



ADMISSIONS

Salem State College has a commitment to academic excellence and a continuing concern to provide access to a four-year baccalaureate program for a broad range of students. All applicants are carefully evaluated to be sure their previous academic preparation and scholastic achievement indicates the capacity and motivation to produce the quality of scholastic work that Salem has established as its standard of achievement.

The following admissions standards have been developed by The Massachusetts Board of Higher Education to ensure that the College remains an institution of high academic quality yet accessible to students with special circumstances and talents. These standards consist of four categories:

1. Freshmen Applicants.
2. Non-traditional applicants who graduated from high school three or more years prior to applying to college, or individuals who have completed the G.E.D. satisfactorily.
3. Special Admissions applicants: individuals who do not meet the requirements under categories 1, 2 or 3.
4. Transfer applicants.

FRESHMAN ADMISSION REQUIREMENTS

Academic Units

Most successful applicants usually have had secondary school backgrounds which include a broad distribution of college preparatory courses: English, four credits or units; mathematics, three credits or units; lab science, three credits (one a non-lab); social science, two credits or units, language, two credits or units; and other academic credits or units as appropriate. Students are encouraged to take courses in music, art, drama, computer science, and other fields so that they will bring with them to the College an understanding not only of math, science, and English but also of the culture from which they come.

A minimum grade point average of 3.0 in college preparatory course work at the end of the seventh semester will be required. Honors and advanced placement level course will be given extra weight. For students whose grade point average fall below 3.0, the sliding scale below will apply:

G.P.A.	SAT Must Equal or Exceed	ACT Must Equal or Exceed:
2.51-2.99	920	19
2.41-2.50	960	20
2.31-2.40	1000	21
2.21-2.30	1040	22
2.11-2.20	1080	23
2.00-2.10	1120	24

Either the SAT or the ACT will be required for students applying for admission within three years of high school graduation. Applicants for whom English is a Second Language (ESL) may substitute scores from the Test of English as a Foreign Language (TOEFL) or from the SAT II: English Language Proficiency Test (ELPT). A minimum SAT or ACT score will not be required as a condition for admission for students with a weighted G.P.A. of 3.0 or higher in college preparatory course work.

Deviations from this preparation would not necessarily disqualify an applicant, since the College is more concerned with the potential ability of the applicant to perform in a given program of study.

College preparatory course work

Students in the graduating class of 2003 and thereafter, **who attended public school in Massachusetts** must achieve a minimum 220 on both the English Language Arts and Mathematics MCAS tests.

Students with Special Needs and Talents

Setting admissions standards is a difficult task. Salem State College has a selective admissions process and as such must determine who among the applicants can best be served by the College. Some students, however, because of their unique circumstances, should be evaluated by a different set of criteria to determine their potential for academic success. These students, who are exempted from the course requirements and eligibility index, generally come from the following groups:

1. Non-Traditional students.
2. Students with special needs.
3. Educationally disadvantaged students.
4. Students with special talents.

Non-Traditional Students

G.E.D. students, evening school graduates, and students who graduated from high school more than three years before applying to college are a special group. To evaluate these students the College requires:

1. A high school diploma or its equivalent.
2. A high school transcript if appropriate.
3. S.A.T. scores if available.
4. A written work history and/or portfolio.
5. A personal interview when possible.

In addition, these students are encouraged to take CLEP and similar tests. Because of the unique circumstances of each individual applicant, there will have to remain in the admissions process for this group a degree of subjectivity that is much greater than that which is used in evaluating the traditional 18 year old. *Individuals in this group are usually highly successful in college and those who are exploring the idea of returning to school are encouraged to talk with an admissions officer.*

Students Whose Special Needs Have Been Identified by Means of Assessments Prescribed by Chapter 766

Salem State College is committed to support the needs of those students who are academically able to meet the challenge of our curriculum. Students with documented learning disabilities can be exempted from taking any standardized college entrance aptitude test for admittance to any public institution of higher education in the Commonwealth. Therefore, the minimum G.P.A. for such students is 3.0 or present other evidence of potential for success. Any student who applies to Salem State College and who has been identified as a student receiving special services under Chapter 766 will supply to the college:

1. A high school transcript.
2. Un-timed or timed S.A.T. scores if available.
3. **A complete copy of the Individualized Education Plan which should include:** the I.E.P. plus a psycho-educational evaluation. Evaluations should include information on the student's intellectual functions, processing abilities, and achievement. Actual subtest scores and grade/age equivalent scores may be included in the documentation.

