

## ADMISSION TO THE UNIVERSITY

### Undergraduate Admission

#### A. Freshmen

- a. Required documents
  - i. The Common Application, including personal statement and SU Writing Supplement.
  - ii. First-time freshman applicants who have graduated high school within the past two years are required to submit official results from either the SAT or ACT. Scores must be either received directly from the testing agency or be recorded on an official high school transcript. Standardized test scores are not required of students who graduated from high school more than two years prior to the time of application.
  - iii. Two letters of recommendation: one teacher and one school counselor recommendation are preferred.
  - iv. \$55 application fee.
    - a. The fee is waived for children or grandchildren of Seattle University alumni, or the nieces or nephews of clergy who are Seattle University graduates when the relationship is noted on the application.
    - b. Fee waivers may be requested to the Office of Admission by applicants for whom the sum would prove a genuine financial hardship.
  - v. Proof of English Proficiency if English is not the applicant's first language. Information on how to satisfy this requirement can be found at <http://www.seattleu.edu/undergraduate-admissions/freshman/requirements/>
- b. Course requirements and minimal academic performance

First-time freshmen must complete the following coursework upon high school graduation to be eligible for admission:

- i. Four years, or equivalent, of high school English, excluding English as a Second Language.
- ii. Three years, or equivalent, of college preparatory mathematics, e.g. minimum of Algebra I & II and Geometry.  
Four years, or equivalent, of college preparatory mathematics, including the equivalent of Pre-Calculus, are required for direct entrance into Science and Engineering programs and Sport and Exercise Science.
- iii. Two years, or equivalent, of laboratory science.

Laboratory Biology and Chemistry are required for entrance into the College of Nursing, and for majors in Biology, Chemistry and Biochemistry.

Laboratory Chemistry and Physics are required for entrance into Engineering programs and Sport and Exercise Science.

iv. Three years, or equivalent, of social science and/or history.

v. Two years, or equivalent, of a foreign language.

The foreign language requirement may be waived if compensated for with additional coursework in English, social studies, laboratory science, and/or mathematics

vi. Two additional electives from the above listed subject areas.

**Note:** The equivalent of one year of high school coursework may include one quarter or one semester of coursework at an accredited college or university.

Freshman applicants generally must have a minimum cumulative grade point average of 3.0 for admission. The Admissions Office has some latitude to give additional consideration to students from highly competitive independent secondary schools, students with a significant upward trend in academic performance, and/or students who show potential for academic success through the holistic admissions review process (i.e. strong letters of support from current teachers, high school counselor, etc.). Students admitted with below a 3.0 grade point average may be required to receive academic support during their first quarter of enrollment as a requirement of their admission.

c. Decision deadlines and review process

By statewide agreement, no admission decision on first-time freshmen applicants in Washington State may be mailed prior to December 1.

The Early Action application deadline for fall quarter freshmen applicants is November 15 prior to the fall in which they intend to enroll. Early Action decisions are mailed on or before December 23.

Applicants for the Sullivan Leadership Award must submit their Early Action applications and separate Sullivan Leadership Award applications by November 15.

The Regular Decision application deadline for fall quarter freshmen applicants is January 15 of the year in which they intend to enroll. Regular Decision admission decisions are mailed in the first week of March.

Decisions for students with inconsistent or downward grade trends who fall within generally acceptable grade point average and standardized test score ranges may be delayed in order to account for their seventh semester high school grades

or their most recent standardized test scores. Acceptance, denial, or waitlist decisions will be made after the receipt of the additionally requested documents.

The Admissions Office will typically advise students on the waitlist of a final decision by the end of July.

Acceptance is provisional and is based upon successful completion of coursework in progress for all students admitted during their senior year of high school. Those admitted applicants are required to submit final transcripts confirming high school graduation by July 15. A final review will be conducted at the time of receipt of this transcript. Seattle University reserves the right to withdraw acceptance from students who have failed to graduate, failed to complete the minimum academic units required for admission, or whose academic performance subsequent to admission has significantly declined.

The Admissions Office retains the files of applicants for two years. Students may update their applications to be considered for admission for subsequent quarters, but must submit an additional personal statement explaining their activities subsequent to the original application and official transcripts from all post-secondary institutions attended subsequent to high school graduation, regardless of whether coursework was completed.

d. Matteo Ricci/Seattle Prep

Students attending Seattle Preparatory School who are enrolled in Matteo Ricci College Form I on or before the end of their junior year are offered the option to continue in Matteo Ricci Form II at Seattle University or to remain at Seattle Preparatory School to complete the senior year. Those who continue in Matteo Ricci Form II at Seattle University are considered internal transfers. While required to submit an application, personal statement, PSAT results, and official transcript, the application fee and letters of recommendation that are required of other first-time freshmen applicants are waived.

