

Undergraduate Admission

Admission Policy (Policy 2004-02)

Regulations outlined in this *Bulletin of Information* are supplemented by memoranda that set forth policy in greater detail. References to applicable policy statements are noted parenthetically. Copies of these academic policies may be obtained from the Office of the Registrar or online at seattleu.edu/registrar.

The Provost and the Dean of Admissions administer university admissions policy. A student's acceptance of an admission offer constitutes a commitment by the student to abide by university policies, rules and regulations, including those concerning registration, academic performance, student conduct, health and safety, use of the libraries and computing resources, university facilities and the payment of fees and assessments. The university reserves the right to withhold registration privileges or to cancel the registration of any student who is not in compliance with university policies, rules or regulations. All admission materials submitted by applicants are the property of Seattle University. Students should refer to any specific school or departmental requirements in addition to the general admission requirements outlined in this section. This information is found in subsequent sections of this *Bulletin of Information*.

Seattle University seeks to enroll students who, beyond meeting the university's eligibility requirements, demonstrate noteworthy academic achievement; moral character; evidence of integrity and personal maturity; commitment to citizenship through public service and school activities; community involvement and leadership; and who represent a broad diversity of cultural, ethnic, geographic and socio-economic backgrounds. We consider personal qualities, including whether an applicant has confronted adversity and whether the applicant shows promise as a contributing member of the Seattle University community. An individual's past conduct, particularly as it may relate to unlawful or criminal behavior, is relevant to the admission process. Accordingly, Seattle University reserves the right to deny admission or continued enrollment to individuals who have engaged in unlawful or criminal behavior. Each applicant and student is responsible to disclose in writing to the Dean of Admissions any and all criminal convictions classified either as a felony or gross misdemeanor.

Students are expected to fully and truthfully share all information requested by the university in connection with the application for the admission process and to update application materials if any information changes between submission of the application and enrollment. False or misleading information or material omissions in connection with the application process will result in denial of admission, withdrawal of admission, dismissal, cancellation of course credit or other appropriate action in the judgment of the university. The Dean of Admissions reserves the right to deny acceptance or to withdraw admission from an applicant for academic or other reasons that in the judgment of the Dean are relevant to the applicant's qualifications to attend the university.

Undergraduate admission is available to qualified applicants for any of the four quarters of the academic year. Inquiries should be addressed to the Undergraduate Admissions Office, Seattle University, 901 12th Avenue, PO Box 222000, Seattle, WA 98122-1090.

Applications

Application forms may be obtained by contacting the Undergraduate Admissions Office, Seattle University, 901 12th Avenue, PO Box 222000, Seattle, WA 98122-1090. Seattle University accepts Common Applications for undergraduate admission. These can be accessed online through the Seattle University website, seattleu.edu, or the Common Application group commonapp.org. Undergraduate applicants must also complete and return a Seattle University supplemental application. It can be downloaded from a link on either the Common Application or the Admission's Office on the Seattle University website.

Financial Aid

Typically, the college application process coincides with completing the Free Application for Federal Student Aid (FAFSA), which is available online at *fafsa.ed.gov* beginning on Jan. 1 for the following school year. The application should be submitted to the federal processor as soon after Jan. 1 as possible. The FAFSA form must be submitted by Feb. 1 for priority consideration for all financial aid. Aid applications submitted after this date will be considered for any remaining funds. When completing the application it is important to remember to list Seattle University as the recipient of this information. (Refer to the following Financial Aid section for additional information.)

Freshmen Admission Procedures and Timetable

Freshmen Admission

Freshmen applicants are required to complete an admission application and submit it with the following:

- Seattle University Supplemental Application
- Official high school transcript
- Official ACT or SAT I score reports (these will be accepted if recorded on the official high school transcript.) Note: Seattle University will use the highest sub-scores from the SAT or ACT, but strongly recommends that students submit results from all administrations of either test.
- Recommendation form completed by a school counselor
- Second letter of recommendation (teacher recommendation)
- Essay or personal statement
- Non-refundable \$50 application fee*

*The application fee is waived for alumni, and for the children or grandchildren of Seattle University alumni, and nieces and nephews of Catholic clergy who are SU graduates.

The deadline for early action admission consideration is Nov. 15; the deadline for priority consideration for regular fall quarter admission is Jan. 15.