The particular needs of learning disabled students are addressed through accommodations developed by the Office for Students with Disabilities and each L.D. student. Contact the Office for Students with Disabilities at (978) 542-6217 to receive a brochure describing their services and procedures.

Educationally Disadvantaged Students

Students identified as possibly being educationally disadvantaged and not qualifying for admission under categories 1, 2, and 3, will be individually evaluated for possible admission directly into the College or into one of the special programs.

Factors such as low income, limited English proficiency, and discrimination because of race or heritage, may limit opportunities for some students to receive adequate preparation for college. Salem State College does not want to exclude any student from admission solely because of deficiencies in academic preparation.



Special Talents

Each year the College receives a number of applications from students with special talents or skills. Because each case is different, they are hard to codify and, as a result, must be individually examined. The evaluation might include reviewing art portfolios, listening to musical auditions, and seeking other unique demonstrations of skills or special talents, each designed to reveal the student's potential for academic success at the College. Students who feel they may be eligible for admission under any one of the special categories are encouraged to apply. It may help to include with the application a letter of explanation regarding the particular special circumstances involved.

Freshman Application Procedures

High school seniors must supply the following to the Admissions Office before decisions can be made:

1. A completed application for admission and the required fee (sent directly to the Admissions Office, Salem State College, Salem, MA 01970).
2. An official transcript of the high school record through at least the first marking period of the senior year, or acceptable evidence of equivalent preparation.
3. Scholastic Aptitude Test Scores (SAT) or ACT.
4. An official transcript of any college-level work attempted.

Applicants are responsible for having the College Entrance Examination Board Scholastic Aptitude Test sent to Salem State College directly from Educational Testing Service, Princeton, New Jersey, 08540. Salem's CEEB code number 3522, placed on the test registration form, will accomplish this when registering to take the examinations. Applications cannot be processed until test scores have been received by the College directly from ETS.

Interviews. An interview is not required of applicants as a formal part of the usual admissions evaluation procedures. The Director of Freshmen Admissions, however, may require interviews with certain applicants in cases where it is advisable or necessary.

Art Major Applicants. Applicants for the Art major **must** submit to the Admissions Office a portfolio of 10-15 pieces of their original work, or slides thereof, in a variety of mediums. A personal interview with the Chairperson of the Art Department may be arranged in order to submit a portfolio of original artwork. If slides are submitted, they should be placed in a clear plastic folder designed to hold slides. A self-addressed stamped envelope should also be enclosed for return of the slides. No action will be taken on an application until the portfolio has been evaluated.

Transfer Students. Salem State College welcomes approximately 1000 transfer students each year. Transfer students represent various community colleges, two-year private colleges and four-year public and private colleges and universities. Our goal is to provide a barrier free transition and we strive to accommodate students' individual needs.

Transfer Admissions Requirements

Transfer applicants must meet the minimum admissions requirements listed below. The minimum requirements do not guarantee admission to the College.

1. 12-29 college credits with a minimum grade point average of 2.5.
2. 29 credits or less with a minimum grade point average of 2.0 and meets the minimum requirements for freshman applicants.
3. 24 or more college credits with a minimum grade point average of 2.0.

Transfer Application Procedure. A student who attended college after the summer following their final year of high school is defined as a transfer student. These students are required to submit the following information:

1. A completed application for admission and the required

application fee.

2. An official college transcript(s) for each college attended.
3. A list of currently enrolled courses.
4. A resume or work history is required if no courses have been taken within three years or if you are applying to the Nursing major.
5. An official high school transcript and SAT scores are required if the student has 1-23 credits, a GPA of less than 2.5 and has been out of school three years or less.
6. Art majors must submit an art portfolio or schedule an interview with a faculty member of the Art Department. (See Art Major Applicants listed under Freshman Application Procedures)
7. Social Work majors must schedule an interview with a faculty member in of the Social Work Department.

