

# STOCKTON UNIVERSITY



## PROCEDURE

### **Admissions Responsibilities and Admissions Criteria**

Procedure Administrator: Chief Enrollment Management Officer

Authority: N.J.S.A. 18A:64-6

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Index Cross-References: Procedure 2031: Skills Competency Requirement

Procedure File Number: 3610

Approved By: Dr. Harvey Kesselman, President

The Office of Admissions establishes the admissions criteria for First-Time, Transfer, and Graduate Applicants.

#### I. UNDERGRADUATE ADMISSIONS:

The Office of Undergraduate Admissions is charged with recruiting first-time and new transfer students to meet enrollment goals established and reviewed bi-annually by the Chief Enrollment Management Officer, the Chief Planning Officer, and the Vice President for Administration & Finance and Chief Financial Officer. The work of Undergraduate Admissions is supported by Stockton University's Strategic Enrollment Management Planning (SEMP) Council. The SEMP Council consists of representatives from Stockton's key divisions including: Academic Affairs, Administration & Finance, Admissions (UG & GR), Faculty Senate, Information Technology Services, Institutional Planning & Research, Student Affairs, and University Marketing & Relations.

The Office of Undergraduate Admissions shall determine the admissibility and readmissibility of all prospective undergraduate students, except those classified as nonmatriculated and continuing education students.

The Chief Enrollment Management Officer may admit a student that shows sufficient promise to do satisfactory work based on a holistic review of the student's submitted materials, even if the student does not meet the admissions criteria.

A student may apply for matriculation through the Office of Undergraduate Admissions only for the fall or spring term. If the student is applying for re-admission following academic dismissal and has attended a different college / university, the student must submit an official transcript from that institution. If the student has not attended any other institution, they must seek approval through the Office of Academic Affairs.

Admission to Stockton University does not necessarily constitute admission to certain programs within the University. This includes, but is not limited to, students applying for 4-year nursing (first-time fall only), accelerated nursing (2<sup>nd</sup> bachelor's, fall only), dualdegree pharmacy (first-time fall only), accelerated pre-medical (first-time fall only),

and studies in the arts. A list of these programs and requisite eligibility requirements are listed on the admissions website.

The University is test-optional for most majors, i.e., most first-time students are not required to submit SAT or ACT scores. Certain programs of study have additional admissions criteria which can be found on the University's Test-Optional Admission webpage.

Majors within the School of Natural Science & Mathematics, School of Health Sciences, and Computer Science within the School of Business require proof of math readiness.

A student can demonstrate math readiness by completing one of the following:

- SAT and/or ACT Scores with a 570 or higher SAT Math score or 24 or higher ACT Math score.
- Math Accuplacer placement exam, with a score of 256 or higher on the NextGeneration Quantitative Reasoning, Algebra and Statistics (QAS) test in order to qualify to take the Advanced Algebra and Functions (AAF) test with a score 260 or higher on the AAF test.
- Qualified Honors Pre-Calculus, Honors Calculus and/or AP Calculus HS course with a passing grade of 85 or greater.

## II. UNDERGRADUATE ADMISSIONS CRITERIA:

A full list of admissions requirements can be found on the University's Admissions website.

### Traditional First-Time Student Requirements:

- Completed application (Common App or Stockton online)
- Application fee or fee waiver
- Official high school transcript\*
- Essay
- Two to three letters of recommendation (recommended)
- SAT and/or ACT scores (not required if applying test-optional)

*\*If the student earned a GED, submit equivalency test scores and high school transcripts for years attended.*

### Home-Schooled Student Requirements:

- Completed application (Common App or Stockton online)
- Application fee or fee waiver
- SAT and/or ACT scores (not required if applying test optional)
- 2 letters of recommendation: one discussing academic success, and another attesting to involvement in the community or extracurricular activities. Neither letter should be from a parent.
- A home-schooled student that is a New Jersey resident must also submit a transcript approved by a home-school program, public or private school, or primary teacher.

- Transcripts from other educational institutions (community colleges, former public institutions, etc.), if applicable, should also be submitted, or a portfolio of academic work that includes syllabi, a list of textbooks used, grade evaluations by primary teacher and any other documentation of academic work (including samples of writing, tests, etc.).

A home-schooled, first-year applicant who submits a portfolio of high school work must have the portfolio signed by the applicant's primary teacher.

A transfer home-schooled student who submits a portfolio and has completed fewer than 24 transferable credits must also submit a signed portfolio.

Candidates may also attach supplemental information that is helpful in evaluating the application.

Out-of-state students must meet all home-state requirements and must provide all supporting documentation to Stockton University. Students from out of state must also follow all applicable requirements listed above.

#### Transfer Student Requirements:

- 2.0 cumulative GPA
- Completed application (Stockton online only)
- Application fee or fee waiver
- Official transcript(s) from EACH college or university attended, even if for only one course (including college courses taken while in high school)
- Official high school transcripts or GED results and SAT/ACT scores for nontest-optional majors for applicants with 15 or fewer earned college credits
- For applicants who have earned between 16 and 24 college credits, proof of high school graduation such as a copy of the applicant's high school diploma, official high school transcript showing high school graduation, or GED results
- Transfer Student Progress Reports may be requested on a case-by-case basis
- Optional: letters of recommendation and any other information the student feels will aid the University in the decision-making process

#### First-Time and Transfer Student Application Review Process:

Upon receipt of all required materials (application, official transcripts from all institutions attended, auxiliary material, etc.), a decision will be rendered and provided to the student.

