

2. ADMISSION

Applying for admission to Hardin-Simmons University is a simple procedure for most candidates. The admission process as well as the various methods of admission are discussed on the following pages.

ADMISSIONS PROCEDURES

Information and application materials may be obtained from the Office of Enrollment Services. Applicants will submit the following:

- 1. Application and Fee:** A completed application for admission accompanied by a \$50.00 admission fee, which is non-refundable.
- 2. Official High School Transcript:** A transcript sent directly from the high school or accredited home-school program indicating graduation date. (No high school transcript is required of a student transferring at least 24 semester hours to HSU from an accredited junior or senior college.) The student's academic ranking within his/her class should be indicated on the transcript. Tentative approval can be granted upon receipt of a three-year transcript. (Unaccredited home school programs see G.E.D., p. 9 and Tentative Admission Status, p. 9.)
- 3. Entrance Examination Scores:** All entering freshmen must submit scores on either the American College Test (ACT) or the Scholastic Aptitude Test of the College Entrance Examination Board (SAT). It is the responsibility of the student to see that these scores are reported to the Office of Enrollment Services. (Scores are not required of individuals who qualify for Special Student Admission, nor from transfer students with 24 or more transferable hours from an accredited junior or senior college.) Applicants who have not taken the ACT or SAT examination will be required to take the ACT residual examination at HSU before acceptance. HSU requires the writing portion of both the ACT and the SAT.
- 4. 3 Letters of Recommendation:** Entering freshmen students who do not qualify for Level I admission (see pg. 8) must submit 3 letters of recommendation. Letters must come from 3 different sources (teacher/counselor, coach/band director, pastor/youth leader/Sunday school teacher, mentor, or community leader/employer.) Letters from parents or guardians will not be accepted. Letters of recommendation are not required of individuals who qualify for special student admission, nor of transfer students with 24 or more transferable hours from an accredited junior or senior college.
- 5. Housing and Health:** Upon acceptance to the University, students will receive information and an application for housing from the Office of Enrollment Services. A Health Form is required for all students and is available online.

All single students under age 21 taking more than six semester hours, unless living with family, are required to live in a residence hall and to eat in the campus dining hall until the completion of 60 hours. Regardless of residency (on/off campus) or enrollment status (full-time, part-time, etc.), all students are required to submit a health form showing up-to-date immunizations.

After all materials have been received by the University, the applicant will be notified promptly concerning admission. Under certain conditions, tentative approval may be granted subject to a final decision to be made after the application process is complete. All materials submitted for admission purposes become the property of the University and will not be released back to the student.

The University reserves the right to deny admission, suspend, or refuse readmission to any student who does not fully comply with admission procedures, whose application gives evidence that the student would find the aims and objectives of the University incompatible with his/her lifestyle, who does not meet his/her financial obligations to the University in a manner satisfactory to the University Controller, or whose admission or continued enrollment is deemed to be undesirable for any reason. The University reserves the right to refuse or cancel a student's admission or to direct his/her activities in the University if the student's physical and/or mental health status indicates that such action is essential for safeguarding fellow students, faculty and staff. However, no student shall be denied admission, suspended, or refused readmission by reason of race, age, physical or academic disability, color, sex, national origin, or religion.

Applicants with Disabilities - Only persons who meet the academic and technical qualifications for admission established by Hardin-Simmons University will be admitted into the programs offered by the University. In assessing applications for admission, the University will reasonably accommodate the disabilities of applicants so long as those accommodations do not create an undue hardship on the University or alter academic requirements the University has established as essential to its program of instruction.

HSU provides all students with tutoring services through the Tutorial Center and/or particular academic departments at no charge. Students with learning disabilities will be encouraged to take advantage of these services. In addition, HSU will provide appropriate auxiliary aids and services which reasonably accommodate learning disabilities. However, HSU does not offer separate degree plans for a program of remedial instruction designed for students with learning disabilities. Any person who has been accepted for admission to the University and who wishes to disclose his or her learning disability should complete the Disclosure of Disability Form before the first full week of classes.

A student who makes a disclosure of a disability has the legal responsibility to request any special accommodations in a timely manner, allowing reasonable time for the University to respond. The student has the additional responsibility to provide the institution with appropriate current (within a three year period) documentation of the disabling condition. Completion of the required documentation is necessary in order to allow the University to determine reasonable accommodation of needs.

Students with disabilities admitted to HSU will be expected to meet the same academic and behavior requirements that are expected of all students at HSU.