Notification for fall quarter for early action applicants is the end of December; regular admission notification begins in early February and continues as space is available. Students whose records are not consistent with those of the average students admitted the previous year may need to submit additional information and will be advised that a final decision will not be made until the additional information is received. Admissions decision notification is sent by mail; admissions personnel will not provide admissions decisions over the telephone or via e-mail.

Fall quarter freshmen applicants for admission should apply by Jan. 15. Applications received later will be considered on a space-available basis only. All admission credentials should be postmarked by Jan. 15 for priority consideration for the fall quarter, and by the following deadlines for fall, winter, spring and summer quarters:

Fall quarter	Aug. 15
Winter quarter	Nov. 1
Spring quarter	Feb. 20
Summer quarter	May 15

Freshmen waiting list notifications are mailed beginning in late March and continue until the Freshmen class is filled. Typically, final admission notification to freshmen waiting list candidates is mailed by mid-July.

A non-refundable confirmation deposit of \$200 toward tuition is required of all enrolling new undergraduates for fall quarter admission. Deposits must be postmarked by May 1 or within 30 days of acceptance, whichever is later, for those accepted for fall quarter. Deposits are waived for those admitted in the winter, spring or summer quarters.

Appeals of admissions decisions must be made in writing and mailed to the Dean of Admissions. Appeals should indicate why the applicant believes the decision should be reconsidered. Such applicants are advised to include any new information about their academic records that will assist the admissions staff in its deliberations. Notifications of reconsidered applications are sent by mail.

Freshmen Admission Requirements

Seattle University is committed to making decisions on admission based on a holistic review of an applicant's background.

Primary consideration is given to an applicant's course selection and performance. Preference is also given to entering freshmen who will complete a minimum of 16 secondary units in core ("gateway") subjects. These prerequisites include:

- Four years of high school English (not including English as a Second Language course work)
- Three years of college preparatory mathematics, e.g. Algebra I and II and Geometry. Four units of college preparatory mathematics, including the equivalent of pre-Calculus, are required for entrance to College of Science and Engineering programs (except for the "pre-science" option)
- Two 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; laboratory chemistry and biology are required for entrance to the Bachelor of Science-Biology degree program
- Three years (equivalent) of social science and/or history
- Two years of a foreign language (the foreign language unit requirement may be waived if compensated with additional coursework in English, social studies, laboratory science and/or mathematics)
- Two additional electives from the above listed subject areas
- A \$50 dollar application fee*

*This fee is waived for the children or grandchildren of Seattle University alumni, or for the nieces and nephews of Catholic clergy who are Seattle University graduates.

The College of Arts and Sciences requires completion of one full year of a single modern language for completion of a Seattle University degree.

The middle 50 percent of enrolling freshmen typically have grade point averages between 3.3 and 3.8 (on a 4.0 scale). Admission decisions take into consideration the strength of the academic program, individual course performance and academic trend.

The General Equivalency Diploma (GED) **may** be accepted in lieu of a traditional secondary school diploma in the case of non-traditional freshmen applicants. Typically a minimum score of 58 in each section is required for admission consideration.

Applicants are required to submit scores from the American College Test (ACT) or the SAT I. While Seattle University employs the highest sub-scores from either the SAT or ACT when making admission decisions, students are strongly encouraged to submit their results from all administrations of these tests. Additionally, applicants must submit letters of recommendation from a teacher and a school counselor (three are recommended). Personal statements or essays are required and carefully considered during application review.

Special Consideration

Occasionally, students who show exceptional promise may be admitted to Seattle University without strict adherence to the minimum admission requirements. The Provost and the university's Admissions Review Board make decisions on admissions in these cases.

Applicants with Disabilities

It is the policy of Seattle University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access or participation in services, programs and activities at the university. The university's Equal Opportunity Officer, who can be reached at (206) 296-5865, is designated as the ADA/Section 504 compliance officer. For information about services on campus for students with disabilities, visit seattleu.edu/SAS/disabilityservices/.

Applicants are not required to indicate on an admission application whether they have a disability. Applicants may choose to identify physical, learning, psychological or other disabilities and ask that they be considered in the admissions decision. Such information will enhance an individual's application and will not be used to discriminate against the applicant. Decisions whether or not to disclose disabilities are personal and the university respects an applicant's decision not to do so. All information supplied by an applicant to the university regarding any disability will be treated confidentially.

Individuals not identifying as having a disability at the time of application to Seattle University will be evaluated for admission in the regular manner. If a student is admitted and does have a disability, it is the student's responsibility to report any such condition as soon as possible to Student Academic Services (the Loyola Learning Center) if they require special services or accommodations.

