

ADMISSION TO UTICA COLLEGE

Utica College is a selective institution that offers excellent academic and cocurricular programs. The College seeks to enroll those students who will benefit from the opportunities and advantages of UC's distinctly personalized college environment, and who will contribute to the intellectual, social, and cultural diversity of the College community.

Admission to Utica College is selective and each applicant receives individual consideration. Prospective undergraduate students are required to submit a completed application form, high school or college transcripts, a personal essay, an application fee or a request for fee waiver, and a counselor or teacher recommendation. The admissions committee prefers to receive SAT I or ACT scores, but they are required only for freshmen applying to the physical therapy program, the occupational therapy program, the nursing program, joint health professions programs, the Higher Education Opportunity Program (HEOP), or for academic scholarships. Individual major programs may require additional information. Applicants are strongly encouraged to visit the campus for a personal interview with the admissions staff. Admissions decisions are based on a comprehensive evaluation of submitted criteria: past academic performance including course of study, GPA, rank in class; cocurricular involvement; personal characteristics; and the applicant's potential for academic and personal success at the College. Utica College values diversity on its campus and encourages applications from students of different heritages, beliefs, and backgrounds.

Requests for application materials should be directed to the Office of Admissions, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892, or by e-mail to admiss@utica.edu. Interviews and campus visits may be scheduled by contacting the office at (315) 792-3006 or at 1-800-782-8884. Appointments are available Monday through Friday throughout the year, and selected Saturdays during the school year. More information can be found on Utica College's Web site, www.utica.edu.

Information and applications for graduate study are available from the Office of Graduate Study, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892, by e-mail at gradstudies@utica.edu, or by calling (315) 792-3001.

ADMISSION REQUIREMENTS

Freshman applicants should complete at least 16 units of secondary school credit and receive a diploma from an accredited secondary school. It is recommended that students follow a college preparatory program that includes at least four units of study in English, three units in social studies, three units in mathematics, three units in science, and two in a foreign language. Applicants submitting a high school equivalency diploma are not required to have completed 16 secondary school units; however, they must have earned equivalency scores that indicate adequate preparation for college level work.

ADMISSION PROCESS

Utica College conducts a rolling admissions program. The earlier an application is filed, the sooner a decision is made. It is recommended that students apply early in their senior year of high school. Application review begins in mid-October and extends until the class is filled. Individual majors that are especially competitive may be fully enrolled as early as January. The Office of Admissions prefers that applicants for the physical therapy program, the occupational therapy program, joint health professions programs, and academic scholarships complete their applications by January 15. For those applying to the Higher Education Opportunity Program (HEOP), the application deadline is March 1.

DEFERRED ADMISSION

Students who wish to take time off before enrolling in college may elect to have their admission deferred for a semester or a year by submitting a written request to the director of admissions.* A non-refundable tuition deposit (\$200) will be required to hold a place in the subsequent entering class.

EARLY ADMISSION

Students who demonstrate sufficient academic strength and a readiness to accept the challenges of college-level work following the junior year of high school may apply for admission to Utica College through the Early Admission option. Students admitted through Early Admission will receive a high school diploma after completing the freshman year of full-time study at Utica College.

To apply for Early Admission, students should follow the standard freshman application process. In addition, they must submit letters from their parents and guidance counselor supporting their candidacy, and a reference from the teacher of an academic subject with whom they have studied indicating their readiness for college study. A personal interview on campus is strongly encouraged.

TRANSFER STUDENT ADMISSIONS

Transfer students follow the same basic application process as freshman applicants. However, transfer applicants who have completed 30 semester hours of college study can be evaluated on the basis of their college transcripts and need not submit high school records.

Transfer credit is generally awarded for courses from regionally accredited institutions that are comparable to those offered at Utica College, provided the student has earned a grade of C or better. A transfer credit evaluation is completed by the registrar at the time the student is accepted for admission.

Candidates for the baccalaureate degree must satisfactorily complete a minimum of 30 credit hours of study at Utica College. A maximum of 90 – 98 credits may be transferred from four-year institutions, and 60 – 64 from two-year institutions, depending on one's academic major. Applicants to certificate programs may transfer up to 15 credit hours. Transfer students who matriculate with 60 or more credits need to declare a major upon entering Utica College.

Transfer students matriculating with an associate's degree or 57 credits from a four-year institution will be exempt from Components One and Two of Core. Transfer students matriculating without an associate's degree or 57 credits from a four-year institution who have completed basic skill requirements in writing, math, speech, or foreign language at another institution are exempt from corresponding requirements in Component One of Core. Component Three, Writing-intensive Courses, must be completed as described for transfer students in this catalog and in the Utica College Advising Manual.

Transfer students matriculating with at least 30 credits of liberal arts and sciences with at least two courses in each of the three areas of Component Two, including a lab science, will be exempt from Component Two. Transfer students with at least 30 credits of liberal arts and sciences but fewer than two courses in any of the three areas or lacking a lab science must take whatever additional Core courses are necessary to equal two in each area, including a lab science, to complete Component Two of Core. Transfer students with fewer than 30 credits of liberal arts and sciences must complete all of the requirements for Component Two of Core. (Students seeking an exemption from Written Communication I or Written Communication II should apply to the Basic Studies Committee of the English department *in their first semester* at Utica College.)

Utica College maintains contractual transfer agreements with a number of community colleges which detail specific transfer policies for students holding associate's degrees from those institutions and articulation agreements with several junior colleges. More detailed information is available in the Utica College Office of Admissions.

