ADMISSION REQUIREMENTS AND PROCEDURES

Adjustments to the 2011-2012 Admission Requirements are indicated below in red.

Santa Fe University of Art and Design is an academically challenging institution that seeks applicants interested in pursuing an arts education with a liberal arts foundation. Applications are welcome from candidates seeking a quality education in a campus community that challenges intellect in a nurturing and supportive environment.

All applicants, regardless of race, color, sex, sexual orientation, national origin, disability or religion, are considered for admission. Santa Fe University of Art and Design seeks a student body that is culturally and geographically diverse.

Santa Fe University of Art and Design operates under a rolling admission policy. Application review for fall enrollment begins on September 15 and continues through the spring. Prospective students are strongly encouraged to apply early. Applicants are notified of admission status soon after the review process has been completed. Santa Fe University of Art and Design requires students to have completed high school requirements, or equivalent, prior to enrolling in classes.

Undergraduate Student Admission Requirements and Procedures

Students wishing to apply as freshmen must submit:

- Completed application
- Goal statement
- $50 non-refundable application fee
- Official high school transcripts
- Official SAT or ACT test score
- Completed audition or portfolio, as applicable to the program

To be considered for admission, incoming freshmen must have an academic record that reflects a minimum GPA of 2.00, or a minimum ACT score of 18, or a minimum combined SAT score of 1000. Scores from high school transcripts should reflect a minimum of 16 units of completed or in-progress coursework, with four units in English, two units in mathematics, two units in laboratory science, and two units in social studies. An additional two units in foreign language are encouraged. The General Educational Development (GED) test score report is acceptable in lieu of a high school transcript.

Freshmen applicants who do not meet the minimum requirements for regular admission and have a cumulative GPA between 1.99 and 1.50 may be considered for conditional admission. Students with a GPA below 1.50 may be considered for conditional admission by the Admission Committee.

To allow Santa Fe University of Art and Design to meet applicants and help ensure the best match between students and the university, all first-time candidates for admission are required to go through an interview process. When possible, applicants are encouraged to come to campus for the interview. If distance or time prevents an on-campus interview, a telephone interview is arranged. Interviews are conducted by a member of the enrollment staff.

Santa Fe University of Art and Design evaluates applications in a comprehensive manner using academic performance, standardized testing, and extracurricular activities as factors for consideration. Upon acceptance, students are required to:

- Accept the offer of admission
- Pay the $200 enrollment deposit
- Pay the $200 housing deposit and submit housing form (unless student meets the exemption requirements as listed in the Student Handbook)
- Continue to complete satisfactory work in progress
- Submit a final high school transcript of academic work
Undergraduate Student Transfer Requirements and Procedures

All incoming transfer students with 15 or more transferable credits at time of application are required to provide:

- Completed application
- $50 non-refundable application fee
- Official transcripts from all institutions previously attended
- Goal statement
- Completed audition or portfolio, as applicable to the program

All incoming transfer students with less than 15 transferable credits at time of application are required to provide:

- Completed application
- $50 non-refundable application fee
- Official transcripts from all institutions previously attended
- Goal statement
- Official high school transcript
- Official SAT or ACT test score

To be considered for regular admission, incoming transfer students must have a current academic record at the most recent institution that reflects a minimum GPA of 2.00. Transfer applicants who do not meet the minimum requirements for regular admission and have a cumulative GPA between 1.99 and 1.50 at the most recent institution may be considered for conditional admission. Students with a cumulative GPA below 1.50 at the most recent institution may be considered for conditional admission by the Admission Committee.

Santa Fe University of Art and Design evaluates applications in a comprehensive manner using academic performance, standardized testing, and extracurricular activities as factors for consideration. Upon acceptance, students are required to:

- Accept the offer of admission
- Pay the $200 enrollment deposit
- Pay the $200 housing deposit and submit housing form (unless student meets the exemption requirements as listed in the Student Handbook)
- Continue to complete satisfactory work in progress
- Submit all final transcripts of academic work

The guidelines for transfer of college credit Santa Fe University of Art and Design are:

- The credit was earned at an accredited institution.
- The course was above remedial level.
- A grade of “C-” or above or “P” (passing) was earned in the course.
- The number of transferable credit hours in any single semester cannot exceed 24.
- Credits deemed 20 years or older must be evaluated by the appropriate department.
- Courses accepted by a previous college or university do not guarantee that the same courses will be accepted by Santa Fe University of Art and Design.
- No more than 88 transfer credits can be applicable to a Santa Fe University of Art and Design degree.
- Transfer students seeking a first or second undergraduate degree must complete 32 of the final 36 credits at Santa Fe University of Art and Design.

Students can receive a transfer evaluation from the Admissions Office indicating the number of credits likely to transfer. Transfer credits are posted to the Santa Fe University of Art and Design transcript after the end of the add/drop period during the first semester of enrollment. The transfer GPA is not calculated into the total GPA.
60 Day Transfer of Credit Policy

Credits to be evaluated for transfer from other education institutions must be requested within 60 calendar days of a student’s start date. All materials must be presented at the time of the request.