All acceptances of transfer applicants currently enrolled at other institutions are made with the condition that courses and examinations will be successfully completed.

Transfer Opportunities and Agreements

1. A student completing an Associate's Degree in a designated program at a Massachusetts Community College may be eligible for the Joint Admissions Program. Students who complete the designated degree with a grade point average of 2.5 are guaranteed admission into designated programs at Salem State College. Students who complete the designated degree with a grade point average of 3.0 and enroll as day students may be eligible for 1/3 off of in-state tuition. Consult the Transfer Admissions and Articulation Office.
2. Completion of an Associate's Degree in a Commonwealth Transfer Compact Program will be honored as a unit and construed as completion of 60 hours of work towards the Bachelor's Degree and 35 hours towards fulfillment of the general education requirements. This agreement only pertains to the designated compact programs at the Community Colleges and is not in force for those programs considered terminal in nature. Students will be required to complete all major and support requirements.
3. A student transferring from a two-year college is entitled to transfer no more than 68 credits.
4. Salem State College has established many Articulation Agreements with Massachusetts' two-year colleges. These agreements are developed by faculty to help students move from the Associate's Degree to the Bachelor's Degree. Please contact the Transfer Admissions and Articulation Office for more information.
5. Students who complete the General Education requirements at one Massachusetts State College or University shall not be obliged to meet additional or general education requirements of the receiving college. A letter of confirmation must be received from the state college Registrar.
6. Students who complete a Bachelor's degree from a regionally accredited college or university in the United States shall not be obliged to meet the Salem State College general education requirements (core and distribution) unless specified by the major department.
7. Typically, transfer credits will be granted for courses from a regionally accredited college with a grade of C- or better. Courses should be comparable to those offered at Salem State College.
8. If transferring 30 credits or more, students are exempted from the College's one credits physical education requirements.
9. Advanced Placement, CLEP and advanced standing credits will be accepted when applicable.



- Among equally qualified applicants priority will be given to transfer students from other Massachusetts public institutions.

International Student Applications

International students are encouraged to apply for admission to Salem State College. Because of the many different forms that are required and the time it takes to process those forms, an international student should file for admission *no later than March 1* preceding the September entrance date and *November 1* preceding the desired January entrance date.

In most cases, international students must be graduates of secondary schools in their own countries.

International students should first develop full competence in the English Language—in listening, reading, writing, speaking—in their own countries. The Test of English as a Foreign Language (TOEFL) is required of those students whose native language is not English. Scores should be in the 500 range, at least, for a realistic chance of admission. The SAT or ACT is also required.

Typically, an international student must plan to spend approximately \$18,500 (United States dollars) for fees and expenses for the usual nine-month academic year. **No financial aid assistance can be provided by the College.**

In addition to the standard application for admission form, international students must submit official copies of academic credentials **in English**. International students whose native language is English must submit results of the College Entrance Examination Board Scholastic Aptitude Test.

All international student applicants must submit, on a form provided by the College, a detailed listing of the student's past and present education, showing in specific terms how much education the student has had, and how well he or she has performed academically. A complete listing of the funds that are available for each year to the student's education in the United States is also required and must be verified by a banking official, on a form provided by the College. College transcripts from international institutes require evaluation from a professional evaluation service. There are many evaluation services available however; most students applying to Salem State College contact The Center for Educational Documentation at www.cedevaluations.com or World Educational Services at www.wes.org.

Readmit Applicant Procedures. Students who previously attended Salem State College, and did not attend another college after departing, are considered readmits. Students who took college courses after leaving Salem State College should follow the application procedures for transfer students. Readmission to the College is not guaranteed.

Readmit Application Procedures.

- A completed application and the required application fee
- A resume or work history is required if no courses have been taken within three years.
- A resume or work history or a letter of petition is required if your Salem State grade point average was below a 2.5.

