

# Admissions

---

In compliance with relevant federal and state civil-rights legislation, Saint Peter's University does not discriminate on the basis of race, creed, religion, color, national origin, nationality, ancestry, sex/gender (including pregnancy), age (except where gender or age is a bona fide occupational qualification), affectional or sexual orientation, marital status, civil union status, familial status, domestic partnership status, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability in the operation of its educational programs and activities (admission, scholarships and loan awards, access to programs and course offerings, competitive and intramural athletics, counseling, student and other employment, use of facilities, and campus sponsored extracurricular activities).

## Admission of Freshmen or First-time University Students

### Caulfield School of Education, College of Arts and Sciences, Frank J. Guarini School of Business, and School of Nursing

Admission to Saint Peter's University is based upon the student's demonstrated academic performance, academic preparation, and potential for success in college-level study. Each application is reviewed on an individual basis. Students are expected to be academically prepared for University study.

Completed applications are reviewed, in general, on a rolling basis beginning in September for the spring semester and in November for the fall semester. In some cases, applicants will be held for further evaluation with a faculty review committee. If students have not sent a complete application, the incomplete application will be held until all the necessary documents are received. Finally, some applicants may be required to submit additional information to help with a holistic evaluation; additional materials may include: updated SAT/ACT test scores, senior year grades, or an additional recommendation or personal statement.

Saint Peter's University recognizes and considers students' academic rigor as an important aspect of the admission review process. Students enrolled in Accelerated Honors, Advanced Placement or International Baccalaureate courses, or completing college-level courses through Dual Enrolled programs will be given the appropriate weight for admission consideration. The Admission Office will only consider college-prep course work in the academic areas listed below. Non-dogmatic religion courses, art and music courses will be considered as part of a dynamic Liberal Arts college preparatory curriculum.

#### Application Type:

#### Applicants are considered as a Freshman applicant if:

- student is graduating high school in the same year they intend to enroll at the University AND have less than 12 transferable college credits
- or if student is transferring from a post-secondary institution with less than 12 transferable college credits
- or if student has completed high school, in a year other than year of entry, but did not previously enroll and/or attempt post-secondary education.

Saint Peter's University requires freshmen candidates to have the following college preparatory academic units:

- four years of English
- three years of college prep math (Algebra, Geometry, Trigonometry required; pre-nursing students are required to have four years of college prep math),
- two years of history; three total social studies
- two years of a foreign language
- three years of science (two of which should be lab sciences.)\*
- Pre-nursing students must have the following science courses: laboratory based biology, laboratory based chemistry, physical science (i.e. Earth Science), any advance level science (physics, anatomy and physiology, Honors/AP level of previously taken science), and
- three (minimally) additional units in any combination of the subject areas listed above.

In exceptional cases, the Committee of Admissions may waive certain unit requirements when the quality of the applicant's overall record shows promise of success in college-level study.

NOTE: High school elective coursework, and non-college prep coursework, will be considered in the overall admission decision but may not be calculated in the cumulative GPA considered for admission.

To satisfy general admissions requirements, the complete freshman application file must include:

- a completed application (online or paper based form)
- an official high school transcript, recommend including senior year grades (official college transcript for any college-level coursework attempted and/or completed). Applicants who have completed General Education Diploma must have official test results sent along with documentation of any high school attempted/completed
- official SAT or ACT test scores (see information about test optional policy below)\*; test of English proficiency may be required for some students who have been studying in the U.S. for less than two years and for whom English is not the first language or spoken at home
- two letters of recommendation (school counselor form and a teacher recommendation)
- personal statement (written statement)

The above may be waived at the discretion, or direction, of the Vice President of Enrollment Management and Marketing or Executive Director of Admissions (or equivalent leadership title.) However, omission of any of the above information may have an impact on admission.

