

# ADMISSIONS

DEAN OF ADMISSIONS

OFFICE: 315 Marquette Hall

AND ENROLLMENT MANAGEMENT: Deborah C. Stieffel, M.S.

## APPLICATION PROCESS AND DEADLINES

Decisions regarding admissions are made under a policy of rolling admissions. Notification of admission under this plan will be mailed as soon as possible after receipt of all necessary materials. If admission is deferred, the applicant will be considered again.

Qualified applicants may enroll at the beginning of the fall, spring or summer term. December 1 for the fall term and November 1 for the spring term are the suggested deadlines for admission as a degree seeking student; however, students may be admitted as degree, non-degree, or transient students after these dates. Non-degree and transient students are ineligible for certain types of state and federal aid.

## ADMISSION POLICY

Admission to the university represents a selection based on the personal and academic records of the applicant. Evaluation by the Admissions Review Committee is devised to select a student body with high standards of scholarship, personal character, and serious educational aims, without regard to race, color, sex, creed, age, sexual orientation, national origin, or disability.

Freshman admission is based on the credentials submitted by a student for the admissions portfolio. National test scores, high school transcripts, the counselor or teacher evaluation, the resume, and the essay are evaluated by the committee. For applicants to the freshman class, a six semester high school transcript will be used in consideration for admission. Acceptance to Loyola is contingent upon continued successful academic performance and graduation from high school. The objective of the admissions process is to select the students who may profit from the courses of study and services offered by Loyola University and to maintain the academic standards that have brought recognition to Loyola as a Catholic, Jesuit university. Loyola encourages any student to apply for admission and accepts those students whose credentials indicate a high probability of success. Because of the diversity of high school curricula, cultural influences on test results, the various abilities required in collegiate programs, and the unique background of applicants, each applicant's admissions portfolio is reviewed individually.

Transfer student admission is based on an evaluation of official transcripts from each previous college or university, the grade point average, the transfer recommendation form, and the essay.

Although a personal interview is not required, a visit to the campus by the applicant is strongly encouraged. Appointments for interviews should be made in advance with the Office of Admissions.

## DEFINITIONS FOR APPLICANTS

### Educational Levels

**UNDERGRADUATE**—Students who have not received a bachelor's degree or who wish to pursue a different bachelor's degree than already earned.

**GRADUATE**—Students who have received a bachelor's degree and wish to enroll in either graduate or undergraduate course work.

## Categories

**DEGREE SEEKING**—Degree-seeking students are those students who wish to pursue a degree at Loyola University.

**NON-DEGREE SEEKING**—Non-degree-seeking students are those students who wish to enroll at Loyola on a continuing basis but not pursue a degree program.

Non-degree-seeking freshmen, transfer, and graduate students are required to meet the minimum standards set for degree-seeking students in those categories.

**TRANSIENTS**—Transient students may be admitted for any one semester. In order to continue their enrollment in the next semester, transient students must apply as non-degree-seeking students and submit those credentials required by the admissions committee.

A student who is a one-semester visiting, non-degree-seeking student at Loyola can be categorized as a Freshman or Transfer Transient I. A Freshman Transient I must submit an unofficial high school transcript or GED scores and unofficial ACT or SAT scores. A Transfer Transient I must submit either a letter of good standing from their present institution (cannot be classified as on probation, suspension or dismissal) or a final grade report from their present institution.

A student who is seeking regular admission to Loyola University as a continuing full-time or part-time degree- or non-degree-seeking student but has not been able to supply all official credentials to the Office of Admissions by the last day of late registration can be categorized as a Freshman or Transfer Transient II. A Freshman Transient II must submit an unofficial high school transcript or GED scores, unofficial ACT or SAT scores, a completed essay, and a counselor or teacher recommendation. A Transfer Transient II can be admitted with unofficial copies of transcripts from all institutions attended. If the Freshman or Transfer Transient II wishes to continue in a subsequent semester, all official credentials must be received by the Office of Admissions by registration deadlines.

## Admit Types

**UNDERGRADUATE FRESHMEN**—Students who have not enrolled on a college campus as matriculated students. All freshmen are required to submit the application, the essay, the counselor or teacher evaluation, the high school transcript or GED, and the results of either the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT), waived for GED students. In certain cases, the PAA with ESLAT or TOEFL may take the place of the SAT or ACT. Students who have received college credit while still in high school should apply as freshmen indicating some college work and having two official transcripts sent as soon as final grades are posted whether or not credit was earned. The ACT/SAT is not required of students who are entering college for the first time and are 22 years or older.