TRANSFERS FROM SYRACUSE UNIVERSITY

Students who are attending Syracuse University and wish to transfer to Utica College should obtain an Intra-University Transfer Form from the Office of Student Affairs, Steele Hall on the Syracuse University campus. The form, along with a current transcript of course work and a Utica College application for admission, should be completed and sent to the Office of Admissions, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892. The application fee is waived and no essay is required for internal transfers.

INTERNATIONAL STUDENT ADMISSIONS

International students enhance the cultural richness and diversity of a campus community. Utica College welcomes applications from international students and seeks to enroll those who have demonstrated academic potential in their home countries. Students whose native language is not English are required to submit proof of their proficiency in English. TOEFL (525/195), IELTS (6.0), and MELAB (77 – 81), and SAT scores will be accepted. International students will also be required to take additional English courses (ENG 100/101/102) to prepare them for future writing-intensive courses and assignments at Utica College.

International students must complete the Utica College application or Common Application. The International Student Financial Statement form, along with third party verification, **must** accompany the application. *The U.S. Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) requires this information.* While an admission decision can be made without this financial documentation, the I-20 form cannot be issued until this document and third party verification of funding are received.

Entering students who score satisfactorily on the Advanced Placement tests, the International Baccalaureate examinations, or an equivalent examination may be awarded advanced placement and credit for their academic work.

International transfer students are welcome at Utica College and will receive credit for their past academic work from accredited international colleges and universities. *Transcripts submitted for consideration of transfer credits must have an official translation into English. We recommend that you submit your transcripts to a recognized professional credential evaluation service.*

NON-MATRICULATED STUDENTS

Individuals may register for undergraduate classes as non-matriculated for a total of 15 credit hours, on a space-available basis, provided their total accrued number of credits does not exceed 75. After this point students are required to matriculate so that they may be assigned an academic adviser.

Non-matriculated students interested in taking graduate courses are limited to a total of six credit hours unless otherwise proscribed by the graduate program. (See graduate catalog for additional requirements.)

Students seeking to take additional credit hours may apply for a waiver of this policy by submitting a written request to the dean of graduate and continuing education.

SPECIAL ADMISSION PROGRAMS

Opportunity Programs

Students who are eligible may be admitted to Utica College through the Higher Education Opportunity Program (HEOP), which offers support and assistance to New York state residents who meet certain educational and financial guidelines. (See Higher Education Opportunities Program in the “Undergraduate Programs” section of this catalog.)

The Collegiate Science and Technology Entry Program (CSTEP) is also a New York state-sponsored program that provides support and assistance to New York state residents. Students must be members of CSTEP-targeted student populations (African American, Latino, Native American, or low-income* Caucasian or Asian American) and pursuing degrees in CSTEP-targeted professions (accounting-CPA, biology/pre-med, math/science teaching, nursing, occupational therapy, physical therapy, pre-law, and psychology-child life). The program is open to new as well as continuing students. However, continuing students must have earned the required cumulative grade point average along with other criteria to be eligible for consideration. (See Collegiate Science and Technology Entry Program in the “Undergraduate Programs” section of this catalog.)

Joint Health Professions Programs

Applicants to the College also may apply for admission to seven-year joint programs the College maintains with several schools in the health professions. These programs lead to both the bachelor's and professional degrees.

Further information about these programs can be found under Joint Health Professions Programs in the “Undergraduate Programs” section of this catalog. Specific information about the application process is available from the Office of Admissions.

Three-Year Study Option

Applicants for all bachelor's degree programs may qualify for the Three-Year Study Option. Students in this program earn up to 30 hours of credit through the College Level Examination Program, General Exam. This credit applies to the College's general education requirements.

Information about these examinations can be found under Competency and Experience Credit in the "Undergraduate Programs" section of this catalog.

Transfer students who have taken these examinations for credit at other institutions also may qualify. For complete instructions regarding admission to the Three-Year Study Option, write to the Office of Admissions.

Veterans

Veterans of the Armed Services are encouraged to apply for admission to Utica College. Counselors are available on campus to assist veterans with admission, academic planning, and financing of their education. In many cases, test requirements may be waived and credits for service training and experience may be granted. Opportunities to pursue study on a part-time basis through the Division of Graduate and Continuing Education should be investigated, as well as advanced course status in ROTC. Veterans are eligible to receive a monthly training allowance from the Veterans Administration provided they make timely application to the VA and select an appropriate training program. Deadline dates for application do not apply to veterans. Address all inquiries to the Director of Admissions, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892.

Readmission

All students seeking readmission should apply through the Office of the Registrar. (A readmit is one who was previously enrolled at Utica College and is returning.) Students who have attended another institution(s) in the interim are required to have a copy of their official transcript from those institutions sent to the Office of the Registrar.

A student whose attendance at Utica College has been interrupted for an extended period of time (usually at least 10 years) may petition the Academic Standards Committee to restart his or her college record on the following terms:

1. All previous credits currently on the Utica College record (from any institution) shall be excluded.
2. Excluded transfer credits shall not be reapplied.
3. The record of all previous work will continue to appear on the student's official transcript, even though the College will not take this previous credit into account in calculating current credit or GPA.
4. This option may be used only once by each student and must be exercised at time of readmission.

Special Students

Students who do not wish to be considered a candidate for a degree may, with permission of the Office of the Registrar, take limited courses in the day program if space is available.