

ADMISSION POLICY GUIDELINES

2018-2019 Academic year

(entering class of Fall 2019 and Spring 2020)

Our mission at Stetson University is to provide an excellent education in a creative community where learning and values meet, to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world. Stetson University welcomes another class of daring, hardworking, open-minded and caring learning, who will thrive in the classroom and bring vibrancy to our Deland campus, where impassioned teaching and engaged and rigorous learning are the hallmarks of the Stetson experience.

Admissions Philosophy

We seek intellectually motivated and academically-talented individuals with leadership potential and records of personal growth and community service - students who will thrive in our classrooms and bring vibrancy to our campus. We review each application individually and holistically, taking into consideration qualities of academic preparation (which includes both rigor of course work and grades), extracurricular activities, leadership potential, potential for adding a unique perspective, individual talents and character, recommendations, and, with the exception of test score optional candidates, ACT or SAT test scores.

Admissions Committee

The goal of the Admissions Committee is to advise the admissions office in establishing and to monitor progress of general admission standards that will promote the educational and enrollment goals of the University. The goal of the Admissions program is to enroll the best students for Stetson by recruiting the most qualified and diverse student body so that the richest possible learning environment will be provided.

Standards for admission to the University are reviewed annually by the Faculty Admissions Committee. The notification of admissions decisions is issued by the Admissions Staff in accordance with the guidelines set by the Admissions Committee at the beginning of each academic year. Each candidate's application is evaluated by a member of the Admissions Staff; final admissions staff decisions are approved by the Director of Admission, or the VP of Enrollment Management. In the past, in the event that the applicant is not admissible based on initial review, the file was referred to the Admissions Committee for individual review. Presently, the consolidated report will be presented to the committee on a regular basis and the decision will be made by the committee review team of the admissions office.

Either the Calculated Index Spreadsheet or the Committee Evaluation Review Sheet is completed by each reader of the application. Each application is reviewed for quality of the academic performance of the student and the student's ability to contribute to the Stetson Community. The committee is encouraged to consider all relevant information including extra-curricular performance, talent, character and other non-cognitive factors in their review.

From 2011-2018, Admissions decisions are based upon a calculated index derived from four components: high school GPA (45%), SAT or ACT (28%), high school rank (15%) and/or high school rigor (12%). Stetson University has obtained the services of Paul Hamborg, President of Enrollment Research to analyze and provide a predictive model to calculate each index. Each index is based upon historical data. A set of sixteen are used. The index is calculated based upon the data that is available from the four components. For example: if a student chooses to exclude their SAT/ACT score (optional) or the high school rank is not maintained at their

school, only two components are used to calculate the index and the percentage of weight is redistributed.

The predictive model was established and updated based upon the success of enrollment and retention historical data (5 yrs.).

For fall 2019, the following adjustments were made: high school rank (54%), high school GPA (18%), SAT or ACT (22%), and/or high school rigor/quality (6%)

In the case of admissible students, a complete file must, at a minimum, include a signed copy of the application (e-signatures are valid) and a transcript containing a minimum of six semesters of grades and official test scores. Whereas most successful candidates must also have the recommendation of the high school or college counselor and/or the recommendation of an admissions staff member and a writing sample, in cases of a solid academic background, these additional items may be waived. Such waivers must be documented and noted in the files. Test score optional applicants will generally require the maximum application completion.

FIRST YEAR STUDENTS

REGULAR DECISION

Applications may be submitted after the completion of six semesters and files may be reviewed for admission at any time after that. According to NACAC principles, however, notification of admission may not be made till September 1st.

The holistic review of files is listed in appendix A and published in the Common data Set.

Admission will be offered if the following criteria are met:

1. A minimum of 16 academic units with a minimum of 4 units in English, 3 in mathematics (including Algebra II), 3 in natural science, 2 in social science, and 2 in foreign languages (including American Sign Language).
- 2) Minimum ACT/SAT/GPA relationships according to the following scale:

<u>Required SAT/ACT</u>	<u>Min. Weighted GPA</u>
SAT 1000 (ACT 21) with V not <500 nor M not <500	3.0
- 3) No more than two full year letter grades of D or lower in the last 2 years of high school.
- 4) In addition, students who meet these criteria and have an index of 6 or 7 are then reviewed by the director of admission, the associate director or the vice president of enrollment for a decision to refer to the committee or a recommendation for admission.
- 5) Index of 7, or 8 for test score submitters or index of 5,6,7, or 8, for test score optional will be reviewed for retention indicators such as athletics, music or other strong affiliation indicators, more rigorous coursework such as AP, IB or Cambridge exam levels, a 3.3 and other indicators identified by the IR and student success offices. Need-aware admissions may be applied at any point of the cycle but is usually reserved for admission after May 1.