**UNDERGRADUATE TRANSFER STUDENTS**—Students who have attended another college or university after graduating from high school. Transfer applicants must submit the application for admission, the essay, a letter of recommendation, a resume, and two official transcripts from each institution previously attended, whether or not credit was earned. Students who have attempted less than 12 semester hours of credit should also submit the high school transcript or GED, and the results of either the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT), waived for students over 22 years old and GED students.

**READMITS**—Students who have previously enrolled at Loyola in an academic program (does not include continuing education and noncredit courses). Readmits originally admitted in Fall 1989 or in later semesters need only complete the application form if they have not attended another institution since their last enrollment at Loyola. Readmits who have attended another institution since their last enrollment at Loyola and have attempted more than 12 semester hours at the other institution are required to follow the same procedures as transfer students. Readmits with 12 or fewer transfer hours are

required to submit official transcripts and will be evaluated for readmission based on their Loyola GPA and their transfer work.

Rules for evaluation of transfer credit and courses which may be applied toward a degree program may have changed while students were not in attendance at Loyola. If such changes have occurred, previously evaluated credit will be reevaluated.

Readmits who were originally admitted to Loyola prior to Fall 1989 must submit official transcripts for all institutions attended other than Loyola.

### **Admission Actions**

**ADMITTED**—The candidate is admitted to the undergraduate program for the term designated on the application.

**CONDITIONAL ADMISSION**—Prospective freshman students whose credentials indicate deficiencies in specific disciplines may be admitted by the Admissions Review Committee with a restricted registration. Conditions will be set by the dean of the college.

**PROBATION FOR TRANSFER STUDENTS**—Transfer students whose undergraduate records reflect deficiencies in specific disciplines and who are eligible to return to the institution previously attended may in some instances be admitted on probation by the Admissions Review Committee. Conditions will be set by the dean of the college.

**DEFERRED DECISION**—The decision is deferred until additional information is submitted by the student. The student will be informed by the admissions office of the information the committee needs to complete the credentials.

**DENIED**—The candidate is not accepted into the undergraduate program. This action is taken after the candidate is considered for all other admission actions.

**STUDENTS RETURNING FROM EXCLUSION**—Students who fail to remove probation in the specified time may be excluded from the university for a minimum of one semester or for a minimum of one year. If such students wish to return to the university after their exclusion period, they must apply for readmission. Readmission in such cases is not automatic and is decided by the dean who initiated the academic action as well as the dean of the college to which the student is applying. A mandatory part of the readmission process is an interview with the assistant/associate dean, who will, if the student is readmitted, develop a contract with the student for the appropriate curriculum and required progress. Students who reside out of state may substitute a letter to the assistant/associate dean in lieu of the interview.

## **POLICY AND PROCEDURES FOR THE AWARDING OF COLLEGE CREDIT FOR FRESHMEN**

- a. Freshmen entering Loyola with transfer credits from an accredited college located within the United States must submit official transcripts for evaluation of credits within 60 days from the date of registration. Freshmen entering Loyola with 1 to 11 transfer credits from an accredited college located outside the United States must submit official transcripts for evaluation of credits within 90 days from the date of registration. Failure to meet these requirements will result in the credits not being applied to the Loyola degree.
- b. Freshmen entering Loyola who wish to be awarded college credit on the basis of acceptable credit by examination instruments must submit official results from the testing agencies for evaluation of credits within 60 days from the date of registration. International students must submit official results from the testing agencies for evaluation of credits within 90 days from the date of registration. Failure to meet these requirements will result in the credits not being applied to the Loyola degree.

## EXCLUSIONS

Students on suspension, exclusion, or dismissal by another university are ineligible to be considered for admission to Loyola, until the period of suspension, exclusion, or dismissal is met.

## FOR ALL ADMITTED STUDENTS

**TUITION AND RESIDENCE HALL DEPOSITS**—Following acceptance, all first-time full-time undergraduate and graduate students must submit a non-refundable deposit of \$300 (\$200 for those not planning to live on campus) on or before May 1 in order to reserve a place in the class and/or residence halls. Deposits received after May 1 are accepted on a space available basis. Checks should be payable to Loyola University and sent to the Office of Admissions. Deposits are applicable to tuition and/or room charges.