Freshmen applicants interested in the **Bachelor of Science in Nursing** will apply to SPU as Nursing majors and will be evaluated based on the following criteria:

- minimum of two college-prep lab based sciences (Biology and Chemistry) and a total of three years of college preparatory science; four years of college preparatory science strongly recommended
- minimum of three years of college preparatory math (Algebra I and II, Geometry) and a fourth year of college preparatory math strongly recommended
- selective consideration is based on overall cumulative grade point average, but student performance in the math and sciences is reviewed independently; a cumulative GPA of 3.0 strongly preferred
- SAT or ACT test scores (optional)

Students not meeting these criteria will be evaluated, however, consideration will be given to those whose academic record reflects the greatest level of student preparedness. Applicants not meeting the criteria for Nursing may be offered admission into alternative choice majors, or an undeclared-nursing track. Students will be given the opportunity to apply to Nursing after their first-year from the undeclared-nursing track, but are not guaranteed admission.

Students admitted upon review of application to the Nursing program will be required to meet first-year progression criteria in order to continue to the second year Nursing program. Advancement to the sophomore year, and the BSN degree program is not a guarantee. (See School of Nursing section of the catalog for progression requirements.)

### **Test Optional Policy**

For admission to Saint Peter's University, an undergraduate freshman applicant is not required to take a standardized test. Our test-optional admission policy enables undergraduate, first-year applicants to choose to not submit SAT or ACT scores with their application. Students who elect to apply to the University without submitting either a SAT or ACT score report will be evaluated on other factors including: academic achievement, academic rigor, motivation, and potential for success at the collegiate level.

A specific cohort of programs and scholarship applications will still require students to submit SAT/ACT scores for consideration unless otherwise approved to be waived by the Vice President or Assistant Vice President of Enrollment Management. The programs and scholarships include:

- Candidates for high merit scholarships
- Applicants for pre-professional join programs
- Home-schooled students

Saint Peter's does not require submission of standardized test scores as part of the admission decision process but may request students' scores for other enrollment needs. If a student chooses to enroll at Saint Peter's and took the SAT/ACT, the University will ask for the test scores to be submitted. The scores will only be used for placement testing and to study the success of the test-optional policy. If a student did not take the SAT/ACT tests, he/she will be required to take all placement exams issued by the University when preparing to enroll.

### **Accelerated BSN Program**

The Accelerated BSN program is offered to candidates holding a Bachelor degree (degree must be conferred prior to enrolling) in another discipline but who wish to earn a Bachelor of Science, Nursing degree. This program is designed as a cohort based program, 15 months continuous enrollment (fall-spring-summer-fall) to completion. Fall term admission only.

### **Application Requirements**

- Official Application (Apply online or request an application by phone or mail.) (<https://admissions.saintpeters.edu/apply/?sr/4dd2c3da-200e-4964-9e82-84df2255405d>). February 1st application deadline for fall enrollment
- Official transcripts\* from all prior nursing schools/colleges/universities attended

#### Academic Prerequisites:

- Bachelor's degree from accredited college/university
- 3.0 cumulative GPA
- B or greater on prerequisite science courses
  - Biology with lab
  - Human Anatomy & Physiology I with lab
  - Human Anatomy & Physiology II with lab
  - Microbiology with lab
- Satisfactory results on the TEAS Exam (78% or higher)
- Minimum C+ or greater on all other prerequisite courses
  - One of the following:
    - Psychology – Introduction to Psychology or
    - Sociology – Principles of Sociology
- Admissions deposit and enrollment commitment.

\*A Provisional admission decision may be processed using unofficial copies of transcripts. Official transcripts must be submitted to the Office of Admissions or the University Registrar to transition from a provisional to fully admitted student. A hold will be placed on your record until the official transcript is received. Provisional students are permitted to enroll in a maximum of 12 credits before they must submit an official transcript. Provisional students that attempt to enroll once the 12 credit maximum has been reached will be denied enrollment until an official transcript is submitted.

## **Alternative Admission Programs and Transition to College Opportunities**

### **Early Admissions**

In exceptional cases, students who have met the requirements for earning their high school diploma upon completion of the junior year of high school may apply for admission. Students must submit a letter of support from their parental guardian and from either their high school principal or guidance counselor. Students interested in Early Admission may be required to meet for an interview prior to the final admission decision.