Misrepresentation of Credentials

Statements made and documents supplied by SFUAD applicants and students must be complete and accurate. The university will not tolerate any misrepresentation by a student or applicant of past or current academic programs, degrees, or professional accomplishments. If unexplained discrepancies appear between statements or documents provided to SFUAD and information obtained otherwise, except in the case of misspellings and other such inadvertent errors, applicants may be rejected for admission and enrolled students may be dismissed.

Home-Educated Student Admission Requirements and Procedures

Home-educated students must submit transcript documentation from the primary instructor demonstrating completion of the basic credit hours for high school and any additional documentation to demonstrate completion of home education high school per requirements of the state where the home schooling was completed. A GED is also accepted as a home-educated credential. The applicant and/or primary instructor should refer to the Admission Requirements and Procedures section of the catalog, which describes the 16 units of high school academic work that should be reflected on the transcript. Santa Fe University of Art and Design reserves the right to request additional portfolio or performance-based assessments, if necessary, to document competency for admission of home-educated students.

Second Bachelor’s Degree Admission Requirements and Procedures

A student who has earned a bachelor’s degree from any regionally accredited institution may pursue a second bachelor’s degree at Santa Fe University of Art and Design by meeting the following requirements:

- Apply for the second bachelor’s degree
- Enroll to complete a different major from the one earned for the first degree
- Complete all requirements for the second degree, except the liberal arts core requirement; course requirements from the major in the first degree may be used only as electives in the second degree
- Complete at least 32 hours of major, minor, or specialization requirements at Santa Fe University of Art and Design; CLEP examinations and challenge courses may not be included in the final 32 credits for the residency requirement

A high school transcript need not be submitted for second degree candidacy. An official transcript from the institution that granted the first degree is required.

Admission Committee

When undergraduate applicants do not meet the regular admission requirements, consideration for admission may be reviewed by the Admission Committee, which is made up of representatives from the Admissions Office, Academic Support Services, and/or appropriate department faculty. The committee may require additional documentation from the applicant prior to rendering a decision. This documentation could include letters of recommendation or samples of creative talent. The committee reviews the documentation and collectively determines if the applicant can be supported to ensure academic success while at Santa Fe University of Art and Design. Applicants admitted by the Admission Committee are admitted conditionally and expected to adhere to the conditional guidelines (see Conditional Admission).

Conditional Admission

Undergraduate students who are admitted conditionally are expected to meet the conditional guidelines, which are in place to ensure the academic success. Students admitted conditionally must fulfill the following guidelines while enrolled at Santa Fe University of Art and Design:
• Earn a minimum semester GPA of 2.00
• Limit course load to 12 credit hours
• Complete all coursework within the semester (no withdrawing from a course or taking an Incomplete in any subject)
• Meet with the Academic Resource Center (ARC) once on campus

If these guidelines are not met in the first semester, students are not allowed to register for courses the next semester. If students are enrolled in courses at another institution at the time of admission, minimum academic performance of a "C" must be maintained until enrolled at Santa Fe University of Art and Design. The offer of admission may be revoked if academic performance drops.

**Non-Degree-Seeking or Audit Students**

Anyone interested in enrolling in a course as a non-degree-seeking undergraduate student must submit an application for admission and the non-refundable application fee of $50. Non-degree-seeking undergraduate students are limited to 8 or fewer credits per semester and must fulfill regular admission requirements upon completion of 12 credits. Proof of high school graduation is required to enroll as a non-degree-seeking student. Non-degree-seeking students are not eligible for financial aid. Non-degree-seeking students who wish to become degree-seeking students must fulfill the regular admission requirements.

**Contingent Admission**

Students who wish to enroll at Santa Fe University of Art and Design but have been unable to secure official transcripts prior to registration may be contingently admitted as a regular student for one semester. Continuation beyond one semester requires receipt of official transcripts. All students must be at least contingently admitted prior to enrolling in courses.

**Readmission**

Students who withdrew or have not enrolled at Santa Fe University of Art and Design wishing to return after an absence of two consecutive semesters must be officially readmitted to the university. No application fee is required. However, students must complete an application and submit transcripts from all other institutions attended.

**Senior Citizens**

Individuals 55 years of age or older are welcome to participate in Santa Fe University of Art and Design classes as a senior citizen student at a reduced rate of tuition on a space-available basis. Technology, general, and lab fees are not waived or reduced. In addition, studio art classes are not available at a reduced tuition rate. Senior citizen students have the same rights and privileges as other regularly enrolled students and must follow the same admission procedures. Senior citizen students may enroll during the add period of each semester.

**Graduate Student Admission Requirements and Procedures**

Graduate-level applicants are given individual consideration, including careful evaluation of academic, professional, and community experiences. Graduate-level applicants are screened for potential to contribute to, gain from, and successfully complete the graduate program. Graduate-level applicants may begin the application process at any time, but must apply at least one month prior to the date of expected enrollment. Graduate-level applicants are notified of acceptance shortly after the admission file is complete.