**CAMPUS RESIDENCY REQUIREMENTS AND RESIDENCE HALL CONTRACTS**—All freshman undergraduate students less than 21 years of age not from the New Orleans metropolitan areas are required, as a condition of enrollment, to reside in university housing and to participate in a meal plan program. Advanced placement or transfer credits do not negate this requirement. New Orleans undergraduate freshmen under 21 years of age must either reside in university housing, if space permits, or with a parent or legal guardian. Residence hall information is sent with the official notification of a student's acceptance. Reservations for all students are confirmed only after receipt of a signed contract, a \$100 housing deposit and verification of adequate accident/sickness insurance coverage. Residence hall contracts and accident/sickness insurance cards should be sent to the Office of Admissions. For further information about housing and health insurance, refer to the Student Life section of the Loyola University Bulletin.

**MEDICAL REQUIREMENTS**—A medical release must be signed by the applicant or an applicant's parent or guardian, if the applicant is under 18 years old. Additionally, all applicants and all students being readmitted to Loyola must complete the appropriate forms supplied by Student Health Service. All forms should be completed soon after the letter of acceptance is received so that Student Health Service receives them by August 1. All persons entering Loyola for the first time must show proof of immunization for tetanus/diphtheria (within the past 10 years) and show proof of a TB test (within the past year). In addition, all students born after 1956 and entering the university for the first time must show proof of immunization for measles, mumps, and rubella. Failure to show proof of these immunizations will require the student to receive the immunizations from a private physician or Student Health Service at the student's expense prior to registering for classes. Final acceptance is contingent upon a satisfactory health report. The university may require additional testing or examination of applicants where it appears in the best interests of the applicant and/or the university. An applicant may be refused admission to Loyola on the recommendation of the university's Health Committee. Those who do not complete these medical forms cannot be treated by Student Health Service.

**FINAL TRANSCRIPTS**—Immediately after high school graduation, accepted freshman applicants must have sent to the Office of Admissions an official transcript with the date of graduation or an official letter verifying graduation. Transfer students who were enrolled and taking classes at another institution at the time of their application and acceptance to Loyola must have an official transcript sent to the Office of Admissions as soon as the course work is completed.

## POLICIES AND REGULATIONS

Students are enrolled at Loyola in accordance with the policies defined in the university *Undergraduate Bulletin*, *Student Handbook*, and the traditions of the college in effect at that time. Readmitted students are subject to the policies in effect at the time of readmission. The

university reserves the right to clarify and change policy in the course of the student's enrollment.

All applicants and Loyola students are required to provide complete, correct, and truthful information on all university applications, forms, and correspondences. Falsification of a record discovered between the time of his or her application for admission and the beginning of classes may be considered cause for cancellation of registration. Falsification discovered after the student has begun classes may be considered cause for dismissal.

## **TRANSFER OF COURSE WORK**

Official transcripts from other accredited colleges and universities should be sent to the admissions office. After having been evaluated by admissions, they will be forwarded to each dean's office for review and application of credit toward Loyola degree requirements in the student's chosen major. **No more than 64 hours of course work from an accredited two-year school may be applied to a Loyola degree program.** The dean's office will notify the student of the evaluation of transfer course work. The transfer GPA will be computed and used for admission purposes only. Transfer credit will be awarded only as earned hours for approved courses in which grades of C or above have been earned. Transfer quarter hours will be converted to semester hours. Regardless of the number of hours accepted in transfer, students are required to meet the residency and degree requirements of their program of study. At least 25 percent of credit hours needed for degree completion must be completed at Loyola.

Earned hours from another college in remedial, technical and/or courses not considered to be "college level" will not be accepted for transfer. Credit for proprietary and vocational programs is not transferable. Experiential learning programs and correspondence credit taken at an accredited university may be counted only if approved by the dean's office of the college to which the student applies and to which the student attends. Military and other extra-institutional credits evaluated by the American Council on Education may be accepted when approved by the dean's office of the college to which the student applies.

No student on an exclusion from another institution will be considered before the term of exclusion is met. Students from Loyola who have been excluded are not allowed to take course work elsewhere. If they violate this restriction, the transcript may be requested, but credit will not be given for the course work nor will the GPA be used to accept or reject a student who wishes to reenter Loyola. Course work taken after the period of exclusion will be evaluated. It is the student's responsibility to report discrepancies or question evaluations. If the student later changes colleges within the university, such work will be evaluated by the dean of the new college and are not eligible for graduation distinctions.

