

Admissions Information

Contact Information

University of Saint Francis
Office of Admissions
2701 Spring Street, Trinity 110
Fort Wayne, IN 46808
260-434-3279
1-800-729-4732
www.sf.edu
admis@sf.edu

The University of Saint Francis encourages applications from qualified students regardless of age, race, creed, gender, disability, or national origin. The student body at the University of Saint Francis consists of students who enter directly out of high school; those who transfer from other colleges and universities, and adults who wish to expand their horizons or improve their position in life.

Admission of First-Time Freshman

While no set pattern of high school subjects is required, candidates for admission should pursue the university preparatory curriculum offered by their secondary school. Indiana students are strongly encouraged to complete the “Core 40” or academic honors high school curriculum. Students considering courses in the medical sciences, including nursing, should successfully complete at least one year each of high school chemistry, biology and algebra. High school students who take advanced placement (AP) courses are encouraged to take the CEEB (College Entrance Examination Board) advanced placement examinations and have their scores sent to the University of Saint Francis. The university grants college credit for CEEB examinations. (See also Prior Learning Assessment in Academic Policies.) International Baccalaureate credits will be evaluated on an individual basis.

Entrance Requirements

For admission to the University of Saint Francis, incoming students should meet the following requirements:

1. Graduate from an accredited high school.
2. Rank in the upper 1/2 of the high school graduation class.
3. Have a 2.3 grade point average on a 4.0 scale.
4. Earn a Scholastic Aptitude Test (SAT) recentered score of 1000 or above (Verbal/Critical Reading and Math combined) or an American College Test (ACT) composite score of 21 or above. This requirement applies to all first-time applicants who will graduate or have graduated from high school within the last two academic years. Information and application for either test may be obtained from your high school guidance counselor.

5. Students who did not graduate from high school must have completed the General Educational Development (GED) tests and must have a total score of 2,500 with no sub score below 500. Prior to 2002, a composite score of at least 50 and no sub-score below 40 is required.

Candidates who do not meet the criteria for automatic admission to the University of Saint Francis may still apply for admission. Applications for admission will be reviewed by the Academic Review Committee.

Procedure for Admission

- Request an application for admission from the Office of Admissions. A high school student may apply for admission any time after having completed six semesters of high school and having taken either the SAT or ACT test.
- Send the completed application and a \$20 application fee to the Office of Admissions, or apply online at www.sf.edu for free.
- Request that an official copy of your GED score and/or high school transcript, showing rank in class, grade point average, SAT or ACT test results and/or GED score sheet be sent directly to the Office of Admissions.
- Provide official transcripts from all colleges or universities that you have attended including dual enrollment in high school.
- Provide a short essay telling why you wish to attend the University of Saint Francis, specifically including the following:
 - What would make you a successful student at USF?
 - Why is USF a good fit for you?
 - Why have you chosen your intended major, and what do you know about the profession?
- Veterans must submit a DD214.
- Admissions Policy for Applicants Convicted of a Misdemeanor or Felony

An applicant's admission on his/her application that he/she has been convicted of a misdemeanor (other than routine traffic offenses which do not involve property or personal injury) or felony will be considered along with other factors in determining whether the applicant meets the admissions criteria for becoming a student at the University of Saint Francis. The nature of the particular crime as well as the punishment will also be considered. Applicants who indicate their conviction of a misdemeanor or felony are required to provide details and documentation of the conviction(s), including but not limited to:

- a. the nature of the crime
- b. when it took place
- c. where it took place
- d. whether it was a crime of a violent or sexual nature
- e. the sentencing or plea agreement (if applicable)
- f. where the individual was incarcerated (if applicable)
- g. statements from the applicable corrections department explaining the release, completion of sentence or rehabilitation program completed and terms of probation or parole

Two additional letters of professional reference will also be required for those applicants seeking admission with misdemeanor or felony convictions.

If the applicant checks “yes,” but claims that the misdemeanor or felony has been expunged, then supporting documentation to prove that must be submitted to the Admissions and Academic Progress Committee (AAP) as well.

Procedure for Admission for a Home Schooled Student

- Request an application for admission from the Office of Admissions.
- Submit the completed application form and a \$20 application fee to the Office of Admissions or apply online at www.sf.edu for free.
- Provide a short essay telling why you wish to attend the University of Saint Francis, specifically including the following:
 - What would make you a successful student at USF?
 - Why is USF a good fit for you?
 - Why have you chosen your intended major, and what do you know about the profession?
- Request an official typed high school transcript (or equivalent) showing your grade point average and SAT or ACT results to be sent directly to the Office of Admissions.
- Submit a list of extracurricular activities and a
Submit a bibliography of books you have read during your high school years.
- Submit a reference completed by someone other than a family member.

