

## **2017-18 Admissions Policy Catalog Addendum**

### **Main Campus Admissions Requirements**

Applicants wishing to apply for admissions must provide a completed admissions application, proof of high school graduation, or equivalent and participate in an admissions interview.

The following are examples of proof of high school graduation or equivalent:

- \*Official high school transcript (mandatory for merit scholarship consideration)
- Copy of GED
- Official Home School transcript
- Official associate degree transcript
- Official documentation of successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in an associates' degree, but is acceptable toward a bachelor's degree at any institution, or
- Official documentation of enrollment in a bachelor's degree program where at least 60 semester or trimester hours or 72 quarter credit hours have been successfully completed, including credits transferred into the bachelor's degree program.

[Internal only: For homeschooled students, a copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to get that credential. If it is not required, a transcript or the equivalent signed by the parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.]

Applicant's whose transcript show less than a 2.00 cumulative grade point average (CGPA) must be reviewed by the Provost for admissions consideration.

High school seniors in courses still in progress must provide current official transcripts of work through the date of admission. Final transcript indicating the date of graduation are required prior to beginning classes.

\*Under unusual circumstances an unofficial transcript or alternative documentation may be accepted if approved by the Registrar and/or the Chief Regulatory Officer. Other forms of acceptable documentation are:

- Unofficial high school transcript
- Unofficial associate's degree transcript

## **Admissions Interview**

We recommend that applicants visit the campus and meet with an Admissions Representative in person. If a visit cannot be arranged, the Admissions Representative will schedule a telephone interview with the applicant. The recommendation of an Admissions Representative is necessary for final acceptance.

## **Scholastic Aptitude Test (SAT) or American College Testing (ACT) Submission**

Generally, we recommend, but do not require, that freshman applicants submit the results of an official SAT or ACT test. Student athletes planning to participate in a NCAA Division II athletic program at Post University **are required** to submit SAT or ACT test scores.

## **Main Campus Honors Program Admissions Requirement.**

Admission to the Honors Program is highly competitive. To be considered for the Honors Program, please provide:

- Written recommendations from two past teachers and a high school counselor.
- Documentation supporting a record of leadership and/or positive involvement in high school and/or community.

## **Main Campus Graduate Admissions Requirements**

Applicants wishing to apply for admissions must provide a completed admissions application, proof of high school graduation, or equivalent and participate in an admissions interview.

Applications for the graduate programs are available at <https://post.edu/applynowadp/>

The completed application, along with a completed Post University Transcript Request Form The request form is available for download at <https://post.edu/mc-admissions-transcript-request-form>. The form must list full names and addresses of all previously completed college- or university-level work and both documents must be submitted to the Post University Office of Admissions. In addition to submitting the application and transcript request, applicants must provide additional evidence of admissibility including an updated résumé, and at least two letters of recommendation attesting to the applicant's ability to undertake and complete graduate work. Note: Applicants submitting an electronic application must submit letters of recommendation via mail.

Application materials should be mailed to:

### **Post University**

Graduate Admissions  
800 Country Club Road  
Post Office Box 2540  
Waterbury, CT 06723-2540

## **Main Campus Veteran Additional Admissions Requirements**

Please complete the following steps for consideration for admissions:

- Request a copy of the Joint Service Transcript (JST). To obtain a copy of the JST, please visit <https://www.military.com/education/timesaving-programs/the-joint-services-transcript.html>
- Read and follow the instructions on the site.
- Report any issues in obtaining your JST to your admissions representative, who will provide assistance.
- Provide a copy of your DD-214.
- Complete VA Form 22-1995 – Transfer of Program, if you are transferring from a college or university where the applicant was previously using GI Bill educational benefits.
- Complete the application for VA educational benefits through the VA benefits portal.
- Complete a VA Form 22-1995 to apply for spousal benefits.

## **International Admission Requirements**

Please submit the following documents to the Office of International Admissions.

- Provide official copies of secondary and college transcripts translated into English. All foreign documents must be translated into English and all foreign transcripts must be evaluated to ensure that the student meets U. S. educational standards.
- Provide documentation that the applicant is proficient in the English language, such as submission of TOFEL or IELTS scores.