Transfer students will be informed of the amount of credit which will transfer prior to their enrollment, if possible, but at the latest, prior to the end of the first academic term in which they are enrolled.

## **SPECIAL EVALUATION**

Applicants who have a grade point average lower than that required for presentation to the Admissions Review Committee and who have not been enrolled at any college or university for at least two calendar years may petition for a special evaluation. In effect, the special evaluation eliminates all courses in which grades of D or F were received. Courses in which the student received a C or better are calculated into hours earned. It is necessary that students receive the written permission of the dean of the college they wish to enter as well as the approval of the director of admissions. Students receiving a special evaluation may not qualify for certain kinds of financial aid.

## ORIENTATION

The university sponsors a **fall** and **spring orientation** for new students prior to the beginning of classes for each fall and spring term.

**Three orientation sessions are held during the summer for students admitted for the fall semester.** All new freshman and transfer students are required to attend one of these sessions. Several days before fall classes begin, all new students participate in “Catch the Action,” the second phase of orientation. Students who begin in the summer are required to attend fall orientation. For more information on orientation, contact the Office of New Student Orientation, (504) 865-3676.

## EARLY SCHOLARS PROGRAM

The Loyola Early Scholars Program is a viable educational alternative for gifted and talented high school students (grades 10 – 12) to earn college credit while still in high school. Students are initially admitted to the program for one semester only. They may continue in subsequent semesters (until graduation from high school) upon successful completion of each course (a grade of C or better). Academically challenging college-level courses are available during the fall, spring, and summer terms.

Eligibility Criteria and Additional Requirements

1. High school students entering grades 10, 11, or 12. (Not available to high school graduates.)
2. An official school transcript (current year plus two preceding years) with a minimum GPA of 3.30 in selected subjects.
3. An ACT score of 25 or SAT score of 1100 or other evidence of outstanding achievement.
4. Two recommendations from the secondary school administration (from counselor, teacher, and/or the principal).
5. An essay.
6. An interview with a designated university official, if necessary.
7. A completed application for the Loyola Early Scholars Program.
8. Signature of approval from a parent or guardian.
9. Official ACT or SAT score reports.

Completed applications for the Early Scholars Program are due one month prior to the beginning of classes for the fall, spring, or summer terms. Availability of classes may vary from semester to semester.

## EARLY ARTISTS PROGRAM

The Loyola Early Artists Program offers the opportunity for gifted and talented high school students (grades 10 – 12) to enroll in approved drama, music, or visual arts courses. Students are initially admitted to the program for one semester only. They may continue in subsequent semesters (until graduation from high school) upon successful completion of each course (a grade of C or better). Select courses are available to early artists in the fall and spring semesters. The Early Artists Program is not available during the summer semesters.

Eligibility Criteria and Additional Requirements

1. High school students entering grades 10, 11, or 12. (Not available to high school graduates.)
2. An official school transcript (current year plus two preceding years) with a minimum GPA of 2.75 in selected subjects.
3. Two recommendations from the secondary school administration (from counselors, teachers, and/or the principal).
4. An essay.
5. An audition (for drama and music students only).
6. Submission of a portfolio (for visual arts students only).

7. A completed application for the Loyola Early Artists Program.

8. Signature of approval from a parent or guardian.

Completed applications for the Early Artists Program are due one month prior to the beginning of classes for the fall or spring terms. Availability of classes may vary from semester to semester.

## **EARLY ENTRANCE**

Certain students who are recommended by their high school principals and are considered by the Admissions Review Committee to be ready for college work may be admitted immediately following the completion of the junior year in high school. This program of admission without high school diploma is intended to serve applicants of unusual promise who will benefit from beginning their college careers a year early. The committee may require additional examinations over and above those normally required for entrance and may make use of any other criteria, such as maturity and motivation, which may seem desirable.

## **REFLECTIVE AGE PROGRAM**

Participants in the Reflective Age Program are individuals 65 years of age or older who desire to enroll in the undergraduate academic courses on an “open seat” basis. They may register in audit status (credit will not be awarded) for courses during the late registration period with the permission of the instructor as indicated on the New Seat Card. Students in this program are not charged tuition. However, they are responsible for all university fees. For further information, contact the Office of Admissions, 865-3240.

## **INTERNATIONAL STUDENTS**

International students must submit the same credentials required for freshman and transfer students. In addition, these applicants must satisfy all provisions of the U.S. Immigration Act.