Readmit Application Procedures (For the semester immediately following academic dismissal)

Students who have been academically dismissed from the College and wish to appeal this decision for admission for the semester following the academic dismissal should contact the Selective Retention Committee, in care of the Registrar's Office. Please see the catalog section: Selective Retention Committee and the section Readmission After Academic Dismissal.

Students returning from a **Leave of Absence** must confer with the Registrar concerning re-entry. (See Leave of Absence).

Evening Division Applicants. Applicants wishing to be candidates for undergraduate degrees through late afternoon and

evening study in the College's Evening Division follow the same application procedures as described for Day College applicants. Detailed information on the programs offered in the Evening may be found in literature and bulletins published by the College.

Admissions Fees

Costs and fees related to application for admission is:

- A \$25 non-refundable fee for residents of the Commonwealth and a \$40 non-refundable fee for all others** to be paid when the application form is submitted (the application fee is subject to change by action of the Board of Regents). The application fee may be waived for those applicants with extreme financial need who have been recommended in writing for an application fee waiver by a non-profit agency.
- A \$200 non-refundable tuition deposit to be paid when the student notifies the College that its offer of admission is accepted. This deposit will be deducted from the tuition charges of students who register and enroll in the Day Division of the College.
- A \$200 non-refundable residence hall deposit paid by students who are accepted as residents. This deposit will be deducted from the residence hall fee of students who enroll.

Applicant's Reply Options

If Admission is offered on or before April 1 for entrance in September, applicants must do **ONE** of the following within 30 days of issue of the letter of admission:

- Inform the college that the offer of admission is accepted and pay all required deposits, thereby confirming admission.
- OR**
- Inform the College that a delay in replying to the offer of admission is desired until a time on or before May 1 to confirm acceptance.
- OR**
- Inform the college that the offer of admission is declined.

If an accepted student does not inform the College of the option desired within 30 days, the offer of admission is automatically withdrawn.

Physical Examination

Students entering the College for the first time, and those returning after an absence of two semesters or more, are required to present current health information on a health examination and history form provided by the College. This examination must indicate that the student is physically capable of undertaking the program of studies for which he or she has been admitted.

The examination form will be sent after admission has been granted. This form must be completed by a physician and returned to Salem State College Health Services. Students who fail to comply with this condition of admission will not be permitted to register for courses. (See Administrative Dismissal.)

Credits by Examination

Advanced Placement Examination. Salem State College subscribes to the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement (AP) examinations are open to students who have participated in Advanced Placement courses in high school. Credits will be granted, generally, in subject areas in which scores of 5, 4, or 3 are attained. Credits will not be granted for scores of 2 or 1.

Students interested in Advanced Placement status in the Freshman year should notify the Director of Admissions and must submit Advanced Placement Test Scores.



College Level Examination Program

CLEP is a national program, sponsored by the College Entrance Examination Board, of credits-by-examination that offers the opportunity to obtain recognition for college level achievement. This examination program is a means of measuring learning attained through formal or informal study. If the results of the examinations are acceptable to Salem State, academic credits may be awarded.

There are two types of CLEP examinations: General Examinations and Subject Examinations. The General Examinations are designed to measure familiarity with the material covered in those courses taken during the first two years of college to meet the general education or liberal arts requirements. The General Examinations include: English Composition, Humanities, Mathematics, Natural Sciences, and Social Studies and History. The English Composition test will be accepted at Salem State only if the student also successfully completes a writing examination administered by the College's English Department.

The Subject Examinations are designed to measure knowledge and achievement usually covered in specific college courses. Each Subject Examination is a 90-minute multiple-choice test. Most of the Subject Examinations have an additional essay section. Salem State requires both the multiple-choice and essay sections. Certain Subject Examinations are not equivalent to courses at Salem State and credits for such tests will not be granted.

To find out more about the College's CLEP credits policy, write or call the Academic Advising Center.

Salem State College is not a Test Center. CLEP tests are administered at North Shore Community College, Lynn, MA, and at several institutions in Greater Boston. (See Life Experience Credits.)