Students whose academic and co-curricular record does not meet regular decision criteria may be denied admission to the University or may be referred to the Admissions Committee for further consideration.

The Admissions Committee may recommend acceptance, denial, waitlist, deferral to School of Music for Music Only review, deferral to VP for Enrollment Management for executive decision, or deferred for additional information.

WAITLIST

Enrollment at Stetson University is monitored carefully to ensure high quality learning environments based on close and personalized interaction with faculty and to maintaining the 12:1 student to faculty ratio. And every year we receive more applications than we have places. Applicants that may be admissible and not fitting auto-deny criteria may be granted wait list status for the Fall 2015 semester.

Candidates from the wait list may be chosen to fill vacancies which may exist when it is apparent how many of the currently accepted students actually enroll. The opportunity Stetson has to admit students from its wait list varies from year to year, and students will be notified immediately of any change in your status.

If students are admissible and are able to delay enrollment to the following Spring Term beginning in January, we may be able to offer them admission more immediately.

We anticipate formal review for admissions from the waitlist will begin March 15. However, depending on circumstances at the time, or new information provided that strengthen their application, we may also be able to decide earlier on a rolling basis. All decisions and application reviews will conclude by August 1. Admissions or committee referral will follow guidelines published in this policy.

PROVISIONAL ADMISSION

A degree-seeking applicant with a high school diploma who has not met Stetson University's admission requirements, such as the incoming foreign language requirement may be offered provisional admission if sufficient evidence is presented to suggest the applicant has the ability to pursue undergraduate work. As first priority when starting the undergraduate program, a provisionally admitted student must satisfy the conditions of admission. Once the student has satisfied the conditions specified in the offer of admission and submitted all admissions credentials, the provisional qualifier will be removed from the student's record. Written confirmation indicating the removal will be sent to the student from the college/school/institute dean or director.

If the student does not meet the admissions conditions within the time limit specified, the student may be terminated from the program. All applicants admitted provisionally are in degree-seeking status, and the course work taken appears as a part of their regular student record and does not need to be transferred.

As a part of this process, Admissions will place a registration hold on all students for their first year to ensure they are following up with taking the required foreign language courses.

Transfer Admission

A transfer student is one who has earned credit of at least one semester at another college, and who has not been concurrently enrolled in high school.

Minimum guidelines are:

- 1) Student must be in good standing at previous institution.
- 2) Completion of at least 30 semester hours with at least 2.75 GPA.
 - a) Students with less than 2.74 will be reviewed and the source of credits will be weighted (four year vs. two year school, number of credits, number of academic credits)

- 3) If the student has earned less than 30 semester hours of college credit, the criteria for freshman must also be met.

Due to the articulation agreement between the university and the Florida Community College, the committee should pay special attention to Associates of Arts AA degree candidates with earned “C minus” grades on their transcripts. If admitted, such students would transfer all credits higher than a “C minus” to Stetson.

ADULT DEGREE COMPLETION PROGRAM (BA Organizational Leadership)

Stetson University admits adult learners who are determined to finish their bachelor's degree. The following are minimum requirements:

1. Be 25+ years of age.
2. Have completed either an A.A. or approximately 60 college credit hours before matriculation
 - a. Applicants who have not yet completed the full 60 hours may apply and be granted conditional admission with full admission being granted upon completion of the 60 credits before the start of the program.
3. Be in good standing and eligible to continue or be readmitted at the last institution attended, unless all work has been completed or the student has graduated from that institution,
 - a. Have earned at least a "C" cumulative grade point average (2.0 on a 4.0 scale) in a college parallel program. Most successful transfer candidates have earned at least a 2.75 grade-point average.
 - b. Students with less than 2.75 will be reviewed and the source of credits will be weighted (four year vs. two year school, number of credits, number of academic credits)
4. WES evaluation and TOEFL/IELTS scores are required for student educated outside of the U.S.

Stetson University honors suspensions of the last institution, and credit will not be awarded for work taken during the suspension period. It is the responsibility of the candidate to provide the Office of Admission at Stetson University with official transcripts of work from all colleges attended. Concealment of previous attendance at a college or university is cause for cancellation of admission and registration.

Grade Forgiveness Policy

Applicants who have not been enrolled in higher education for a number of years may request that all course work over five (5) years old not be counted for admissions purposes. Applicants under this policy must submit a personal statement describing previous and current experiences that can demonstrate their current ability to undertake academic coursework and why they feel they can now succeed.