International Students - All international students, except those who are permanent U.S. residents or who have immigrant status, must submit the following information before full consideration for admission will be given:

1. An official international student application.
2. Payment of a non-refundable application fee.
3. Official transcripts in English of all academic work attempted (secondary and postsecondary.)
4. Two personal references.
5. A notarized statement from family or sponsor indicating ability and willingness to assume all financial responsibilities while in the United States, including official bank statements and/or other requested substantiation of available resources.

6. Housing and Health Forms. Upon acceptance to the University, students will receive information and an application for housing from the Office of Enrollment Services. This information will also include a student health form. The student is also required to submit tuberculosis test results or a chest x-ray three months before entering the states. All single students under age 21 taking more than six semester hours, unless living with family, are required to live in a residence hall and to eat in the campus dining hall until the completion of 60 hours.
7. Satisfactory score of 550 on the TOEFL (213 on Computer-based or 75 on Internet-based) unless transferring 24 or more credit hours from an accredited college or university. All international transcripts must be evaluated by an accredited evaluation service.
8. Each international student entering HSU will post a one thousand dollar (US \$1000) deposit with the Business Office. This deposit can only be utilized toward payment of the student's final semester's expenses, and will not be released earlier. International students will not be admissible until the deposit is recorded on the University ledgers.
9. No Form I-20 will be issued until all appropriate documents have been received by the University, including the SEVIS I-90 fee.

METHODS OF ADMISSION

Individuals may gain admittance to HSU by one of the following methods

High School Graduation - High school graduates who have earned a minimum of sixteen units are eligible to be considered for regular admission. Students who have obtained college credit hours prior to high school graduation must apply according to freshman admission guidelines.

Of the sixteen units required for admission, the following are prescribed:

English*	3 units
Mathematics**	2 units
Social Science	2 units
Science	2 units
Electives	7 units

*Requires English I, II, and III. Other courses, including Correlated Language Arts and courses from other subject areas, are not acceptable.

**Requires courses at the level of Algebra I and above. Consumer mathematics, pre-algebra, informal geometry, and fundamentals of mathematics are not acceptable.

The elective units may be chosen from the list of subjects accepted by the Texas Education Agency. No more than three vocational units may be submitted.

Applicants will be evaluated and assigned an admission status based upon their class standing and/or their ACT or SAT scores. Applicants scoring lower than 18 on the ACT or 480 on the SAT-I (English/verbal or writing sections) are required to take English 0110.

Applicants scoring lower than 18 on the ACT Reading Section or 480 on the SAT-I Verbal Section are required to take Reading 1301.

Applicants scoring lower than 18 on the ACT or 480 on the SAT-I (math sections) are required to take Math 0300 if their chosen degree requires Math 1310.

REGULAR ADMISSION

Level I (summer, fall, or spring start)

ACT 23 OR SAT 1650 OR top 10% of high school graduating class

Level II (summer, fall, or spring start)

Minimum ACT 20-22 or minimum SAT 1390-1640

OR

Top 25% of high school graduating class (if ACT is less than 20 or SAT less than 1390, then COHD 1300 (Student Success Seminar) is required)

AND

3 letters of recommendation (1-teacher/counselor, 1-coach/band director, 1-pastor/youth leader/Sunday school teacher, 1-mentor, OR 1-community leader/employer)

No course load restrictions for Level I and II admission. Continuation to next term for Level I and II admission is academic progress.

Limited or Restricted Admission

For information regarding limited or restricted admission to HSU, please contact your admission representative. Acceptance under a limited or restricted program is based on program curriculum, load restrictions, and contractual agreements.

High School Equivalency Examination (G.E.D.) - If an applicant is a veteran, graduate of an unaccredited home school or private school program, or is seventeen years of age or younger and has not been enrolled in an accredited high school for at least one academic year, he/she may substitute a score of 450 or better (effective January 1, 2002) on the General Education Development Test (G.E.D.) and scores of at least 21 on the Enhanced ACT or 1450 on the SAT-1 (with writing) for graduation from an accredited high school. Home school students not able to submit official documentation of their academic program are required to submit satisfactory scores on the G.E.D. and/or ACT/SAT. **A G.E.D. is required for any student under the age of 18 who wishes to apply for Federal financial aid.**

Special Student Admission - Individuals, age 25 or older, who wish to enroll for no more than 7 semester hours during any one enrollment period may be admitted to special student status upon approval of the Vice President for Enrollment Management. Such individuals will have completed high school or scored 450 or better (effective January 1, 2002) on the G.E.D. prior to admission. Special students will be permitted to accumulate no more than 24 semester hours, and all work will be designated as special student status until the student qualifies for regular admission. Regular admission will be granted after completion of 24 hours as a special student and a 2.00 cumulative grade point average. Students must be enrolled in at least six semester hours to be eligible for financial aid.