For assistance and more information contact Loyola Learning Center/Disabilities Services at (206) 296-5740.

Non-discrimination in Admissions

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education or admission policies; scholarship and loan programs; athletics; and other school-administered policies and programs, or in its employment policies and practices. All university policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries about the non-discrimination policy may be directed to the university's Equal Opportunity Officer and Title IX coordinator at (206) 296-5865.

Advanced Placement (Policies 75-16 and 75-17)

Entering students may seek advanced placement in college courses by taking the Advanced Placement (AP) tests of the College Board. More information about these tests is available from secondary school counselors or the Educational Testing Service (ETS). Upon your request, ETS will send test results directly to Seattle University.

The university's specific Advanced Placement policies can be found online at seattleu.edu/registrar/policies_index.aspx. A maximum of 45 credits from Advanced Placement test results may be applied toward a Seattle University degree.

Advanced standing or credit may also be granted on the basis of the subject examinations of the College Level Examination Program (CLEP) of the College Board. CLEP General Examinations are not accepted. To receive course credit through CLEP, official test results must be received by the Registrar's Office one month prior to the quarter in which a student wishes to enroll.

Seattle University credit granted for results of such examinations based on work completed in secondary school is not defined as transfer credit and therefore will not contribute to junior transfer waivers or towards eligibility to apply the Core transfer policy. It does, however, fall within the maximum chronological transfer credit restrictions.

International Baccalaureate (Policy 99-1)

The university grants course credit and advanced standing for higher-level subjects in the International Baccalaureate program passed with a grade of five or higher. Subsidiary level courses are reviewed on a case-by-case basis and may earn advanced standing recognition. Depending on performance, diploma recipients may receive up to one full year of credit.

Seattle University credit awarded for examinations based on work completed in secondary school is not defined as transfer credit and will not contribute to junior transfer waivers or towards eligibility to apply the Core transfer policy. It does, however, fall within the maximum chronological transfer credit restrictions.

Home Schooled Freshmen Applicants (Policy 2004-03)

The university welcomes applicants who have received their education through home-schooling.

First-time freshmen applicants who have been home schooled are required to submit the following to accompany their applications:

1. An official home school transcript, signed by the individual(s) responsible for determining the educational plan and overseeing instruction. This transcript must specify by year the specific disciplines covered, the minimum number of hours per week of instruction involved and grades earned in each subject.
2. First-time freshmen applicants must complete the following course work by the time of home school graduation in order to be considered for admission:
 - Four full years of high school English (not to include English as a Second Language course work)
 - Three years of college preparatory mathematics, e.g. Algebra I & II and Geometry; four units of college preparatory mathematics, including the equivalent of pre-Calculus, are required for entrance to College of Science and Engineering programs (except pre-science)
 - Two 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; laboratory chemistry and biology are required for entrance to the Bachelor of Science-Biology degree program
 - Three years (equivalent) of social science and/or history
 - Two years of a foreign language (the foreign language requirement may be waived if compensated with additional course work in English, social studies, laboratory science and/or mathematics)
 - Two additional electives from the above listed subject areas.
3. Results from either the ACT or the SAT I. Score reports must be sent directly from the testing agency.
4. A choice of the following options to complement the home school transcript:
 - a) Results from the ACT *and*
 - SAT II subject scores *or*
 - Advanced Placement scores *or*
 - International Baccalaureate test scores in one of the social sciences or history and in a foreign language *or*

- A transcript confirming completed respective collegiate social science/history, and foreign language course work (e.g., at a community college or baccalaureate institution)
- b) Results from the SAT I *and*
- SAT II subject scores, *or*
 - Advanced Placement scores, *or*
 - International Baccalaureate scores in one of the sciences, and one of the social sciences or history, and a foreign language *or*
 - Respective collegiate science, social science/history and foreign language course work (e.g., at a community college or baccalaureate institution)**
- c) Applicants for direct admission to the nursing major must submit results from:
- SAT II *or*
 - Advanced Placement *or*
 - International Baccalaureate examinations in biology and chemistry *or*
 - An official college transcript of completed course work in biology and chemistry
- d) Applicants for direct admission to engineering majors must submit results from:
- SAT II, *or*
 - Advanced Placement, *or*
 - International Baccalaureate examinations in advanced mathematics and chemistry, *or*
 - An official college transcript of completed course work in chemistry, physics, and advanced mathematics**
- e) Applicants for direct admission to biology majors must submit results from:
- SAT II, *or*
 - Advanced Placement, *or*
 - International Baccalaureate examinations in advanced mathematics and chemistry, *or*
 - An official college transcript of completed course work in biology, chemistry and advanced mathematics**

** The requirements outlined above may be completed through a combination of the options offered, (e.g., the SAT II in a subject, collegiate course work in another subject, AP or IB results in another subject).

