

R.N.-BS-MSN (Online)

Post Master's Adult Nurse Practitioner/Clinical Nurse Specialist

Post Master's Family Nurse Practitioner

Master of Science Physician Assistant Studies (MS)

Albuquerque, New Mexico Campus Only

Master of Social Work (MSW)

Master of Science in Training and Development (MS)

Management of Training and Development

Learning Technology

Client-Center Consulting

Health Administration

Business Administration

Self Design

GRADUATE CERTIFICATE PROGRAMS

Client-Centered Consulting

Management of Training and Development

Learning Technology

Logistics

Teaching in Nursing

Training Specialist

ADMISSION REQUIREMENTS AND PROCEDURES

UNDERGRADUATE STUDENTS

Applicants for admission are considered individually and must demonstrate evidence of their ability to complete college-level work based on previous successful academic performance. Students are accepted to the University as first-time freshmen and transfer students. Non-degree seeking students are allowed to take classes through an abbreviated application process. Some academic programs require additional criteria and materials to be reviewed for admission to their academic major. These programs include Nursing, BSN Fast Track, Health Care Leadership and Organizational Leadership.

Freshman Student Admission

Requirements for admission as a freshman student

The following guidelines are used when evaluating an applicant's high school record:

A college prep curriculum that includes the following academic subjects:

English	4 units
Mathematics (Geometry and two additional courses including one full year of Algebra I or its equivalent or any other courses above Algebra I	3 units
Social Studies	2 units
Science (one with lab)	2 units
Foreign Language, Computer Science, or	
Music/Art with courses (from two of the three areas)	3 units
Electives	3 units
TOTAL	17 units

Grade point average of 2.5 or higher on a 4.0 scale

Class rank in the upper 50th percentile

Satisfactory score from either the ACT (American College Test) or SAT (Scholastic Aptitude Test)

Note: 20 or higher ACT Composite or 930 or higher SAT combined Reasoning and Math

Procedures for Application for Admission as a Freshman Student

Submit a completed freshman admission application, in hard copy or online accessed via the University website, www.stfrancis.edu, with a non-refundable application fee, that can be paid by check, money order or credit card

Have an official high school transcript sent from the high school last attended

Submit ACT or SAT scores.

Applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis starting October 1. If there are no unusual circumstances, applicants will be notified within two weeks after completing the process.

Provisional Admission

Students not meeting admission requirements can be considered for provisional admission by the Undergraduate Admissions Committee once they have submitted a personal statement and teacher recommendations. The Admissions Committee is comprised of University faculty and administrators. Provisional admission is granted on the basis of each applicant's individual potential as indicated in the required documentation. To aid in a provisionally admitted student's first year success, the Admissions Committee usually stipulates the following provisions:

Students are limited to a maximum of 14 semester hours during the first semester at the University. The limit of 14 hours is specified to help avoid the problems that can arise when students new to college sign up for too many classes at one time. A full-time class load ranges from 12 to 18 hours; by being limited to fewer hours, the student should be better able to concentrate on being successful in each class

Students may be required to participate in the Academic Resource Center's Academic Achievement Seminar. This course examines the skills and behaviors that are essential to being a successful college student. The class size is small, which allows students to experience frequent interaction with the instructor and other students in the class.

Students may be required to participate in the Academic Resource Center's Academic Coaching Program. This program connects the student to the Academic Resource Center by implementing status check-ups throughout the semester to insure students are making positive progress in their studies.

Students must attain a 2.0 ("C") cumulative grade point average in at least 12 hours at the end of the first semester at USF in order to continue to the next semester. The first two conditions given above are designed to assist the student in meeting this goal.

Successful completion of the first semester, as designated by these possible requirements, will satisfy the provisional admission. Beginning with the second semester, the student will be subject to the academic policies and standards as listed in the University Catalog.

Tuition Deposit

A \$100 tuition deposit is required by May 1 (December 1 for January admission) or 30 days after acceptance for those admitted after April 15. This deposit will be credited to the applicant's bill. The tuition deposit is fully refundable until May 1 for students entering in the

fall semester (January 1 for students entering in the spring semester). Students registering for the NURS 250 block are required to submit a \$300 tuition deposit prior to registration.