### **Academic Success Program (ASP)**

ASP is designed to give students who do not meet the general admissions criteria previously outlined, but show great promise for success with college-level work. Students are admitted to the University and specifically to the Academic

Success Program. Students are invited to a pre-college Summer Academy, in an effort to introduce students to college success skills. This program is not credit-bearing. In addition to the benefits of Summer Academy, students are enrolled in ASP sections of core Liberal Arts classes and participate in supplementary mentoring and study skills sessions. Upon successful completion of the first year, students will complete the Academic Success Program and receive advising for transition into an academic degree program. Students are not eligible to transition into the BSN program.

### **Educational Opportunity Fund Program (EOF)**

The program offers access to higher education to students who meet the academic and financial guidelines established by the State of New Jersey and Saint Peter's University. Eligible students will receive financial and academic support services. Students are required to attend a summer program prior to their first semester as full-time freshmen. Students will have the opportunity to earn three (3) college credits during this time. Interested applicants must be New Jersey residents and should apply first for admission to Saint Peter's University through the Office of Admissions. Students admitted to Saint Peter's will then apply to EOF. Admission to the University does not guarantee admission to EOF.

### **TRIO (SSS) E.D.G.E. at Saint Peter's University**

The Student Support Services (SSS) at Saint Peter's helps low-income and first-generation students to stay in college until they earn their Bachelor degrees. The program also serves students who are disabled. All students receive tutoring; counseling and if needed remedial instruction. TRIO (SSS) offers participants a comprehensive four-year program, entitled the E.D.G.E. (Engage, Discover, Gain Experience, Excel), that features results-oriented services and activities to help increase retention and graduation rates.

### **Accelerated College Experience (ACE) and ACE Dual**

ACE is designed to enrich the educational development of academically talented high school juniors and seniors by offering these students the unique opportunity to earn up to 12 college credits for advanced course work completed at their high schools. Saint Peter's University has evaluated select courses in certain high schools and has approved the faculty, syllabi, and textbooks for college credit. All high school teachers participating in ACE have earned advanced degrees and have received special adjunct faculty status from the University for this program. To inquire whether your school participates or to recommend your school join the ACE program connect with your Guidance Office.

ACE Dual is designed to offer the opportunity for high achieving high school students to take college courses beginning their sophomore year to ultimately graduate with both a high school diploma and an Associate of Arts or an Associate of Science degree from Saint Peter's University. Students in the dual enrollment program will have the benefit of an early college experience as they will have access to all of the facilities and resources available to a traditional Saint Peter's student.

## **Admission of Transfer Students**

Students who have attended regionally-accredited two-year or four-year colleges or universities may apply to the University as transfer students. In order to qualify for advanced standing, applicants must have a cumulative GPA of 2.0 or better. However, admission is selective and the quality of previous college-level work attempted and completed will be taken into consideration for the final admission decision.

In some cases, transfer candidates may be invited to an Alternative Admission Program, like Academic Success Program in order to meet the academic standards and expectations for success in their intended program of study. In these cases, students will be required to complete the Summer Academy and meet all satisfactory academic progress requirements.

Transfer credit is granted for all previous college-level courses corresponding to courses offered at Saint Peter's University for which a minimum grade of C was earned. Additionally, other types of advanced credit like Advanced Placement and CLEP will be reviewed for possible credit equivalency. All final decisions regarding course equivalencies and credit transfer are made by the appropriate dean of the school or college the student is applying to within the University.

The maximum number of credits a student may transfer from a two-year college is 66 credits. Upper-division courses (numbered 300 and above) may not be taken at a two-year college. The maximum number of credits that may transfer from a four-year institution is 90. The last 30 credits of the degree must be completed at Saint Peter's

University. In addition, at least one-half of the major and minor credits must be completed at Saint Peter's. Credit courses from institutions with other than regional accreditation are evaluated on a case-by-case basis. Credit may be awarded according to recommendation of the American Council on Education.