Applicants for graduate-level programs must submit:

• Completed application
• $50 non-refundable application fee
• Resume
• Goal statement
• Official transcripts from all previously attended institutions showing degree(s) earned
• Teaching credentials, if applicable to the program

To be considered for admission as a graduate student, applicants must hold a bachelor’s degree or equivalent and an academic record that reflects a minimum GPA of 2.50. Graduate applicants who do not meet the minimum GPA requirement may be considered for conditional admission. For admission to graduate programs in the field of education, applicants must possess teaching credentials or teaching experience with a bachelor’s degree in education or completion of a teacher licensure program.

Graduate students are expected to be highly motivated, prepared to work in a challenging, interactive, self-paced program, and able to adjust professional and personal schedules to accommodate the added responsibilities of academic study and professional development. Therefore, all applicants for graduate admission are required to go through an interview process. When possible, applicants are encouraged to come to campus for the interview. If distance or time prevents an on-campus interview, a telephone interview is arranged. Interviews are conducted by a member of the enrollment staff.

Graduate Student Transfer Requirements and Procedures
In general, the guidelines for transfer of credit to a Santa Fe University of Art and Design graduate degree program are:
• Credit was earned at an accredited institution.
• Maximum of 9 semester hours or 3 courses; equivalent to 3 semester credits (or 5 quarter credits)
• Graduate-level with a B or better
• Courses must have been completed within seven years prior to the program start date
• Course content must be 80% content match

Non-US Citizens
We welcome non-US citizens to apply to SFUAD. All non-US citizens must either provide valid documentation of permanent resident status in the United States or pursue the F1 student visa (see “International Student Admission Requirements and Procedures” section of catalog) in order to register for classes.

International Student Admission Requirements and Procedures
International applicants should begin the admission process six months in advance of the intended semester of enrollment. International students must submit:
• Completed application
• $50 non-refundable application fee
• Goal statement
• Official translated high school transcript
  – Required if applying as a freshman student with less than 15 transferable transfer credits
  – An English translation and credentials evaluation of this document
• Official translated university transcript
  – Required if applying as a transfer student
  – An English translation and credentials evaluation of this document
• Proof of English proficiency
  – TOEFL scores: 550 paper version, 213 computer version, 79 Internet version
  – IELTS scores: 6 or higher
  – Laureate English Exam (available to LIU students only): 18 Listening, 24 Reading, 18 Speaking, 10 Writing
• Confirmation of financial resources
  - Students are required to have adequate financial support for 12 months to cover tuition, fees, room and board, travel, and incidental expenses. A certified statement from a bank, governmental agency, or sponsor must be filed along with the Confirmation of Financial Resources form that includes funds in US dollars. International students are not eligible for federal financial aid, but may be eligible for scholarships from institutional funds. A budget and Confirmation of Financial Resources form are available from the Enrollment Office.
• Audition or portfolio, as applicable to program
• Proof of health insurance and proper immunizations prior to registration

To be considered for regular admission, incoming international students must have a current academic record at their most recent institution that reflects a minimum GPA of 2.00. Applicants who do not meet the minimum requirements for regular admission and have a cumulative GPA between 1.99 and 1.50 at their most recent institution may be considered for conditional admission. Students with a cumulative GPA below 1.50 at their most recent institution may be considered for conditional admission by the Admission Committee.

Santa Fe University of Art and Design evaluates applications in a comprehensive manner using academic performance, standardized testing, and extracurricular activities as factors for consideration. Upon acceptance, students are required to:

• Accept the offer of admission
• Pay the $200 enrollment deposit
• Pay the $200 housing deposit and submit housing form (unless student meets the exemption requirements as listed in the Student Handbook)
• Continue to complete satisfactory work in progress
• Submit all final transcripts of academic work

Laureate International Universities Network Student Admission Requirements and Procedures

Students applying from within the Laureate International Universities network should speak with an enrollment advisor regarding specific requirements.

Admission-Related Information

Campus Visits
Santa Fe University of Art and Design welcomes visits from interested students. Prospective students are asked to make appointments with the Enrollment Office one week before visiting. Campus tours are scheduled daily during the week or by advance appointment on Saturdays. Interested students are encouraged to visit when classes are in session (September to mid-May) and avoid holidays. In addition, the Enrollment Office sponsors open houses where prospective students visit for an extended period of time to get better acquainted with the university. These events may be limited to high school juniors, seniors, and transfer students. For more details and exact dates regarding open houses, students should contact the Enrollment Office or check the university website.

Santa Fe University of Art and Design Institutional Awards
Santa Fe University of Art and Design makes various institutional funds available to students based on residency and other criteria. Institutional awards are not available for academic terms during which students attend study abroad or other host institutions.

Mandatory Student Health Insurance
Santa Fe University of Art and Design requires all full-time undergraduate students and/or those who live in campus housing to maintain medical/hospitalization insurance for the entire period of enrollment at the university. Students
may receive a waiver of the student insurance fee by providing evidence of alternate and comparable insurance coverage to the cashier in the Office of the Bursar within the first two weeks of courses. The waiver is not valid without a copy of a student insurance card. The student insurance card must be submitted each year.