Transfer Student Admission

The Office of Undergraduate Admissions serves students who are transferring from a community college or another senior college or university. Admissions counselors assist new transfer and adult students with the admission process. Students who have earned a minimum of the equivalent of 12 semester hours from another college or university beyond the secondary level are considered transfer students and may apply for admission as an undergraduate degree-seeking student at the university.

Requirements for Admission as a Transfer Student

All transfer students must meet the following requirements in seeking admission to the University:

- Graduation from a recognized high school or satisfactory completion of the GED (General Educational Development Test) as verified on the application for transfer student admission
- Demonstration of college-ready proficiency (grades of “C” or higher in last three years) in:
 - Mathematics – through completed coursework equivalent or higher than USF’s MATH 099
 - English - through completed coursework equivalent or higher than USF’s ENGL 111
- Possess a cumulative grade point average of 2.5 or higher from all previous college coursework
- Eligibility for continued enrollment at the last post-secondary institution attended. (Students who do not meet this requirement must submit additional proof of education or experience from any of the following: 1) military experience, 2) an explanation of interruption of schooling for one or more years, 3) work experience, or 4) previous academic performance.
- Completion of all USF high school requirements, as noted under Freshman Student Admissions, for those transfers who have earned less than 24 semester hours of credit for 100 level or higher coursework.

Procedures for Application for Admission as a Transfer Student

Transfer students applying for admission as an undergraduate student seeking a bachelor’s degree must submit the following:

- Transfer student application for admission, in hard copy or online via the University website, www.stfrancis.edu, with a non-refundable application fee, that can be paid by check, money order or credit card
- Official transcripts of all previous academic credit from all colleges and universities*
- Official high school transcripts* for those transfer students who have earned less than 30 semester hours or those for whom proficiency in specific course work is determined necessary.

Transfer students will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis.

*All transcripts become the official property of the University of St. Francis and will not be returned nor issued to another institution or party.

International Student Admission

International students at the undergraduate level must meet the same basic admission requirements as those required of incoming freshman or transfer students. Since there is variation in educational standards throughout the world, precise comparative standards and

equivalencies are not always available. Therefore, international students are considered for admission based on their previous academic work, English proficiency and evidence of adequate financial resources.

Procedures for Admission as a Freshman International Student

International students seeking admission as incoming freshmen must submit the following:

- Application for freshman admission, either in hard copy or online via the University website, www.stfrancis.edu, with a non-refundable application fee, that can be paid by check, money order or credit card
- Secondary school transcript. Students should submit their transcripts to an approved credentials evaluation agency prior to sending them to the University of St. Francis Undergraduate Admissions Office.
- Scores from the TOEFL (Test of English as a Foreign Language) examination. Satisfactory TOEFL scores are a minimum 550 for the paper exam, 213 for the computer version or 85 for the web based exam for applicants for whom English is a second language. TOEFL scores are not required of students who have completed their secondary education in a country where English is the native language.
- Scores from either the ACT (American College Test) or the SAT (Scholastic Aptitude Test)
- Evidence of adequate financial resources applicable towards total college costs of completing the bachelor's degree at the University.

International student applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis starting October 1.

Procedures for Admission as an International Transfer Student

International students who have completed academic work beyond the secondary level in a foreign country or in the United States are considered transfer students and must submit the following:

- Transfer student application for admission either the traditional hard copy or online via the University website, www.stfrancis.edu, with a non-refundable application fee, that can be paid by check, money order or credit card
- Scores from the TOEFL (Test of English as a Foreign Language) examination. Satisfactory TOEFL scores are a minimum 550 for the paper exam, 213 for the computer version or 85 for the web based exam for applicants for whom English is a second language. Students who have acquired immigrant status in the United States and have completed a minimum of 60 semester hours in a United States college or university may not be required to submit TOEFL scores.
- Official transcripts of all academic work from all colleges or universities beyond the secondary level. All transcripts become the official property of the University of St. Francis and will not be returned nor issued to another institution or party.
- Official evaluation from an approved agency of all previous foreign course work. This evaluation may not be required of students from a country where English is the native language.
- Evidence of adequate financial resources applicable towards total college costs of completing the bachelor's degree at the University.

International transfer student applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis. International students with immigrant status in the United States and who have attended college/university in the United States will be required to provide a release from the last institution attended in the United States.

NOTE: International transfer students completing a degree entirely online with the University need not provide evidence of financial support nor request a student visa since they can complete studies while remaining in their home country.