INTERNATIONAL STUDENTS

In the case of International applicants, several additional factors may be considered in addition to the regular decision criteria:

1. International students are encouraged to take the SAT or ACT. Applicants may submit alternate standardized testing, or evidence from the high school advisor indicating that taking the SAT would be a hardship for the applicant.
2. The Test of English as a Foreign Language (TOEFL) is required of students whose native language is not English. The minimum acceptable score on the TOEFL is a 79 in the internet based test (IBT) or 6.5 IELTS. Waiver of this requirement may be made by the Director of Admissions for students:
 - a) Who have satisfactorily completed two semesters of freshmen English at another regionally accredited college or university or
 - b) Who have successfully completed level 112 in the ELS Language Center at Stetson or other locations in the nation or
 - c) After consultation with appropriate faculty, can be approved as personally demonstrating sufficient command of written and spoken English
3. International students are required to provide an English translation of all academic transcripts.

Non-Degree Seeking Students

Non-Degree Seeking Students are those who have not obtained a bachelors or higher degree, and are not seeking a degree, but are taking courses for credit. Prospective students wanting to take courses should apply using the non-degree seeking application process. Admissions criteria area required as listed for appropriate for classification as Transfer, International, First time in college, etc. Students will be limited to 3 units/courses of non-degree credits and must apply for regular admission after that. Exceptions will be made on a case by case basis.

Community Education Project

Students selected for this program will be reviewed and admitted as Non-Degree Seeking Students. All admissions policies for the classification of student must be met (FTIC, Transfer, etc.) or must pass committee review. Students will follow the non-degree seeking application process using a modified application for admission. The application will be the same as non-degree seeking but will exclude the judicial and criminal questions. Students in this program may enroll in a maximum of 6 units/courses.

Music Only Admission

Upon recommendation of the Dean of the School of Music, a student may be admitted as “Music Only”. Such students:

1. May major only in one of the various music performance areas while attending Stetson.

2. May not subsequently change to a major outside the music performance area without specific petition to and approval by the Dean of the school/college of the intended major.

Executive Decision

In a very limited number of cases, the VP of Enrollment Management may exercise the executive decision process. The executive decision will usually be based on deferral by the committee or may be exercised prior to the committee review. It is generally not to be used to overturn a committee decision unless a mistake can be documented or timing is an issue and the committee cannot be convened. Executive decisions will be tracked by the Admissions Office and the Admissions Committee, and an executive decision report will be presented to the Admissions Committee on an ongoing basis and at year end.

Denial of Admission

Students will be denied admission by the Admissions Staff if:

1. The SAT total is less than 850 or the ACT composite is less than 17*
AND
2. The cumulative high school GPA is less than 2.3

*Students who choose not to submit test scores are reviewed for admission based only upon their GPA and requested documentation from the committee.

Appeal of Admissions Decision

Applicants who do not meet regular admission requirements may request further consideration by appealing their admissions decision to their recruiter in writing. Students may only appeal if (1) their academic credentials (test scores and/or grades) have changed significantly or (2) they wish to provide additional information that further explains personal circumstances that may have affected their ability to meet admissions requirements.

Transfer applicants that have been denied admission may request a new decision based on new grades and/or earning an Associate's Degree.

All Freshman Admission Appeal and Transfer Admission appeal decisions are final.

Appendix A

Distribution of high school units required and/or recommended. Specify the distribution of academic high school course units required and/or recommended of all or most degree-seeking students using Carnegie units (one unit equals one year of study or its equivalent). If you use a different system for calculating units, please convert.

	Units Required	Units Recommended
Total academic units	14	
English	4	
Mathematics	3	
Science	3	
Of these, units that must be lab		
Foreign language	2	
Social studies	2	
History		
Academic electives		
Computer Science		
Visual/Performing Arts		
Other (specify)		

Basis for Selection

Relative importance of each of the following academic and nonacademic factors in first-time, first-year, degree-seeking (freshman) admission decisions.

	Very Important	Important	Considered	Not Considered
Academic				
Rigor of secondary school record	✓			
Class rank		✓		
Academic GPA	✓			
Standardized test scores		✓		
Application Essay		✓		
Recommendation(s)		✓		
Nonacademic				
Interview		✓		
Extracurricular activities		✓		
Talent/ability		✓		
Character/personal qualities		✓		
First generation				✓
Alumni/ae relation			✓	
Geographical residence			✓	
State residency			✓	
Religious affiliation/commitment				✓

Racial/ethnic status			✓	
Volunteer work		✓		
Work experience		✓		
Level of applicant's interest			✓	