Start Now (Early College Admission Programs) - The University provides three early admission categories for high school students who have completed their junior year of high school from which they last took work, and have a 3.00 or better grade point average on a 4.00 scale and/or rank in the upper quartile of their class.

1. **Summer Enrollment**—Qualified individuals who have completed the junior year in high school may enroll in summer school. All work completed will be recorded unofficially until the student graduates from high school, at which time the credits will be entered on an official university transcript.
2. **Concurrent Enrollment**—Qualified individuals who have completed, or are in the process of completing, the units necessary for admission to the University but wish to continue working on high school requirements for graduation may enroll for up to seven semester hours of credit while concurrently enrolled in high school. Such students may not enroll in a course in the same subject in which they are concurrently enrolled in high school, nor may they participate in intercollegiate activities while concurrently enrolled in high school. All work completed will be recorded unofficially until the student graduates from high school, at which time the credits will be entered on an official University transcript.
3. **High School Completion**—Qualified individuals who wish to forego the last year of high school in order to substitute a year of college study in a degree program and who have credit for all of the academic units required for regular admission may enroll as regular full-time students.

Individuals seeking admission in one of the above categories must submit all forms required by the regular admission process, and also provide: (1) a letter signed by the individual's parent or guardian evaluating the applicant's suitability for the category of admission sought and giving consent, (2) a letter signed by the individual's high school principal or counselor giving an opinion of the applicant's suitability for the category of admission sought, and (3) course load approval by an HSU academic advisor.

Transfer Student Admission - A student applying for admission as a transfer student from another college or university must submit the following items. (Students who have obtained college credit hours prior to high school graduation must apply according to freshman admission guidelines.)

1. **Application for Admission and Fee:** An application must be completed and returned to the Office of Enrollment Services along with a \$50.00 non-refundable application fee.
2. **Transcripts: An official transcript must be sent directly from each of the colleges or universities previously attended before admission can be granted.**
An applicant with fewer than 24 semester hours credit must also submit a final high school transcript and an official report of ACT or SAT scores.
3. **Eligibility:** A student who is ineligible to continue at another institution, whether for academic or disciplinary reasons, is not eligible for regular admission to HSU. Transfer students who do not qualify for regular admission may be considered by the Admission Committee. For admission purposes, all equivalent work attempted at another institution is included in the calculation of the grade point average on the same basis as courses completed on the HSU campus.
4. **Housing and Health:** Upon acceptance to the University, students will receive information and an application for housing from the Office of Enrollment Services. A Health form is required for all students and is available online.

All single students under age 21 taking more than six semester hours, unless living with family, are required to live in a residence hall and to eat in the campus dining hall until the completion of 60 hours.

Transient (Short Term) Student Admission - A student desiring to enroll for a summer or for one semester only and not desiring to transfer credits to HSU must complete an application, submit the \$50.00 non-refundable application fee, a student health form, and furnish an official statement of good standing from the last institution attended. Please be advised that transient student status will be ineligible for financial assistance. A transient student who decides to continue at HSU must complete all of the regular transfer procedures.

Former Student Admission - A student formerly enrolled at HSU who has subsequently attended another college or university must submit an official transcript of all academic work attempted during his/her absence. Transfer work is evaluated on the same basis as work completed prior to approval for admission. There is no additional application fee. However, record information should be updated in the Registrar's Office.

Tentative Admission Status - Tentative status is a grace period, which is granted for one time only and for only part of a semester. Students who have not moved beyond tentative status will not be allowed to pre-register for the next long term. In addition, all official application materials must be received by the Office of Enrollment Services in the semester in which the status is granted by the official last date to withdraw from a course (approximately two weeks before the end of a long semester, three days before the end of a summer term - see Academic Calendar, page 3.) At this point, students whose credentials have not been received will be withdrawn from all courses and will receive a grade of WP or WF. In this event no credit will be earned and no refund will be given.

Audits - A student applying for admission to audit a class must complete an application, submit the \$50.00 application fee, a student health form, and furnish a letter of permission from the instructor of the course. There is a \$50 per semester hour audit fee. Students over the age of 65 can audit courses at no charge.