### **Application Type:**

Applicants are considered transfer students if:

- students previously and/or currently enrolled, part-time or full-time, in community college, college, or university with 12 or more transferable credits
- or students who have previously completed an Associate's degree at a regionally accredited college or university
- or students who have previously completed a Bachelor's degree and are applying to the Bachelor of Science in Nursing program

Candidates applying for admission to the University with advanced standing must submit:

- an official application
- official transcripts\* of all previous college work from each institution attended
- course descriptions may be required for course evaluation

Students with fewer than 12 transferable credits are required to submit an official high school transcript and SAT or ACT test scores. (students who have not previously taken standardized test scores or test scores five years or older will not be required but may be required to submit a personal statement.)

\*Provisional admission decision may be processed using unofficial copies of transcripts, but official versions must be received in order to be fully admitted to the program. Students will have within their first 12 credits to submit all outstanding official transcripts to the Office of Undergraduate Admission. A hold will be placed on the student account that will prevent registration beyond 12 credits if not received.

### **Transfer Admission to the BSN Nursing Students**

Transfer applicants wishing to be considered for the generic BSN Nursing Program are selected based on a combination of criteria including, but not limited to, pre-requisite course work, academic performance in general, and academic excellence in required courses. Space in upper-level Nursing is limited, and ability to receive new students is evaluated annually.

Students should present a minimum GPA of a 3.0 or higher. Pre-requisite courses must be completed prior to matriculating into the program; students in progress of course work may present mid-term grade reports during the admission process, but will be required to show final grades for enrollment. Additionally, transfer students must complete the TEAS V test with a score of at least 78%. Students in progress of completing the TEAS V but have met all other admission selection may be conditionally admitted however, final TEAS V results must be received prior to matriculation. Transfer applicants will be evaluated holistically using all admission material submitted.

NOTE: Students transferring from other Baccalaureate Nursing programs are required to have a B- (2.7) or higher cumulative grade point average. Students may not transfer into the BSN program from another Saint Peter's University program.

Pre-requisite coursework for the Generic Nursing Program (year one or year two) include:

- Biology with B or better
- Chemistry with lab with a B or better
- Anatomy and Physiology I and II with lab and C+ or better. B- or better strongly recommended.

NOTE: Science coursework must not be more than five years old from time of enrollment

- Liberal Arts curriculum requirements include, but may not be limited to:
  - English I and II (Composition and Literature)
  - College level Mathematics (College Algebra and Statistics)
  - History, Psychology (Developmental) and Sociology
  - Philosophy and Ethics

- Students are required to take the TEAS V skills assessment test with a score of 78% or higher (no more than two attempts)
- Students applying from other nursing programs may not have any failing grades, nor have been expelled from the Nursing program

Students applying to the University's upper-division RN-BSN Nursing Program leading to the degree of Bachelor of Science in Nursing must submit additional materials; please contact the Office of Admission for information about additional criteria.

### **Transfer Admission to Caulfield School of Education**

Transfer applicants wishing to be considered for the Caulfield School of Education will be evaluated based on previous college-level coursework and achievement. The following criteria is based on the New Jersey state certification board and are required in order for the student to receive licensure and certification. Students may be admitted to the Caulfield School of Education but must maintain, and complete, these requirements to meet state standards for certification.

Enrollment criteria include:

- Cumulative grade point average of 3.0 or higher: students must maintain a 3.0 or better once enrolled.
- Successful completion of either ED-160 (Education and School in Multicultural Society) or ED-170/ED-203 (Child and Adolescent Psychology or Educational Psychology.)
- Students must also complete an entrance interview with, and receive a recommendation from, a School of Education faculty member.
- Complete and pass Praxis I Core Exam.

Students will have until the end of the first semester of enrollment to meet these standards. Inability to meet the requirements will result in the student being advised into another program of study within the University.

### **Transferring to Saint Peter's University Honors Program**

Students who wish to be invited to the Honors Program must have a cumulative grade point average of 3.5 or higher. Students will be invited upon acceptance to the University and after consultation via interview with the Honors Program Director.

### **Transferring to Saint Peter's University EOF Program**

Transfer students who wish to be considered for EOF at Saint Peter's University must have participated in the EOF Program at the previous institution. Applicants must first proceed through the application process through the application for admission. If admitted to the University, students can then submit an application for EOF.