Stockton takes a comprehensive and integrated approach to evaluating applications by reviewing each student's transcript, letters of recommendation, essay, extracurricular participation, and evidence of leadership and motivation.

#### Admissions Decisions:

Students who present a completed application will receive notice of one of the following decisions: (i) acceptance; (ii) wait list (requesting time or additional materials), or (iii) conditional offer of acceptance through the Transfer Pathways program. Applicants who receive a conditional offer of acceptance through the Transfer Pathways program may appeal the decision.

### III. GRADUATE ADMISSIONS:

The Office of Graduate Admissions is charged with recruiting graduate students to meet enrollment goals that are established and reviewed bi-annually based on thorough analysis performed by the Chief Enrollment Management Officer, the Chief Planning Officer, and the Vice President for Administration & Finance and Chief Financial Officer. The Office of Graduate Admissions supports Stockton University's deans, program chairs, and faculty admission committees with establishing admissions criteria and the graduate school application process. Stockton University's academic programs shall determine the admissibility and re-admissibility of all prospective graduate students based on these criteria.

An applicant may apply for matriculation through the Office of Graduate Admissions for the fall, spring, or summer term, depending upon the academic program. Applicants are encouraged to review the website for deadlines and details.

#### Graduate Applicant Admissions Criteria:

Admission criteria may differ depending upon the academic program. Applicants are encouraged to review admissions criteria on the graduate admissions website.

#### Graduate Application Requirements:

- Completed online application
- Application fee or fee waiver
- Official transcript(s)
- Essay(s)
- Letter(s) of recommendation (specific number depends on the academic program)
- Test scores, if applicable
- Supplemental artifacts that are listed on program websites Graduate

#### Application Review Process:

Upon receipt of all required materials, the application file is viewable to the admissions committee via the online application system. A graduate admissions committee then meets to recommend admissibility and after an admissions decision is rendered, the Office of Admissions notifies the student.

#### Graduate Admissions Decisions:

A graduate applicant who presents a completed application will receive notice of one of the following decisions: (i) acceptance, (ii) wait list, or (iii) denial from the Office of Graduate Admissions. In the case of an acceptance letter, the letter is issued for a specific term and for a specific graduate program.

Some graduate programs permit the deferral of admission. If a newly accepted student seeks an admission deferral, the student must fill out a Request for Deferral Form, found on the Graduate Admissions website. The completed form is sent to the academic program coordinator for approval. A deferral of admission is limited to one request per

admitted program. All deferral requests are subject to review and approval by both the department and the Office of Graduate Admissions. If the deferral is denied or the deferred student cannot attend the graduate program for the approved term, the student must submit a new admission application.

#### IV. DISCIPLINARY AND CRIMINAL ACTIVITY DISCLOSURES:

If an applicant checks “Yes” on either the Disciplinary or Criminal disclosure question on the application, the file is automatically routed to the Conviction and Disciplinary Review Committee (CDRC) to initiate a review process for the application. The CDRC is comprised of the Director of Campus Public Safety or designee, the Director of Care and Community Standards or designee, a designee from Academic Affairs and designated staff in Undergraduate or Graduate Admissions.

During the review process, the applicant may be required to provide additional information and details regarding the criminal or disciplinary history. The applicant typically will be required to provide an explanation of each criminal conviction and/or each disciplinary incident (with the option to include official documentation of the same), letters of recommendation, a release to obtain related documentation and information, and additional information the applicant would like considered by the University. The designated staff members in the Offices of Admissions and Graduate Admissions are responsible for compiling the information for the CDRC to review.

Factors considered by the CDRC as part of the review process include, but are not limited to:

- Amount of time that has passed since the crime or disciplinary offense
- Severity of the crime or offense
- Open Criminal Records check
- Other educational programs attended since time of the crime or offense
- Nature of the academic program in which the applicant seeks to enroll

The CDRC will review all information obtained and make a recommendation to the Chief Enrollment Management Officer whether or not to offer admission to the applicant, assuming all other application requirements have been satisfied. In cases where the applicant is seeking University-sponsored housing, admission to a specific program, or access to certain non-academic activities, the CDRC makes a separate recommendation to the Chief Enrollment Management Officer.

The Chief Enrollment Management Officer may grant admission to an applicant with appropriate restrictions that may include but are not limited to limited access to University sponsored housing, specific majors, and non-academic activities.

The decision letter will provide notice of appeal rights, if applicable, to an applicant who is denied admission. Stockton University reserves the right to withdraw an offer of admission for various reasons, including engaging in behavior that calls into question a student’s honesty, maturity, or moral character, or failing to provide official documents, such as transcripts, prior to the start of the semester.

Review History:

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Procedure Administrator	12/17/2020
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Cabinet	02/18/2021
President	02/19/2021
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\*Amended by Procedure Administrator and Policy Management Team to correctly correspond with Procedure 2031