TRANSFER CREDIT EVALUATION PROCEDURES

Evaluation of college transcripts includes, but is not limited to, the following procedures:

1. Evaluation of work:

- a. A tentative course-by-course evaluation of transfer work is prepared by the Registrar's Office. If a student is transferring from a college or university accredited by a regional accreditation association (such as the Southern Association of Colleges and Schools), his/her work will be generally accepted if it is equivalent to or parallel with course work offered at HSU and satisfactory grades have been earned. Final acceptance of transfer work is subject to the approval of the Registrar, who is the Articulation Officer for Hardin-Simmons University. HSU requires an official copy of all transcripts.
- b. Students seeking to transfer from an **unaccredited** college or university may be permitted to transfer as many as 30 semester hours contingent upon: (1) evaluation of the work to be transferred on a course by course basis; (2) completion of at least 15 semester hours of HSU work with a grade of "C" or better.
- c. Up to 15 semester hours of work unrelated to fields of study offered at HSU may be accepted EN BLOC for elective credit in the student's degree program.
- d. All transferable work completed at an accredited two-year college will be posted to a transferring student's official transcript. However, **no more than 66 of those semester hours may be applied to any degree.** Therefore, if the student earns more than 66 semester hours from a two-year institution, it will be the responsibility of the student's advisor and/or major department to identify no more than 66 of those hours to be applied toward an HSU degree. **Once a student who has enrolled at HSU has completed a total of 66 semester hours, regardless of where those hours have been earned, the remainder of the hours to be applied to a degree must be completed at a four-year institution. No community or junior college credit will be accepted after the student has earned 66 total hours.**
- e. Hardin-Simmons University does not grant credit for experimental learning or professional certificates.
- f. Freshman or sophomore-level courses completed at another institution will not transfer as upper-division credit. Furthermore, such courses may not be substituted for upper-level courses unless approved by the head of the department in which the course is offered or by the dean of the appropriate college or school. (See also Post-Enrollment Transfer Credit.)
- g. An Evaluation Form, which indicates the transfer status of all courses attempted, will be provided to the applicant usually within three weeks after the receipt of all official transcripts and application credentials.

2. Grades: Courses with a grade lower than C will not be accepted in transfer. However, at the time of admission, a student may petition to transfer no more than two courses with grades of D, providing the resulting overall transfer GPA is 2.00 or higher. **After enrolling at HSU, no grade lower than a C will be accepted for transfer credit.** Except for approved Intercollege work taken subsequent to the student's admission to HSU, only work taken at HSU will be used in calculating the grade point average for purposes of graduation, honors, and general academic standing. The student must earn a minimum cumulative grade point average of 2.00 including a minimum cumulative average of 2.00 in both the major and the minor.

3. Credit by Examination: Course credit earned by examination from another institution must be evaluated and validated in accordance with regular HSU Credit by Examination policies.

4. Residence Work: A student transferring from a senior college or university who wishes to complete a degree from HSU must complete a minimum of 25% of the semester credit hours (excluding Intercollege work) in residence on the HSU campus. At least 12 advanced hours in the major field and six advanced hours in the minor field must be taken on the HSU campus when the major and/or minor fields are offered at HSU.

5. Transfer Work During the Senior Year: A maximum of nine semester hours may be transferred from another senior institution during the senior year (last 30 hours), provided the student has met the minimum residence requirement. See also Post-Enrollment Transfer Credit.

6. Transfer Credit for Non-Collegiate Courses: Transfer credit is given for equivalent work done under the supervision of the United States Armed Forces Institute and related service schools in keeping with the recommendations of the American Council on Education and the Commission on Educational Credit. Credit for the satisfactory completion of non-collegiate courses may also be awarded in subject fields applicable to degrees at HSU, in keeping with stipulations in the *Directory of the National Program on Non-Collegiate Sponsored Institutions* published by the American Council on Education. Credit may also be awarded for scores of 5, 6, or 7 in Higher Level courses offered through the International Baccalaureate and approved by the appropriate department. Final approval rests with the Registrar.

7. Post-Enrollment Transfer Credit: An HSU student who wishes to receive credit for courses taken concurrently or during the summer term at another college or university must obtain written permission documented by the submission of an approved authorization form supplied by the Registrar's Office.

8. Transfer of Chapel Credit: Credit for chapel from a previous school is non-transferable. Instead, for every full semester of course-work that has transferred to HSU, a student will receive 10 credits, up to 60. Transfer students must attend at least 20 chapels to graduate.

9. Life Experience Credit: Although some colleges and universities may award "Life Experience Credit," HSU does not award or accept such credit.