Additional Admission Requirements for Specific Undergraduate Programs

Adult Degree Completion Programs

- Health Care Leadership
- Organizational Leadership
- Management

Students applying for admission must meet the following criteria:

- Have a minimum of 64 semester hours of college credit from a regionally accredited institution or an associates degree from a regionally accredited institution with a minimum of 64 semester hours
- Management and Organizational Leadership applicants must have completed a minimum of 15 hours of general education (included in the 64 hour minimum)
- Organizational Leadership and Management students must be 23 years of age or older or have two years of significant work experience.
- Have a minimum of 2.0 GPA

Procedures for Application

Students must submit:

- An application for admission with application fee
- Official transcripts from ALL colleges attended

Nursing Program

In addition to meeting the general requirements for admission as a freshman or transfer student as outlined previously, students pursuing a nursing major must also meet the following requirements for admission:

High school students are also expected to have successfully completed biology, chemistry, algebra I, geometry and algebra II.

Transfer students anticipating enrollment as a nursing major should submit an application for admission to the University and have transcripts forwarded to the Office of Undergraduate Admissions and Enrollment Services one year in advance of their projected entry semester. An evaluation of credits will then be completed.

- Minimum cumulative GPA of 2.75 in all college coursework
- Minimum grade of "C" in all prerequisite courses (no D, F, W or WPs allowed)
- Test of Essential Academic Skills (TEAS) Nursing Entrance Examination

BSN Fast Track Option (RN Degree Completion)

Requirements for Admission to BSN Fast Track Option (RN Degree Completion):

Registered nurses seeking admission into the BSN Fast Track degree completion program must meet the following requirements:

- Completion of the Associate Degree in Nursing or diploma program with a minimum of 60–64 semester hours of transferable credit (a minimum grade of "C" is required for transfer). Advanced Placement credit for nursing courses for a maximum of 34 hours will be awarded.
- Possess current licensure as a registered nurse in appropriate state
- Submit two letters of reference from employers
- Have completed a minimum of 15 semester hours of general education

Special Notes for Nursing Students

All students must meet health, immunization, CPR, HIPAA and OSHA requirements prior to any clinical placement. A national background check panel drug screen is required for all non-licensed and RN degree completion students prior to admission to the nursing program. Proof of liability insurance is required for all students in the RN-BSN Fast Track program.

Certificate Programs

Admission to certificate programs has the same requirements as the related degree program.

Non-Degree Seeking/Special Student Admission

Students who wish to enroll in courses at the University who are not degree-seeking or who are only attending for special courses are classified as special, non-degree students and need not submit previous transcripts or an application for admission. Students in this classification should seek registration information from the Office of Undergraduate Admissions.

Readmission of Former USF Students

Former University of St. Francis students who have ceased enrollment for less than one year and have not attended any college or university since leaving the University may simply contact their previous academic advisor or the Registrar's Office for registration. Students who have attended another college or university since leaving USF will be considered a transfer student and need to re-enter through the Undergraduate Admissions Department.

Former University of St. Francis students who have not attended the University for a year or more must re-enter the University through the Office of Undergraduate Admissions and will be required to fulfill the requirement of the catalog in effect at the time of re-entry. Students must update their student information by completing the transfer student application and, if applicable, submit official transcripts of all academic course work completed after leaving the University. Students who have holds and/or financial obligations must resolve them prior to re-admission. Students will be notified of their re-admission status upon receipt of all necessary information and transcripts.

Students who have been dismissed for academic deficiency may apply for re-admission after two semesters. During that year they must have completed one year of academic work at another approved college or university (two academic terms with at least twelve semester hours each term) with a grade point average of at least 2.0. Application for re-admission is made to the Office of Undergraduate Admissions. The Admissions Committee will review the courses taken and determine whether the student has demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis.

Degree completion student re-enter through the Graduate and Degree Completion Admissions Office.

GRADUATE STUDENTS

Graduate students will be considered for admission to the University of St. Francis after completing and submitting the following documents. Some programs require additional documentation or have different requirements as indicated. All admission requirements are subject to final approval by the dean or program director of the appropriate college.

Admission to the University of St. Francis as a graduate student in the Master of Business Administration, the Master of Education, the Master of Science in Education, Health Administration, Management or Training & Development, the Master of Science in Nursing and the Master of Social Work require the following:

- application essay