Applicants from Seattle Preparatory School continuing in Matteo Ricci College Form II will be evaluated on the basis of 7 completed trimesters (2 years, and first trimester of the junior year) at Seattle Preparatory School; whereas, normally, other first-time freshmen applicants must submit transcripts for 3 full years of completed high school coursework, while both being registered for a fourth year and being candidates for high school graduation, in order to be considered for admission.

e. Home-schooled applicants

See policy titled *Home Schooled Freshman Applicant (2004-3)* for admission details.

f. General Equivalency Diploma (GED) applicants

Submission of GED scores is designed as an option for non-traditional students. Applicants must have been out of high school for more than two years and be older than the traditional first-time freshman college entrance age to exercise this option; it is not intended for traditionally aged students in lieu of traditional high school graduation requirements.

Minimum scores of 58 in each of the five sections of the GED are typically required for consideration.

g. Running Start students

See policy titled *Running Start Students* (92-1) for admission details.

**B. Transfer/Post-baccalaureate**

A Transfer student is defined as a student who has completed college courses following high school graduation. A Post-baccalaureate student is defined as a student who has completed a bachelor's degree from an accredited institution and who seeks admission to complete additional undergraduate study. Post-baccalaureate applicants should follow the guidelines for transfer applicants.

a. Required documents

- i. Either the Seattle University Transfer Application or the Common Application-Transfer version, including personal statement.
- ii. Official transcripts from all colleges or universities attended, regardless of whether coursework was completed
- iii. High school transcripts and SAT or ACT scores for those having completed less than 45 quarter hours (30 semester hours) of college-level coursework at the time of application.
- iv. \$55 application fee.
  - a. The fee is waived for children or grandchildren of Seattle University alumni or the nieces or nephews of clergy who are Seattle University graduates.
  - b. The fee is waived for students who have, or will have by the time of enrollment, completed an associate's degree at a Washington, Arizona, California or Oregon state community college and who are transferring directly to Seattle University.
  - c. The fee is not waived for those who enroll at other baccalaureate colleges and universities subsequent to associate's degree completion.
  - d. Fee waivers may also be requested by applicants for whom the sum would prove a genuine financial hardship.

- v. Proof of English Proficiency if English is not the applicant's first language. Information on how to satisfy this requirement can be found at <http://www.seattleu.edu/undergraduate-admissions/transfer/how-to-apply/>.
- vi. Additional documents are required for applicants to the Bachelor of Science in Nursing, Bachelor of Science in Diagnostic Ultrasound and Post-Baccalaureate Pre-Professional Health Studies Certificate Program.

b. Application deadlines for transfer and post-baccalaureate admission

Fall quarter: March 1 (priority) and August 15 (final)

Winter quarter: November 1

Spring quarter: February 15

Summer quarter: May 15

**Note:** The Nursing and Diagnostic Ultrasound programs only accept applicants for fall quarter. The deadline for submitting Nursing program applications is December 15. The deadline for submitting Diagnostic Ultrasound program applications is February 1.

c. Articulation agreements

- i. Seattle University recognizes the guidelines of the Intercollege Relations Commission (ICRC) for college-transfer associate degrees from Washington community colleges, commonly called Direct Transfer Agreement (DTA) degrees.
  - 1. Associate of Arts (DTA): Seattle University agrees to grant 90 transfer credits and junior status to admitted students who have completed the DTA degree from a Washington community college prior to first enrollment at Seattle University.
  - 2. Associate of Science Transfer (AS-T): The benefits of this degree vary from those of the DTA degree because it is not intended to satisfy general education requirements. Students awarded an Associate of Science Track I or Track II may be admitted with 90 transfer credits and junior status. The 15 credits in humanities and social science selected by these students to satisfy general education AS-T degree requirements at the community college will be considered equivalent to Seattle University's core requirements using the broadest possible guidelines. See policy titled *University Core Curriculum 2012-1* for Core transfer guidelines.
- ii. Approved degrees outside of Washington state
  - 1. California community colleges: Students who complete an Associate of Arts degree and the Intersegmental General Education Transfer Curriculum (IGETC) track prior to matriculation at Seattle University will receive the same benefits as students in Washington earning a DTA degree.

2. Oregon community colleges: Students who have earned the Associate of Arts Oregon Transfer Degree (AA/OT) prior to matriculation at Seattle University will receive the same benefits as students in Washington earning a DTA degree.
3. Arizona community colleges: Students who have earned the Associate of Arts and the Arizona General Education curriculum (AGEC-A) track prior to matriculation at Seattle University will receive the same benefits as students in Washington earning a DTA degree.

d. School/program-specific policies

Transfer and post-baccalaureate applicants must be in good academic and social standing at the collegiate institutions previously attended in order to transfer to Seattle University. Students who are academically ineligible to return to their previous collegiate institution must subsequently attend another institution, earning a minimum of 36 transferrable quarter credits, and be academically successful prior to being considered for admission at Seattle University.