There is no closing date for application, and notification of acceptance is made on a rolling basis. Preference in financial aid, housing and course selection may be given to those with early acceptance. Because certain competitive programs may fill, forming waitlists, early application is encouraged.

After Notification of Admission

Once the applicant has been notified of admission to the University of Saint Francis, the following steps must be completed:

- All degree-seeking undergraduate students are encouraged to submit a confirmation fee of \$150 within 30 days of acceptance. This deposit is applied toward the first semester’s bill at the University of Saint Francis.
- Students seeking on-campus housing must submit a \$200 deposit which guarantees on-campus housing.
- Deposits are refundable until May 1 for fall applicants and December 1 for spring applicants.

- High school students must request that an official copy of their high school transcript showing senior-year grades and date of graduation and/or GED score be sent directly to the Office of Admissions.

Admission of Transfer Students

Candidates attending other colleges and universities may transfer to the University of Saint Francis at any time during their academic career.

To be considered for admission to the University of Saint Francis, a transfer student must:

- Send a completed application and a \$20 application fee to the Office of Admissions or apply online at www.sf.edu for free.
- Request that an official copy of the final high school transcript (must include date of graduation) and/or GED score be sent directly to the Office of Admissions.
- Request that official transcripts from ALL colleges and universities attended be sent directly to the Office of Admissions. Students who have earned a cumulative grade point average of 2.3 or better will be considered for admission.
- Veterans must submit a DD214.
- Admissions Policy for Applicants Convicted of a Misdemeanor or Felony
An applicant's admission on his/her application that he/she has been convicted of a misdemeanor (other than routine traffic offenses which do not involve property or personal injury) or felony will be considered along with other factors in determining whether the applicant meets the admissions criteria for becoming a student at the University of Saint Francis. The nature of the particular crime as well as the punishment will also be considered. Applicants who indicate their conviction of a misdemeanor or felony are required to provide details and documentation of the conviction(s), including but not limited to:
 - h. the nature of the crime
 - i. when it took place
 - j. where it took place
 - k. whether it was a crime of a violent or sexual nature
 - l. the sentencing or plea agreement (if applicable)
 - m. where the individual was incarcerated (if applicable)
 - n. statements from the applicable corrections department explaining the release, completion of sentence or rehabilitation program completed and terms of probation or parole

Two additional letters of professional reference will also be required for those applicants seeking admission with misdemeanor or felony convictions.

If the applicant checks “yes,” but claims that the misdemeanor or felony has been expunged, then supporting documentation to prove that must be submitted to the Admissions and Academic Progress Committee (AAP) as well.

Once the candidate has supplied all necessary documents, the Office of Admissions will review his or her record and make a decision about the student’s acceptance to the university. After notification of acceptance, the student will receive a transcript evaluation from the Registrar within two to four weeks which shows how transferred credits fit within the student’s planned program of study. Only coursework with a grade of “C” or above will be reviewed by the registrar’s office for transfer credit.

All degree-seeking undergraduate students are encouraged to submit a confirmation fee of \$150 within 30 days of acceptance. This deposit is applied toward the first semester’s bill at the University of Saint Francis and confirms their place in the class.

Students seeking on-campus housing must submit a \$200 deposit which guarantees on-campus housing. Each deposit is refundable until May 1 for fall applicants and December 1 for spring applicants.

Students who attend or have graduated from a school that is non-accredited or a college that is not regionally accredited may contact the Director of Admissions for information or clarification about acceptance and validation of credit.

Placement Tests

A combination of student records and placement tests is used to place students in the appropriate level courses. Placement tests are required for all incoming freshmen. Transfer students may also need to take one or all of the placement tests.

Admission of International Students

Students from foreign countries who wish to study at the University of Saint Francis should start their correspondence eight to 12 months prior to enrollment and must:

- Submit a completed application and supporting documents.
- Present official records of completion of academic work comparable to a secondary school program in the United States. All documentation in languages other than English must be accompanied by certified English translations and a course-by-course evaluation completed by World Education Services (WES) or a similar organization.
- Provide certification of English proficiency by earning a score of 550 or above on the paper and pencil test, 80 or above on the internet based test, or 213 or above on the computerized version of the Test of English as a Foreign Language (TOEFL). Students who do not complete this requirement must demonstrate their mastery of English by completing an ESL (English as a Second Language) program prior to beginning their university coursework.