### **NJ Community College Partnerships and Transferring to Saint Peter's University**

Saint Peter's University holds several New Jersey Community College partnerships to assist students enrolled in Associates degree and who wish to transition to a Bachelor degree program. The University continues to add partnerships for admission with benefits like generous scholarship incentives, internships and career preparation opportunities. To find out more about partnerships and agreements please contact the Office of Admission at 201-761-7100 or visit our transfer admission page of the website at [www.saintpeters.edu/transfer/](http://www.saintpeters.edu/transfer/). Saint Peter's is a member of NJTransfer.org.

## **Admission of International Students (Freshmen and Transfer)**

### **Application Process**

The Admission Committee will review completed applications thoroughly, and will consider academic achievement, difficulty of curriculum, standardized test scores, personal statement/essay, letters of recommendation, and extracurricular involvements. Undergraduate applicants must show evidence of achieving the equivalent of a high school diploma in the United States. Transfer applicants must show the equivalency of university-level study appropriate for pursuing a Bachelor's degree in the United States.

### **Application Type:**



- International applicants are any student applicant who does not hold U.S. Citizenship nor permanent resident student status.

International Applicants (freshmen and transfer) must submit material in addition to what is required above:

- Official transcripts in original language with English language translation/evaluation (if applicable). Transfer students are required to submit a course-by-course evaluation of courses taken at the post-secondary level outside of the United States from a NACES approved evaluation service; transfer students applying to Nursing must use the World Education Service (WES) evaluation services.
- Official copy of TOEFL, or IELTS if English is not the student's native language; students may also provide evidence of English proficiency with a minimum of 450 or higher on the SAT Critical reading (or equivalent on the ACT).
- All applicants seeking an F-1 student visa are required to submit an affidavit of financial support with proof of funding. Contact the Office of Admission for more information.
- Copy of main passport page.

### **Additional Information about evaluating International Applications**

#### **Evidence of Educational Experience**

To evaluate educational background fairly and accurately, the University needs specific information about a prospective student's schooling and examination/test results. All official documents must be submitted directly from the appropriate issuing institution(s) to Saint Peter's. These documents must list courses taken with credits, points, or hours per course and grades awarded, and must specify any educational degrees, certificates, or titles awarded. These documents must bear the original seal or stamp and the signature of an official of the issuing institution followed by a certified English translation (if applicable). Applicants can utilize their local EducationUSA office for assistance in verifying documents. Any documents received from an EducationUSA officer or directly from the issuing educational institution office are deemed as original documents.

Examination results and score reports must be sent directly from the testing/examination authority to Saint Peter's. Examples of such examinations are the TOEFL, IELTS, SAT, ACT, or completion of an approved language level at one of the University's ESL partner institutions. Please visit [www.saintpeters.edu/international](http://www.saintpeters.edu/international) for minimum testing requirements. Certified copies may be accepted while we wait for originals.

The University asks that applicants provide explanation(s) on a separate sheet of paper if they have had additional years of schooling or if education differs from the requirements for admission to the major institutions of higher learning in the applicant's home country.

Saint Peter's University reserves the right to verify all submitted documents with the issuing institution. Applicants may be asked to provide further proof of your educational history.

#### **Personal Statement/Essay**

Applicants are asked to write a personal statement, as part of the application process, of at least one page (500 words). The questions can be found within the international student application.

#### **Letters of Recommendation**

Letters of recommendation should be sent by the applicant's school guidance counselor, headmaster, English teacher, teacher of choice, and/or community volunteer supervisor. Forms for the recommendation are included with this application but may be substituted with a written letter on school or company letterhead.

#### **Notification of Admission Status**

Applications are reviewed after receipt of a completed application packet and supporting documentation. If any portion of an application packet needs further action the University will notify the applicant via e-mail. As soon as the application is complete, an admission decision will be made, and applicants will be notified by the Admission Office and the decision will be posted to the students online application portal. The Admission Office is the only office authorized to notify international students of their acceptance to Saint Peter's. Depending on where an applicant

lives, they can expect an admission decision on a completed application within three weeks after receipt of ALL application materials.

