommended. If you have completed less than 12 credits, please submit a mid-semester grade report during the application process.

A student who has left Sacred Heart University for 2 consecutive semesters or longer is required to reapply for full-time

admission to the University through the transfer admissions process.

INTERNATIONAL ADMISSIONS

Sacred Heart University welcomes students from around the world. International students are eligible to apply to the undergraduate program for full-time study at Sacred Heart University if they have completed the equivalent of a United States secondary school education (approximately twelve years of formal education) and have the appropriate diploma or satisfactory results on leaving examinations.

Sacred Heart University classifies an international student as a student who does not hold U.S. citizenship or U.S. Permanent Residency (U.S. Resident Alien) or Deferred Action for Childhood Arrivals (DACA) and one who must obtain an F1 student visa to study in the United States. This includes students who are living and/or studying outside the U.S. and students who are living and/or studying in the U.S. at the time of their application for admission.

Sacred Heart University prefers that international students submit the following information to the Office of Undergraduate Admissions before November 1 for January entrance and before March 1 for September entrance.

A completed undergraduate admissions application must include:

- Complete Online Application for International Students.
- A non-refundable application fee of \$50 USD.
- Official scholastic records from all secondary schools and college/ universities attended which may include semester-by-semester mark sheets, academic transcripts, grade reports, final examination results, diplomas and degree certificates from every college or university attended showing dates attended, course titles, grades obtained,

credit hours if any, and the conferral of a bachelor's degree. In addition, an explanation of the secondary/university/college grading system must be provided along with transcripts.

- One letter of recommendation.
- A course-by-course credential report from World Educational Services, or a similar company, is required for all students who wish to transfer and receive academic credit for coursework taken at another college or university outside the U.S.
- For all non-native English speakers, an official English language proficiency examination is required. The following examinations and minimum scores are accepted:
 - TOEFL score of 550 on the paper-based test or 80 on the TOEFL iBT
 - IELTS – 6.5
 - SHU ELI online placement exam – 96
 - SHU ELI CaMLA EPT 70
 - SHU ELI MELAB – 80 (proctored on-site at SHU)
 - PTE – 62
 - iTEP – 5
 - Cambridge Certificate in Advanced English (CAE) – 5.5
 - Cambridge Certificate in Proficiency in English (CPE) – 5.5
- Official SAT or ACT test scores (optional)
- Copy of passport, specifically the page(s) containing identification data and signature of bearer.
- An official certified bank statement or government financial guarantee in English and U.S. dollar figures, signed by a bank or government official and dated within six months of enrolling at Sacred Heart University verifying the student's, the student's family and/or sponsor's ability

to pay the full cost required to attend SHU for one year (tuition, room, board, books, travel expenses, health insurance).

- The Immigration I-20 form (the form needed to obtain a student F1 visa from a U.S. embassy or consulate) will be issued by SHU after the student has been accepted to the University, and proof of financial support in the form of an official bank statement or financial guarantee is submitted. The issuance of an I-20 and subsequent F-1 visa constitutes a legal agreement with the U.S. government binding the student to maintain full-time enrollment (at least 12 credits per semester) at all times except during the summer session. Employment in the U.S. is only allowed if authorized by the Immigration and Naturalization Service.

NOTE: Materials that are received by fax (203-365-7607) and email will be used as working documents only and are considered to be unofficial. Such documents may be used for making an admission decision, however, original or photocopies with a school seal and signature are required when a student enrolls at Sacred Heart University.. Submission of falsified documents is grounds for denial of admission or dismissal from the University.

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), students may not take those courses for credit.

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

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.

ACCEPTANCE PROCESS

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

The University accepts full-time, first-year students through the Early Action program (fall terms), Early Decision program (fall term) or the Regular Admission program. Transfer applicants are reviewed on a rolling basis.

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

EARLY ACTION PROGRAM

Students who consider Sacred Heart University one of their top choices, and wish to learn of their admission early in senior year, may apply through the Early Action Program. Students who choose to apply Early Action should feel they can present the strongest application possible by the end of first term senior year. Prospective students wishing to apply for Early Action should reference the undergraduate admissions website for deadline information. 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 or postmarked after May 1 will be accepted on a space-available 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. Those who apply for Student Financial Assistance will have the opportunity to preview a financial assistance package in advance of making the binding commitment with the enrollment deposit. To be considered for a financial assistance package in our early decision program, the CSS Profile must be completed. Students deferred through the Early Decision program will be considered through the Rolling Admissions process.

REGULAR ADMISSIONS PROCESS

All other candidates for admission will be evaluated through the Regular Admissions process. Decision letters for completed applications will begin to be sent in February. 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 or postmarked 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

Connecticut law requires that students born after December 31, 1956, provide proof of measles immunization: www.sacredheart.edu/download/27_2008_shu_uc_student_health_services_form.pdf

VISITING STUDENTS

Visiting students are required to complete a registration form and make sure that they have completed any prerequisites for the course(s). Students are responsible for checking with their home institution if they are planning to transfer the credits.

Connecticut law requires that students born after December 31, 1956, provide proof of measles immunization: www.sacredheart.edu/download/27_2008_shu_uc_student_health_services_form.pdf

Registration is ongoing.

Although not required, it is recommended that students meet with an advisor from their major periodically to ensure completion of the program in a timely manner. Students seeking admission to University College do not need prior college experience to begin their studies, and standardized tests are not required.

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
ucadmissions@sacredheart.edu

WEEKEND UNIVERSITY

The Weekend University offers University core curriculum courses that facilitate the pursuit of a degree. There are two sessions offered in an alternating weekend schedule, allowing students to take two courses per semester.

TASTE OF COLLEGE FOR HIGH SCHOOL SENIORS AND SENIOR CITIZENS

The Taste of College program is a special admissions program 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, a letter of recommendation from their high school guidance counselor and a high school transcript. 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.

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 International Admissions who, in consultation with the Registrar and 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.

Admissions Process for Part-Time Study

All part-time undergraduate students, (summer and winter intersession students) are admitted through University College.

If an individual is a first-time student, he/ she must submit a high school transcript or its equivalent and meet with an academic advisor to discuss educational goals.

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.

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

Complete an application and make an appointment to meet with a part-time admissions advisor. The application form is available online at www.sacredheart.edu/applyuc.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.

If transcripts have been reviewed, but an acceptance has not yet been issued, students may register for up to 12 credits. Registration forms are available on our website: www.sacredheart.edu/uhealth.cfm.

COLLEGE CREDIT BY EXAMINATION—NATIONAL TESTING PROGRAMS

EXCELSIOR, CLEP and DANTES

These are national programs awarding college credit by examination. CLEP exams are administered at the Stamford campus.

The University awards credit for CLEP,

DANTES, and certain EXCELSIOR exams. College credit is awarded when a student successfully passes an exam, see www.sacredheart.edu/cleptransfer.cfm. 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.

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.

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.

Withdrawals from courses must be made in person through the Office of the Registrar. Official withdrawal is necessary.