All documents relative to an application for admission must be submitted in English and authenticated by a school official or consulate officer. In addition to academic records, international applicants must submit an affidavit of financial support, endorsed by a bank official.

Applicants whose primary language is not English must show a proficiency in English adequate for university level as evidenced by their performance on the Test of English as a Foreign Language (TOEFL). Additional testing options may be requested through the Office of Admissions.

Applicants who are otherwise qualified but whose TOEFL score is below the required level should plan on further English study before entering Loyola. Details of offerings in intensive English instruction at Loyola may be obtained by writing to Loyola’s Office of International Student Affairs.

Transfer students from U.S. institutions may substitute at least 24 hours of academic credit at 2.5 or better in lieu of the TOEFL. Graduates of U.S. institutions may substitute the obtained degree for the TOEFL. TOEFL scores are valid for two years from the test date.

## **PUERTO RICAN STUDENTS**

Puerto Rican students whose first language is English must submit the same credentials required for freshman and transfer students.

Freshman applicants whose first language is Spanish are required to submit PAA (College Board Prueba de Aptitud Académica) which includes the ESLAT (English as a Second Language Achievement Test, a subtest of the PAA). Transfer applicants from Puerto Rico who are transferring from a college or university where the language of

instruction is not English must provide a TOEFL or ESLAT score. If the language of instruction is English, the regular application requirements apply.

## **POLICY ON NONDISCRIMINATION**

Loyola University New Orleans has fully supported and fostered in its educational programs, admissions, employment practices, and in the activities it operates the policy of not discriminating on the basis of age, color, disability, national origin, race, religion, sex/gender, or sexual orientation. This policy is in compliance with all applicable federal regulations and guidelines.

## **POLICY ON SEXUAL HARASSMENT**

Loyola University New Orleans, consistent with its Goals Statement and the Character and Commitment Statement, fosters dignity and worth of all members of the Loyola community, and is committed to maintaining an educational and working environment free of sexual harassment. Sexual harassment is immoral and illegal, and will not be tolerated.

Sexual harassment may occur within a variety of relationships. Some such relationships involve unequal authority, while others occur between individuals who are of equal status. All allegations of sexual harassment will be scrutinized.

The University's full Policy and Procedure governing Sexual Harassment may be found on the Loyola University web site, under University Policies and Procedures, in the University's *Student Handbook*, *Faculty Handbook*, and *Staff Policy and Procedures and Benefits Manual*. Appeal and grievance procedures may also be found on the Loyola University web site, in the University's *Student Handbook*, *Faculty Handbook*, and *Staff Policies and Procedures and Benefits Manual*.

Loyola University New Orleans strongly supports equal opportunity in all aspects of University services and employment as provided in Title IX of the Education Amendments of 1972. Inquiries, concerns and questions regarding the application of Title IX to University programs, services, employment, and policies should be addressed to the Title IX Coordinator. The Title IX Coordinator for Loyola University is Dr. Lois Goldstein. The Title IX Coordinator may be contacted at: Campus Box 16, (504) 864-7914.

## **DISABILITY SERVICES**

Disability Services helps students with disabilities meet the academic demands of university life. Academic counseling, assessment, and advocacy services are provided by the Academic Resource Center's professional staff. Academic accommodations are offered to students with documented disabilities, including physical and learning disabilities. Such accommodations may include, but are not limited to, alternative test administration and academic support services including peer tutors, transcribers, note takers, readers, and computers with adaptive programs.

Disability Services assists students in developing self-advocacy skills and advocates for the students with faculty and/or administrators when needed. Since it is the policy and practice of Loyola University to make its programs and facilities accessible to students with disabilities in an integrated manner, the professional staff from the Counseling & Career Development Center; Student Health Service; Physical Plant; library; and Residential Life work in conjunction with Disability Services to provide a comprehensive support service.

The Office of Disability Services is located on the main campus in the Academic Resource Center, Monroe 405. The director of disability services can be reached by phone at (504) 865-2990 or by e-mail at [ssmith@loyno.edu](mailto:ssmith@loyno.edu).

## **UNIVERSITY POLICY ON STUDENTS WITH DISABILITIES**

Loyola University is committed to ensuring equal access and reasonable accommodations for students with disabilities under Section 504 of the 1973 Rehabilitation Action and the 1990 Americans with Disabilities Act (ADA) and to providing support services which assist qualified students with disabilities in all areas of the university. Disability Services was created to ensure the careful implementation of this policy by faculty and staff and to assist students with disabilities in meeting the demands of university policy.