Students socially dismissed from other institutions must submit letters from the student affairs division at the previous institution explaining the circumstances of their separation. Students may be required to interview with Seattle University admissions and student development personnel to receive further admissions consideration.

Transfer and post-baccalaureate admission decisions are holistic with particular attention given to an applicant's cumulative grade point average, academic performance in major-specific prerequisite courses, and academic trend.

Transfer students whose cumulative grade point average at other institutions falls below 2.75 are typically not eligible for transfer admission to Seattle University.

School/college specific admission standards

- i. College of Arts & Sciences: a minimum cumulative grade point average of 2.75 is typically required for admission to Arts and Sciences majors; a 3.00 cumulative grade point average or higher is preferred.
- ii. Albers School of Business and Economics: a minimum cumulative and major-specific grade point average of 3.00 is typically required for consideration for admission to Business majors.
- iii. Matteo Ricci College: see policy titled *Matteo Ricci College (90-1)*.
- iv. College of Nursing: admission to the transfer nursing cohort is competitive. See policy titled *Performance Criteria for UG Nursing (75-3)*.
- v. College of Science and Engineering: see policy titled *Performance Criteria for Science and Engineering (81-4)*.

e. Review process

The Admissions Office makes most admissions decisions for transfer and post-baccalaureate applicants to the College of Arts and Sciences and the College of Nursing. The Associate Dean for the Albers School of Business and Economics and the Associate Dean for the College of Science and Engineering make initial admissions decisions, subject to review by the Dean of Admissions.

Once an application becomes complete it is reviewed for an admissions decision and then forwarded to the Registrar's Office for advanced standing credit evaluations consistent with Seattle University policies. The Registrar's Office will produce cumulative and major-specific grade point averages.

Most transfers and post-baccalaureate applicants will receive an admissions decision within 6 weeks following acknowledgement that their application is complete, unless otherwise stated.

### **C. Non-matriculating applicants**

Non-matriculating students must complete Seattle University's undergraduate non-matriculating application form and pay the \$55 application fee. Students for whom English is not the first language are required to demonstrate the same English proficiency requirements as those applying for a degree program. Information on how to satisfy this requirement can be found at <http://www.seattleu.edu/undergraduate-admissions/transfer/how-to-apply/>.

Non-matriculating students are not eligible for scholarships or financial aid and are typically able to register for courses two weeks prior to the first day of classes.

### **D. Special Consideration**

Students showing exceptional promise may in some circumstances be admitted without strict adherence to minimum entrance requirements. Admission decisions in these cases are initially reviewed by the Admissions Review Board, chaired by the Dean of Admissions.

Seattle University offers admission without regard to race, religion, age, gender, sexual orientation, handicap, or national origin. It does so in keeping with the laws and regulations as promulgated by federal agencies and Washington State.

Seattle University does not discriminate on the basis of handicap, in conformity with section 504 of the Rehabilitation Act of 1973, in admission or access to its programs and activities, or in its employment policies or practices. The Vice President for Finance and Administration is designated by Seattle University to coordinate its effort to comply with

section 504 of the Rehabilitation Act of 1973. This constitutes the official notice called for in Section 504, No. 84.8, Paragraph a.

## **Graduate Admission**

Admission to a graduate program is granted to those with U.S. equivalent bachelor or advanced degrees from regionally accredited institutions and whose credentials indicate the ability to successfully pursue graduate work. Some programs extend a limited number of admission offers and only accept applications for specified terms of entry.

Undergraduate degrees or their U.S. equivalent in the field from which students select their graduate work may be required. For specific program requirements and terms of entry, consult the appropriate graduate application instructions and the applicable academic sections of the graduate catalog.

Grade point averages for admission are calculated on course work leading to the bachelor's degree, usually credits earned in the last 90 quarter/60 semester credits of the degree, and any post-baccalaureate courses; or all graduate-level course work for post-master's Educational Specialist options or any doctoral program. Calculation of the admission GPA is generally performed by approved evaluation agencies for applicants with credits earned outside the U.S. based on globally recognized standards and converted, when possible, into U.S. equivalencies. To be recognized, course work must be completed at regionally accredited institutions.

Deans and program directors reserve the right to request test scores and other supplementary data. Applicants earning degrees from non-grading institutions are usually required to submit the Graduate Management Admissions Test (GMAT), Graduate Records Exam (GRE), Miller Analogies Test (MAT) or other specified exams as requested by individual programs.

### Policy History:

08/02/13

03/21/13

02/2004

03/21/13

6/11/2014

09/29/2014