5. Two letters of recommendation from individuals who are not relatives or guardians describing the applicant's preparedness for education in a university community environment.
6. An essay or personal statement.
7. An approved application form: the Common Application.
8. The Seattle University Supplemental Application.
9. A \$50 dollar application fee*

* This fee is waived for the children or grandchildren of Seattle University alumni, or for the nieces and nephews of Catholic clergy who are Seattle University graduates.

Early Action

Since Seattle University recognizes that many students have determined where they will apply by the beginning of their senior year, we offer an option for those who have identified SU as one of their top choices. Early Action enables students to apply for admission and receive notification early.

This is a non-binding option and those accepted will still be free to apply to other universities and compare financial aid offers. Those accepted through Early Action are not required to commit prior to the National Candidates' Reply Date of May 1.

Early Action candidates must check the Early Action option on the Common Application and submit all required credentials (Seattle University Supplemental Application, transcript, essay, letters of recommendation, ACT or SAT scores) by Nov. 15. Those applying for Early Action will be mailed admissions notification on Dec. 23.

Early Admission

High school students with a grade point average of 3.3 or above (on a 4.0 scale) both recommended by their secondary school principal and their school counselor may be considered for enrollment after completing their junior year in secondary school. Results from the ACT or the SAT I and an admissions interview are required.

Placement Examinations

The respective departments administer placement tests in mathematics and modern languages during orientation. Entering freshmen have the opportunity to show the extent of their preparation, and the departments can determine the level at which entering freshmen begin college work.

Probationary Admission

Transfer students accepted under probationary status must achieve regular status by the end of their first year or be dismissed from the university. Students on probation may be admitted to the school of their chosen area of study. SU does not offer probationary acceptance to freshmen applicants.

Running Start Program (Policy 92-1)

Freshmen applicants who have participated in a Washington state community college Running Start program must submit community college transcripts as well as secondary school records. Transfer credits will be evaluated according to usual guidelines. (See transfer credit policy under *Academic Regulations*.) They must fulfill all other freshmen application requirements, including provision of either ACT or SAT scores.

The university will classify as first-time freshmen: a) all students who graduated from high school in the current year regardless of the number of transfer credits; and b) students attending college for the first time, regardless of when they graduated from high school.

Freshmen transfers are those who have graduated in any year other than the year of admission and have accrued one to 44 credits. Freshmen Running Start students expecting to receive a direct transfer associate of arts or associate of science degree from a Washington state community college should consult the Admissions Office directly to plan their transfer accordingly.

Admission from Other Post-Secondary Institutions (Policies 77-1 and 79-1)

A student who has established a satisfactory record at another accredited college or university, and is in good standing at the last institution attended, may apply for admission with advanced standing at SU. Applicants for transfer admission must:

1. Submit an application for admission, and an application fee of \$50, payable to SU. (This fee is waived for applicants who have or will receive a direct transfer associate of arts or science degree from a

Washington state community college immediately prior to intended enrollment at the university.) Completed transfer admissions applications must be received by the following deadlines:

Fall quarter March 1 priority deadline/up to Aug. 15 on space available basis
 Winter quarter Nov. 1
 Spring quarter Feb. 20
 Summer quarter May 15

Programs such as nursing, diagnostic ultrasound and business may establish earlier deadlines, so applicants should consult the Admissions Office directly to plan accordingly. Applicants must submit official copies of transcripts from each postsecondary institution attended. When applying for admission or readmission, failure to furnish all records from all postsecondary institutions attended, regardless of whether attempted course work was completed, places students under penalty of withdrawal of admission or immediate dismissal. The university has the option to declare credits not presented at the time of application as non-transferable.

(Note: Applications are not processed during Seattle University vacation breaks.)