### **International Student Application Deadlines**

It is recommended that applicants submit a completed application packet at least three months before the semester in which they wish to enroll. In order to process an application for admission in a timely manner, the following deadlines have been established:

Fall Semester.....August 1; one month prior to the starting term

Spring Semester.....December 1; one month prior to the starting term

The University may consider completed applications received after the specified deadline as time permits.

### **F-1 Status (Student Visa)**

International students are permitted to study in the United States if they meet U.S. Immigration and Naturalization Service requirements. An F-1 visa to enter the U.S. is issued only to students who: a.) present evidence of regular admission to a full-time course of study in the U.S.; b.) have financial support for the entire period of study in the U.S.; and c.) intend to return to their home country once studies are completed.

The U.S. embassy or consulate in a student's area will be able to provide the specific requirements for applying for an F-1 visa from the home country. To be eligible for an F-1 visa, students must present a Certificate of Eligibility (Form I-20 A-B) issued by the U.S. institution at which they plan to study. Saint Peter's can issue Form I-20 only to those students who meet all admission requirements as specified in this application packet. Students currently on F-1 visas can be issued an Intent to Transfer form.

### **Documentation for Travel from *Outside* the U.S.**

Students will be mailed the Form I-20 with their acceptance letter. Students will present this form, along with supporting documentation, to the U.S. embassy or consulate in their area. Students must have a valid passport issued by their home country for the visa application process and pay any necessary processing fees. Collecting documentation and scheduling appointments to complete the visa application process may cause unexpected delays. Therefore, it is recommended that students complete and submit the application packet to Saint Peter's at least three months prior to the semester in which they plan to begin studies. Early submission should allow ample time to receive the Form I-20, meet with U.S. consular officers, and make travel arrangements.

### **Documentation for Travel from *Inside* the U.S.**

Upon a student's acceptance, they will be mailed a Transfer Authorization Form (to be completed by the designated official at the student's current institution) to verify the F-1 status. Students who will come to Saint Peter's from within the United States will be issued a Form I-20 after the transfer process has been completed. If students plan to return to their home country, or travel outside the U.S. before coming to Saint Peter's, the student must notify the Saint Peter's University international student advisor of their intentions at least three weeks prior to departure from the U.S. so appropriate arrangements can be made and documentation can be prepared for the student to reenter the U.S. Applicants in any status other than F-1 will be sent further instructions for status change if necessary.

## **Admission of Veterans**

All veterans who were students in good standing at Saint Peter's University before entering the service will be readmitted if they apply in due time before registration. Veterans who have not previously attended any institution of collegiate rank should follow the admission procedures for new students. Veterans who have attended another institution and wish to transfer to the University should follow the admission procedures for transfer students.

Credit for formal service courses and schools, when granted, is based on the recommendations described in *A Guide to the Evaluation of Educational Experience Gained in the Armed Services*, published by the American Council on Education. Credit also is granted for college courses sponsored by the University of Maryland and made available to service members.

Veterans who are eligible to receive tuition benefits from the Veterans Administration should file the necessary forms.



Saint Peter's University participates in the Yellow Ribbon program. After the Post 9/11 G.I. Bill benefits are applied, the University will match the 50% Yellow Ribbon contribution towards the tuition balance.

In accordance with Title 38 US Code 3679 subsection (e), this Saint Peter's University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Saint Peter's will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Students with Disabilities

Students with learning disabilities may be admitted to Saint Peter's University provided they meet the University's standard requirements for admission. **Saint Peter's University does not offer a comprehensive program for students with learning disabilities.** However, accommodations will be made whenever possible. For more information, please refer to the section on Academic Policies and Regulations.

*All admission criteria, policies and procedures are held with respect to success for student enrollment and transition. However, any policy and criteria may be adapted given force majeure factors. In addition, the Vice President or Assistant Vice President for Enrollment Management and Marketing (or equivalent leading title role) may waive criteria with discretion.*