

UNDERGRADUATE ADMISSION

St. Francis College seeks to admit students who present evidence that they can successfully pursue courses leading to a degree. Freshman applicants must submit evidence of successful high school completion and an application for admission. Although submitting SAT or ACT test scores is optional for many programs, it is required for others like the Nursing Program.

While admission to St. Francis College is competitive, the admissions committee seeks a student body that is ethnically and socially diverse and applicants who have the potential to succeed in college. Students are encouraged to visit the campus and meet with an admissions counselor before applying.

The College admits individuals of any race, religion, and national or ethnic origin to the rights, privileges, programs, and activities offered to students at the school. It does not discriminate on the basis of sex, race, religion, national or ethnic origin, or disability in the administration of educational or admissions policies, scholarships, and loan programs or other college-based programs.

Students who are interested in admission to the College can file an application online at apply online (<http://sfc.edu/admissions-aid/apply-online/>). The application is only available online. Applicants needing accommodations should contact the Office of Admissions at 718.489.5200.

Admission Requirements

High School Graduates

Applicants seeking an associate's or bachelor's degree must present an official transcript from an approved secondary school. Freshman applicants must submit evidence of at least a 71 GPA and successful High School Completion. Applicants who do not meet these requirements may be considered for admission but will be asked to complete additional academic activities. All accepted freshmen are required to take a Skills Assessment administered by St. Francis College.

High School Equivalency Applicants

Applicants seeking an associate's or bachelor's degree who have a recognized High School Equivalency Diploma should present a transcript of their New York State (or other) Equivalency scores. New York State home-school students must submit a letter of substantial equivalency from the Superintendent of Schools. Home School students must submit a final copy of their academic transcript from a state recognized Home School Agency and a letter from the local school district verifying graduation upon enrolling at the College. All accepted students are required to take a Skills Assessment administered by St. Francis College. The office of Admission reserves the right to request additional documentation and to waive certain requirements as part of the admission process.

Foreign Language Students

Applicants seeking an associate's or bachelor's degree whose native language is not English must demonstrate English proficiency. St. Francis College accepts Test of English as a Foreign Language (TOEFL) and International Language Testing System (IELTS), as demonstration of English proficiency. More information can be found at www.sfc.edu/international/.

International Students

Students who are not U.S. citizens or U.S. permanent residents may apply to St. Francis College. St. Francis College is authorized by federal law to enroll non-immigrant aliens for the purpose of obtaining a degree. Persons who seek admission should file an application, and submit a transcript of high school record (translated) and proof of high school graduation (diploma), and proof of English proficiency. Other required admissions materials, such as standardized test scores and college transcripts, will be communicated to the applicant. In addition, students whose native language is not English must also follow the requirements for foreign language students listed above. More information on admissions requirements for international students can be found at www.sfc.edu/international/.

St. Francis College complies fully with the Student and Exchange Visitor Information System (SEVIS). Because of the time required to properly enter a student's information into SEVIS and because of the diversity of documentation, students must present documents well in advance of their anticipated entrance date. For further information, contact the Office of Admissions directly at admissions@sfc.edu.

Other Applicants

Applicants seeking an associate's or bachelor's degree who do not meet the above-mentioned criteria may be admitted to St. Francis College after a review and assessment of their educational background. When the preparation differs from the stated requirements, the record will be reviewed by the Office of Admissions for evidence of unusual aptitude, especially in those studies that are prerequisite for the curriculum the applicant wishes to pursue. The number of such students admitted and the conditions for admission are strictly controlled.

Non-Matriculated Students

The College welcomes those who wish to take one or more courses but who do not wish to seek an Associate's or Bachelor's Degree. Such persons may be accepted as non-matriculated students, space permitting. Application for admission to the College is required; acceptance is based on an assessment of the applicant's ability to do college-level work. Non-matriculated students who have taken 2 semesters or less of college-level work, must provide a copy of their official High School transcript to proceed. Non-matriculated students who have taken more than 2 semesters of college-level work, must provide a copy of their official college transcript to proceed. Non-matriculated students are enrolled in courses, but have not fulfilled the requirements for admission to a degree program; non-matriculants must be admitted to a degree-granting program before any degree can be awarded. Non-matriculants may earn a maximum of 45 credits in this status. To continue beyond 45 credits; students must be admitted to a degree-granting program.

Advanced Standing

Transfer Applicants

Transfer students are those who have withdrawn from another college or university and have been admitted to St. Francis College to complete their course of study. Holders of associate's degrees earned at accredited two-year colleges are also given transfer status. Transfer students must submit official transcripts from all previously attended schools as well as a final official secondary school transcript. A catalogue from the colleges previously attended may be requested. Generally, credits will be allowed only for courses appropriate to the curriculum selected at St. Francis College and where records show course grades equivalent to or higher than the St. Francis grade of C. A maximum of 98 credits

may be accepted toward a bachelor's degree; 32 towards an associate's degree. All students must complete a minimum of 30 credits in residence before any undergraduate degree is conferred. Transfer courses from 10 or more years ago may be subject to Department approval. Transfer applicants must submit evidence of at least a 2.0 GPA to be considered for admission.

Advanced Placement Program (AP)

Students who have completed a college-level course in high school may qualify for advanced placement by achieving a score of 3, 4, or 5 on the Advanced Placement (AP) Test of the College Entrance Examination Board. Questions regarding advanced placement should be addressed to the Office of Admissions. Information about Advanced Placement Tests may be obtained from the Educational Testing Service, P.O. Box 592, Princeton, N.J. 08540. www.ets.org (<http://www.ets.org>).

Credit through the College-Level Examination Program (CLEP)

Advanced standing with credit will be granted upon successful completion of the College Level Examination Program, General Examination, or Subject Examination of the College Entrance Examination Board, Princeton, N.J. Credit is also granted for satisfactory grades earned through the NYU Language Proficiency Exams and through completion of the Excelsior Examinations conducted by the New York State Education Department. Information may be obtained by contacting the respective agencies. Test results should be forwarded to the Office of Admissions for evaluation. Continuing students seeking to apply CLEP exam results to their records please see Academic Policies-Courses at Other Institutions.

Military Experience Credit

Honorably discharged veterans or active duty service members who have completed 6 to 18 months of active service in either the U.S. Armed Forces or those of another country may be granted five credits of the elective requirements toward a degree; those who have completed more than 18 months of service may be granted 10 credits of the elective requirements. Additional ACE equivalency credits may be granted with the submission of an official military (JST, AARTS, SMART, CGI) transcript. Appropriate documentation must be submitted to the Office of the Academic Dean.

Prior Learning Assessment

St. Francis College grants credit for learning acquired outside the classroom through its Prior Learning Assessment Program. This Program is available to all students pursuing a bachelor's degree. Students must submit a portfolio for their prior learning to be assessed. They must petition for a specific number of credits in academic areas in which they are presenting prior learning experience. The course fee is assessed based on the number of credits granted.

International Baccalaureate Program (IB)

Students who present an official transcript from an International Baccalaureate Organization (IBO) with the designation "Diploma Awarded" are eligible to transfer credit from the International Baccalaureate Program to St. Francis College. Only courses designated level "HL" (higher level) with a score of 4 or higher may be accepted for credit. Students who present an official transcript from an IBO with the designation "Certificate" are only eligible to receive transfer credit for HL subjects with a score of at least 5. Contact the Office of the Academic Dean for further information.