2. A minimum 2.50 academic grade point average (or the minimum required by the specific school or college; consult appropriate sections of this *Bulletin*) is required for postsecondary work attempted prior to transfer. Several programs, including those offered through communication, psychology, Nursing and the Albers School of Business and Economics require a minimum 2.75 cumulative GPA for admission consideration. Probationary admission may be considered in individual cases where the applicant has a cumulative GPA between 2.25 and 2.50. No transfer applicant may be admitted with a GPA below 2.25. Courses completed at a C- (or 1.5 GPA) are transferable to fill core electives, but unless graded C or higher, transfer courses cannot fill major requirements in most departments.
3. Transfer applicants who have completed less than 45 quarter or 30 semester hours of transferable credit at other postsecondary institutions must fulfill the secondary school unit requirements for freshman admission. In such cases, an official secondary school transcript must also be submitted.

Transfer students suspended or dismissed for academic and social reasons at other institutions are ineligible for admission unless one calendar year has lapsed since dismissal or suspension. Admission may be considered at the end of this period. Two letters of recommendation are required in such cases. When assessing records for admission, grades in non-credit courses are not counted. For work completed in postsecondary institutions where academic standing is unknown or for work with private teachers, admission and advanced credit is granted only upon examination. Examinations to establish credit for such work can be taken only after the completion of 15 credits in residence. (See *Credit by Examination* section in this *Bulletin*.) For guidance and registration, the academic evaluation unit in the Registrar's Office completes tentative evaluations of transfer credit at the time of admission. Transfer policies are subject to approval by the Provost and dean of the appropriate school. (See transfer credit policy under *Academic Regulations* in this *Bulletin* for more information.)

Other Admission Standings/Requirements

Special requirements apply for the following applicants:

Bilingual Students/Permanent Residents (Policy 76-6, 2008-01)

Applicants whose native language is other than English or for whom English is a second language must demonstrate English proficiency irrespective of their length of residency in the United States, citizenship or immigration status. Students must submit results from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Michigan Proficiency Test or completed

ELS Language Centers Level 112 in the United States—this is unless they studied all four years at a high school in the United States or an international school based on the U.S. system of ninth through 12th grades and have both SAT critical reading and writing scores of 450 or higher, or ACT English sub-scores of 23 or higher.

Elder Audit Program (Policy 97-7)

People age 60 and older may audit classes on a space-available basis with the permission of the instructor and the department chair. Details may be obtained at the Office of the Registrar.

International Students (Policy 76-6)

Specific admission requirements and procedures for international students are outlined in the university's undergraduate international student application materials. These criteria differ from those applied to citizens of the United States.

Non-matriculated Students (Policies 82-2 and 92-2)

Admission as a non-matriculated student is allowed for the purpose of post-secondary or post-baccalaureate study that is not intended to culminate in a degree. Students must be in good standing at regionally accredited colleges or universities. Students are required to complete a Seattle University non-matriculated student application and submit a \$50 application fee. As they are not matriculated, these students do not qualify for financial aid or academic counseling. Applicants initially denied admission are not eligible to reapply for non-matriculated student status.

Credit is awarded for successful completion of courses completed by non-matriculated students. Those courses can not be applied toward a degree or certificate until the student has applied and been accepted as a matriculated student to a program of study and has petitioned the appropriate dean requesting to have the credits apply toward program requirements. A maximum of 15 credits of courses taken at the non-matriculated level may potentially count toward an undergraduate degree. Completion of courses does not guarantee admission into a program of study.

Not all courses are open to non-matriculいたes. During the fall, winter and spring quarters non-matriculated students will be admitted to courses on a space-available basis after all matriculated students have had the opportunity to register (typically, two weeks prior to the start of classes.) During the summer term, non-matriculated students may register when registration opens for the term.

Post-Baccalaureate Students (Policy 82-2)

Post-baccalaureate students seeking certificates, a second bachelor's degree or graduate program prerequisite course work must achieve an evaluated GPA of at least 2.50 to be considered for admission. The evaluated GPA is based on the last 90-quarter credits of the bachelor's degree and any post-baccalaureate course work. The post-baccalaureate certificate program in pre-professional health studies has standards that vary from this policy. (See the College of Science and Engineering section in this *Bulletin* for more information.)

Readmission (Policy 76-10)

Students will continue to receive registration materials and will be eligible to register for the four consecutive quarters (including summer) after the last quarter of attendance. After this point, students must apply for readmission and will be subject to the requirements of their school, department and major in effect at the time of readmission. (Refer to the Readmission Policy in *Academic Regulations* in this *Bulletin*.)