## **Student Visa Requirements and F-1 Process**

To obtain a student visa, the following is required:

- Complete the Post University's Declaration of Finances form
- Provide proof of financial resources through bank statements, letter of government scholarship award, or letter of employer sponsorship. Documentation should be dated within six months of the time of application.
- Submit an enrollment deposit of \$400 to Post University. This deposit is refundable if the applicant's Visa application is denied.
- Provide a copy of the applicant's passport information page with photo.

### **F-1 Visa Process**

Upon admissions acceptance and receipt of the Declaration of Finances, Post University will issue a Form I-20/Certificate of Eligibility, which the applicant uses to apply for a United States

F-1 student visa. Post University is enrolled in the Department of Homeland Security (DHS) Student and Exchange Visitor Information System (SEVIS) for electronic tracking of international students. Please note that applicants must pay the SEVIS I-901 fee and the DS-160 visa insurance fee to DHS prior to applying for a visa. The process of applying for and receiving an F-1 visa varies from country to country and may take as long as three months.

The issuance of Form I-20 and F-1 student visa constitute a legal agreement with the United States. The definition of an F-1 student is a non-immigrant who is pursuing a full course of study towards an educational or professional objective at an institution in the United States. Once the educational or professional objective has been attained, the F-1 student is expected by the United States to return to his/her residence abroad.

The F-1 student agrees to comply with the following requirements.

- Maintain full-time enrollment at all times except during the summer vacation period. Full-time enrollment is a minimum of 12 credits per semester.
- Maintain sufficient financial support for the duration of the course of study.
- Follow the procedures to transfer schools, change educational levels and/or majors, or extend his/her program.
- Engage in employment in the United States only with the express authorization of a designated school official (DSO). Employment is restricted to the University or university contracted services.
- Report all changes in status, including address, within 10 days to Main Campus International Office of Admissions.

Upon completion, the applicant must mail (or email) the application, with all documentation to:

Post University  
Admission Department  
Office of International Admissions  
P. O. 2540  
800 Country Club Road  
Waterbury, CT 06723-2540

Telephone: 203.596.4603 or 800.582.8250

Fax: 293.841.1118

Email: [admissions@post.edu](mailto:admissions@post.edu)

### **Graduate Applicants**

In addition to the documentation required for all students, graduate students must also meet with the Program Chair. International applicants must also provide TOFEL or IELTS scores.

Post University  
Graduate Admission Department  
P. O. 2540  
800 Country Club Road  
Waterbury, CT 06723-2540

Telephone: 203.596.4555 or 800.345.2562

Fax: 293.841.1163

Email: [MCGraduate@post.edu](mailto:MCGraduate@post.edu)

### **Main Campus English and Math Course Placement**

Post requests that first year Main Campus applicants complete a Math placement exam and English placement exam prior to attending a Main Campus Summer Registration Day. The applicants' achievement on these exams will help the Math and English faculty properly place the applicants in the correct courses.

### **Admissions Decision Policy**

The Office of Admissions makes every effort to notify candidates of their admission decision within three weeks after receiving a completed application with all supporting documents. In some cases, the Admissions Committee may defer making a final decision until it has received a report of the candidate's midterm grades, or until a personal interview takes place. Applications are asked to contact the Office of Admission to determine the status of the application.

### **Student Enrollment Deposit**

All students who wish to attend Post University in the upcoming semester should inform the Office of Admissions as soon as possible. Acceptance letters should be signed and returned with the required deposits within 30 days.

Accepted students are asked to return the Housing Deposit and Enrollment Deposit with the required \$300 deposit, if the applicant plans to live on campus. If the applicant plans to live off campus, return the Enrollment Form with the required \$150 commuter deposit. All deposits are credited toward an applicant's tuition. After the first of May, admissions deposits are non-refundable. International applicants receiving a Form I-20 are required to submit a non-refundable \$400 enrollment deposit.