- Show proof of financial capability sufficient to meet all expenses for one year. Once an applicant has provided this documentation, and after the applicant has been accepted for academic admission, a deposit of \$150 in U.S. currency must be submitted to the University of Saint Francis Office of Financial Aid. After the deposit is received, the I-20 form needed to obtain a student visa will be issued. The University of Saint Francis offers no financial support to international students.
- Show proof of adequate health and accident insurance coverage upon arrival in the U.S., or arrange for such coverage.

Admission of Non-Degree Students

Individuals who wish to enroll at the University of Saint Francis without working toward an academic degree are classified as non-degree students. Non-degree students may apply for regular admission and must meet all requirements of the standard admission process. See the Director of Admissions for more information.

Non-degree students fall into the following four categories:

Guest Students

Students enrolled at other colleges or universities who wish to earn credit at the University of Saint Francis must secure a letter of good standing or official transcript and approval of their attendance from the dean or registrar of their home college. This letter or transcript, a completed Application for Admission, and a \$20 application fee (or apply online at www.sf.edu for free) must be submitted to the Office of Admissions at USF.

Adult Students

Students age 24 and over interested in enrolling part time and taking courses for credit, for self-enrichment, and/or for job improvement may apply as non-degree adult students. Students must submit an official transcript from the last academic institution attended, a completed Application for Admission and a \$20 application fee (or apply online at www.sf.edu for free). Adult students 55 years of age or older will receive a tuition discount per credit hour.

Audit Students

Students who wish to enroll in a course or courses on a non-credit basis are classified as audit students and must complete an audit application form. No other credentials are required for admission, and no application fee is charged. Audit students receive a grade of "AU" and no college credit for their courses. Students registering as audit students are requested to consult the current semester schedule for the per-credit-hour audit fee. To audit, students must have met the prerequisites for courses or have the instructor's permission to take the class. Audit students may register for open classes only and can register the day after current student registration. Audit students will receive a tuition discount per credit hour. Audit students must reapply each semester. Contact the Office of Admissions for more information.

Achieving Credits Early (ACE) Students

High school and home school students must meet the following criteria to begin part-time classes as non-degree students at the University of Saint Francis: satisfactory scores on the SAT or ACT (PSAT or PLAN for sophomores and juniors) and rank in the upper half of their class. High school sophomores must have a 3.3 grade point average, juniors and seniors must achieve a grade point average of 3.0 on a 4.0 grading scale.

High School Students

- Submit the completed application and a \$20 application fee to the Office of Admissions or apply free on line at www.sf.edu.
- Submit an essay expressing why you wish to participate in the Achieving Credits Early program and why you feel you would be successful at the University of Saint Francis.
- Request that an official copy of your high school transcript, showing rank in class, grade point average, and SAT or ACT score (PSAT or PLAN score for sophomores or juniors), be sent directly to the Office of Admissions.
- Submit, from a guidance counselor or teacher, a letter of recommendation or a University of Saint Francis reference request form.

Home School Students

- Request an application form from the Office of Admissions.
- Submit the completed application and a \$20 application fee to the Office of Admissions or apply online for free at www.sf.edu.
- Submit an essay expressing why you wish to attend the University of Saint Francis and why you believe you would be successful here.
- Request that an official typed copy of your high school transcript, grade point average, and SAT or ACT score (PSAT or PLAN score for sophomores or juniors), be sent directly to the Office of Admissions.
- Submit a list of extracurricular activities
- Submit a bibliography of books you have read during your high school years.
- Submit a letter of recommendation by someone other than a family member.

ACE students will receive a tuition discount. Contact the Office of Admissions for more information.

Readmission

Students whose studies at the University of Saint Francis have been interrupted for one or more semesters must apply for readmission. All students readmitted to the university are readmitted under the degree requirements in effect at the time of readmission.

A student who left in good standing and is requesting readmission must:

- I. Complete a readmit application and submit it to the Office of Admissions.

2. Request that official transcripts from all institutions attended since leaving the University of Saint Francis be sent to the Office of Admissions. Transcripts will be evaluated and the cumulative GPA will be calculated by the Registrar.
 - a. Students whose cumulative GPA is 2.3 or higher on a 4.0 scale will be notified of readmission by the Office of Admissions and will be sent an updated evaluation of all courses.
 - b. Students who left the University of Saint Francis on suspension must complete the readmit application and submit a letter addressed to the Admissions and Academic Progress committee stating:
 - Why they wish to return to USF.
 - What they have done since leaving USF.
 - Why they feel they would be successful now at USF.
 - c. Students whose cumulative GPA is below 2.3 will be reviewed by the Applicant Review Committee and/or Admissions and Academic Progress Committee. Students who are currently on suspension from another institution will not be readmitted until the suspension is served and they are eligible to return to that institution.
3. Once a student is readmitted, he or she should contact the academic department to set up a time to register with an academic advisor.