

ADMISSION TO THE UNIVERSITY

Undergraduate Admission

A. Freshmen

a. Required documents

- i. The Common Application.
- ii. A Seattle University supplemental application.
- iii. Essay or personal statement.
- iv. First time freshman applicants who have graduated high school within the past two years are required to submit 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.
- v. Two letters of recommendation: one teacher and one school counselor recommendation are preferred.
- vi. \$55 application fee (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 supplemental application.). Fee waivers may be requested by applicants for whom the sum would prove a genuine hardship.
- vii. Those for whom English is a second language are required to demonstrate English proficiency, which can be done by submitting test scores from the Test of English as a Foreign Language (TOEFL), the IELTS exam, the SAT, or ACT. The English proficiency requirement can also be fulfilled by submitting a high school transcript that includes four years of non-ESL English, completed at a high school in the United States or another country whose official language is English.

b. Course requirements and minimal academic performance

First time freshmen must complete the following course work by the time of high school graduation in order to be eligible for admission:

- i. 4 full years of high school English (not to include English as a
- ii. Second Language course work)
- iii. 3 years of college preparatory mathematics, e.g. Algebra I & II and Geometry. 4 units of college preparatory mathematics, including the equivalent of Pre-Calculus, are required for entrance to engineering programs.

- iv. 2 years of laboratory science. Laboratory biology and chemistry are required for admission to the College of Nursing; laboratory chemistry and physics are required for entrance to engineering programs.
- v. 3 years (equivalent) of social science and or history
- vi. 2 years of a foreign language (the foreign language unit requirement may be waived if compensated for with additional course work in English, social studies, laboratory science, and or mathematics).
- vii. 2 additional electives from the above listed subject areas

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

c. 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 freshman applicants is November 15 prior to the fall they intend to enroll. Early Action decisions are mailed on or before December 23rd.

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

The Regular Admission deadline for fall quarter freshman applicants is January 15 of the year for which they apply. Regular Admission decisions are mailed the first week of March.

Students with inconsistent or downward grade trends who fall within generally acceptable grade point average and standardized test score ranges may be delayed for seventh semester high school grades or their most recent standardized test scores. Acceptance, denial, or wait list decisions will be made after the receipt of the additionally requested documents.

The admissions office will typically advise students on the wait list of a final decision by the end of July.

Acceptance is provisional for all students admitted in the midst of completing their senior year of high school. They are required to submit final transcripts

confirming high school graduation by July 15. A final admissions 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 to furnish 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 are already enrolled in Matteo Ricci College Form I, on or before the end of their Junior Year.

As juniors they 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 considering continuing in Matteo Ricci Form II at Seattle University are considered internal transfers. While required to submit an application, essay or personal statement, PSAT results and official transcript, both the application fee and recommendations required of other first time freshman applicants for admission to Seattle University are waived. Applicants from Seattle Preparatory School seeking to continue 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 freshman applicants must submit transcripts of 3 full years of completed high school coursework, while both being registered for a fourth and candidates for high school graduation in order to be considered for admission.

e. Home schooled applicants - see policy titled Home Schooled Freshman Applicant (2004-03)

f. General Equivalency Diploma (GED) applicants

Submission of General Equivalency Diploma scores is designed as an option to allow the possibility of access 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 normally required for consideration.

- g. Running Start students- see policy titled Running Start Students (92-1)

B. Transfer/Post-baccalaureate

- a. Required documents
 - i. The Transfer Common Application.
 - ii. Official transcripts from all colleges or universities attended, regardless of whether coursework was completed.
 - iii. High school transcripts for those having completed less than 45 quarter hours (30 semester hours) of college-level course work at the time of application.
 - iv. An essay or personal statement.
 - v. \$55 application fee (the fee is waived for children or grandchildren of Seattle University alumni, or the nieces or nephews of clergy who are Seattle University graduates). The application fee is waived for transfer applicants who have completed or will complete associate of arts or associate of science degrees at Washington State community colleges immediately prior to enrolling at Seattle University (i.e.: the fee is not waived from those who subsequent to associate's degree completion enroll at other baccalaureate colleges and universities). Fee waivers may be requested by applicants for whom the sum would prove a genuine hardship.

The deadlines for transfer admission are as follows:

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

Winter quarter: November 10

Spring quarter: February 25

Summer quarter: May 15

Note: The Nursing and Diagnostic Ultrasound programs only accept applicants for fall quarter. The deadline for application is January 5.

- b. Articulation agreements

Seattle University works in partnership with the Seattle Community College District (South, Central, and North campuses). Students who in their freshman year at one of these campuses declare their intent to transfer to Seattle University complete an application are granted provisional admission, contingent upon completion of an approved associate of arts or associate of science degree program, with the specific grade point average specified for admission to the appropriate school or college at Seattle University. Those who follow prescribed curriculums and earn the required grade point average will enter with junior standing in specific majors and can feasibly graduate from Seattle University in two additional years of study.

c. School/Program-specific policies

Transfer applicants must be in good academic as well as 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 for one year of full time study and be academically successful prior to being considered for admission consideration at Seattle University.

Students socially dismissed from other institutions must submit letters from the student affairs division at the previous institution outlining the circumstances of their separation, and must come to campus for interviews with Seattle University admissions and student development personnel in order to receive further consideration.

Transfer 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 2.25 are 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.
- ii. Albers School of Business and Economics – a minimum cumulative and major-specific grade point average of 2.75 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 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).

d. Review process

Upon completion of applications, the files of transfer applicants are 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 according to the general transfer admissions policies outlined above. Admissions decisions will be made by the Admissions Office for transfer applicants to the College of Arts and Sciences. Initial decisions, subject to review by the Dean of Admissions, will be made by the Associate Dean for the Albers School of Business and Economics; by the Associate Dean for the College of Nursing, and by the Associate Dean for the College of Science and Engineering.

C. Non-matriculating applicants

Non-matriculating students are typically able to register for courses 2 weeks prior to the first day of classes. Students for whom English is a second or foreign language are required to demonstrate the same English proficiency requirements as those applying for degree candidacy. Non-matriculating students are not eligible for scholarships or financial aid.

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 made by the provost and the university's admissions review board.

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 the employee 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 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 or Doctor of Education programs, as specified by each program. Calculation of the GPA for international students is performed based on globally recognized standards and converted, when possible, into U.S. equivalencies.

Course work must be completed at regionally accredited institutions or, for applicants to the School of Theology and Ministry, from an institution accredited by the Association of Theological Schools. The Albers School of Business and Economics requires applicants to their post-master certificates to be graduates of AACSB-accredited programs.

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.

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