### **Readmission**

Former Post University students who have not attended for two or more semesters and who now wish to continue their studies, must apply for readmission by filing an Application for Admission with the Office of Admissions. Former Post University students who have been away

for more than five years will be required to fulfill the degree requirements of their selected major as stated in the current college catalog. If, for any reason, Post University dismissed the student, the Office of the Registrar, in consultation with the Provost's office, will review the application for admission, and the applicant may be required to submit additional information.

A student in good standing who has not attended Post University for fewer than two semesters may elect to return at any time by processing a registration form through the Office of the Registrar. However, a student who has been dismissed from Post must follow the appeal process outlined in the student's dismissal letter.

### **Deferred Admissions**

An applicant who is offered admission to Post may defer enrollment for a maximum of two semesters. An applicant must submit the enrollment deposit to hold a place in class and notify the Office of Admissions, in writing, of the intention to defer. Deferred admission is guaranteed provided the applicant does not enroll as a full-time or part-time student at any other college or university in the interim. A student may apply the enrollment deposit toward tuition up to and including one full year from the originally intended semester of entrance. The deposit is non-refundable.

### **ACCELERATED DEGREE PROGRAMS (ADP) ADMISSIONS REQUIREMENTS**

Applicants wishing to apply for admissions must provide a completed admissions application, proof of high school graduation, or equivalent and participate in an admissions interview.

The following are examples of proof of high school graduation or equivalent:

- \*Official high school transcript (mandatory for merit scholarship consideration)
- Copy of GED
- Official Home School transcript
- Official associate degree transcript
- Official documentation of successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in an associates' degree, but is acceptable toward a bachelor's degree at any institution, or
- Official documentation of enrollment in a bachelor's degree program where at least 60 semester or trimester hours or 72 quarter credit hours have been successfully completed, including credits transferred into the bachelor's degree program.

Applicant's whose transcript show less than a 2.00 cumulative grade point average (CGPA) they must submit a writing sample.

High school seniors in courses still in progress must provide current official transcripts of work through the date of admission. Final transcript indicating the date of graduation are required prior to beginning classes.

\*Under unusual circumstances an unofficial transcript or alternative documentation may be accepted if approved by the Registrar and/or the Chief Regulatory Officer. Other forms of acceptable documentation are:

- Unofficial high school transcript
- Unofficial associate's degree transcript

### **Admissions Interview**

The applicant and Admission Representative must schedule a telephone interview. The recommendation of an Admissions Representative is necessary to gain final acceptance.

### **Accelerated Degree Programs Freshman Additional Admissions Requirements**

The applicant must make every effort to complete the admissions process prior to starting classes. The University expects that all admissions requirement will be met by the end of the first Module (eight weeks). Applicants will be permitted to take classes during their first Module while completing the admission process; however, they will not be eligible for federal student aid until the entire admissions process is completed.

### **Bachelor of Science in Nursing Additional Requirement**

Applicants must provide:

- Documentation of graduation from an approved registered nurse (RN) program.
- Proof of an unencumbered license to practice as a registered nurse, or evidence of RN licensure eligibility
- Verification through the National Council of State Boards of Nursing (NCSBN) of an unencumbered license to practice as a registered nurse, or evidence of RN licensure eligibility

Admissions and retention in the nursing program requires:

- Maintaining an unrestricted, unencumbered license to practice as an RN throughout the duration of the program
- Providing verification of a valid RN license is required to receive PLA credit for RN licensure (30 credits)

Students who do not maintain a current unencumbered, unrestricted RN license will be dismissed from the program.

## **Veteran Additional Admissions Requirements**

Please complete the following steps for consideration for admissions:

- Request a copy of the Joint Service Transcript (JST). To obtain a copy of the JST, please visit <https://www.military.com/education/timesaving-programs/the-joint-services-transcript.html>
- Read and follow the instructions on the site.
- Report any issues in obtaining your JST to your admissions representative, who will provide assistance.
- Provide a copy of your DD-214.
- Complete VA Form 22-1995 – Transfer of Program, if you are transferring from a college or university where the applicant was previously using GI Bill educational benefits.
- Complete the application for VA educational benefits through the VA benefits portal.
- Complete a VA Form 22-1995 to apply for spousal benefits.

## **International Admission Requirements**

Please submit the following documents to the Office of International Admissions.

- Provide official copies of secondary and college transcripts translated into English. All foreign documents must be translated into English and all foreign transcripts must be evaluated.
- Provide documentation that the applicant is proficient in the English language, such as submission of TOFEL or IELTS scores.

## **Graduate Programs**

Applicants to the graduate programs must provide the following:

- A completed graduate application
- A completed and signed Post University Transcript Request Form
- Evidence of attaining an undergraduate GPA of 3.00 or above. (For exceptions to this requirement, see Acceptance with Conditions and Matriculation.)
- Two letters of recommendation from academics or professionals attesting to the applicant's ability to undertake and complete graduate work or such other certifications or documentation as determined by the Dean or Program Director of the program to which the student is applying.
- For the MSA, an essay describing interest in obtaining an MSA from Post University
- A current résumé indicating minimum work experience/prerequisites as follows:
  - 3-5 years of relevant full-time work experience for the MBA or MPA Program



- 1-3 years of relevant full-time work experience for the M.Ed. Program
- 1 year of relevant full-time work or volunteer experience for the MSHSV Program
- For the MSA Program, students who did not acquire an undergraduate degree in Accounting from an accredited academic institution must complete eight prerequisite undergraduate courses (24 credits) before beginning the 30-credit MSA program:

ACC111 Financial Accounting  
 ACC211 Managerial Accounting  
 ACC303 Intermediate Accounting I  
 ACC330 Federal Income Tax  
 ACC340 Intermediate Accounting  
 ACC430 Accounting Information Systems  
 ACC440 Auditing  
 ACC450 Advanced Accounting

Once admitted to a graduate degree program, the student is matriculated in that particular program of study. Once the student is matriculated, all course work must be taken at Post University. Credits earned at another institution will not be accepted toward the graduate degree program.

### **Acceptance with Conditions and Matriculation**

For those students who do not meet the Standard Acceptance and Matriculation criteria, the following standards applies:

- For students with an undergraduate GPA below 3.00 but above 2.50:
  - Submit the same materials as listed in Standard Acceptance and Matriculation.
  - Once accepted, receive a 3.00 (B) grade or better for both of the first two courses taken in the graduate program. If a 3.00 or better is not achieved in both of the first two courses taken in the program, the student will be dismissed from the program.
  - Meet or exceed the years of progressive/diverse work experience (see table below; preference given to those in a supervisory or management role).
  - Submit a resume documenting career accomplishments and employment record.
  - For MSHSV students, submit a writing sample that meets the requirements specified by the Program Director.
- For students with undergraduate GPAs below a 2.50:
  - Meet or exceed the years of progressive/diverse work experience (see table below).
  - Submit everything from the Standard Acceptance and Matriculation and Acceptance with Conditions and Matriculation criteria

- For all degree applicants, submit a writing sample that meets the requirements specified by the Program Director/Manager.

The applicants petition for acceptance with condition is reviewed by the Program Director/Manager, who may request additional information or may require additional coursework.

<b>Program</b>	<b>2.50-2.99 GPA</b>	<b>2.00-2.49 GPA</b>
MBA	7-10 years	15 years (3 years of management)
MSA	3-5 years	5 years (3 years of accounting)
M.Ed.	3-5 years	5+ years
MPA	7-10 years	10+ years
MSHSV	3 years	5+ years
MSHEA	3-5 years	5+ years

Students must maintain a minimum of 3.00 GPA to attain admission to degree status. If students fail to achieve a 3.00 GPA in the first two courses taken, then the conditional acceptance is revoked. Denial through conditional acceptance is not subject to appeal.

### **Admission to Graduate Certificate Programs**

Applicants to a graduate certificate program must meet the same admissions criteria appropriate to the program of study that grants the certificate. Students may not transfer any credits into a certificate program. Once admitted into a certificate program, students must maintain a 3.00 GPA to receive the certificate. Any students wishing to transfer from the certificate program to a degree program must contact their academic success counselor.