

# APPLYING FOR ADMISSION

Students are encouraged to visit the Admissions (<https://www.medaille.edu/admissions/>) homepage for more information.

## Admissions Policy

Medaille College accepts students from varied backgrounds whose academic and extracurricular records indicate they have the potential to succeed. Consideration is given to academic preparation as evidenced by courses taken, grades received, standardized test scores, placement test scores and life experiences. Admission to the College does not automatically entitle the student to admission into any particular program. In conformance with Title IX, 1972 Education Amendments, the College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin or age in the administration of its educational policies, admissions policies, scholarship and student aid, athletic, or other institutionally administered programs.

## When to Apply

Medaille College operates on a rolling admissions policy. Refer to the Undergraduate Admissions page (<https://www.medaille.edu/admissions/undergraduate/>) for more information on application procedures and deadlines.

Below are the Early Action policy and procedures:

### Early Action Application

- Early Action applications need to be submitted prior to November 1<sup>st</sup>.
- Students must complete a full application with High School transcripts and test scores; placements need to be completed if the SAT/ACT has not been taken.
- Students must complete and add the Medaille College school code to their FAFSA.

Acceptance and Award letters will be provided to the Early Action applications prior to December 1<sup>st</sup>.

If the student accepts the Early Action offer, the student will have until December 18<sup>th</sup> to place their tuition deposit to commit to Medaille College.

### Benefits of Early Action

- Early Action is an application process that allows students to apply early, receive an admissions decision by December 1<sup>st</sup>, and make their college decision by December 18<sup>th</sup>.
- Early Action guarantees that the student's tuition rate will not increase during their degree program.
- Early Action and Regular Decision applicants are treated the same in the awarding of scholarships and financial aid.
- A student who applies through Early Action can request to be moved to the Regular Decision plan. If a student makes this change during the application process, they will be reconsidered for admission with Regular Decision applicants.

### Early Action Policy

- At Medaille, students who submit a complete Early Action application by November 1<sup>st</sup> will receive their admissions decision and financial aid package by December 1<sup>st</sup>.
- If a student is not accepted through Early Action, the student will be moved to the Regular Decision pool.

- If a student is offered an Early Action acceptance, the deadline to deposit is December 18<sup>th</sup>.
- Prior to depositing, it is encouraged that the student talk with a financial aid officer about their financial aid package.
- If a student accepts the Early Action offer then they will submit a \$100 non-refundable tuition deposit.

**Note:** For information regarding the undergraduate academic programs offered in the online format, contact the Office of Online Admissions. Contact information is available here: <http://www.medaille.edu/admissions/how-apply/online-admissions> (<http://www.medaille.edu/admissions/how-apply/online-admissions/>).

## How to Apply

### 1. Apply to Medaille

Free, online applications are available here: <https://apply.medaille.edu/apply/>

### 2. Submit Transcripts

First-time college students should request that their official transcripts be sent from their high school to Medaille College's Admissions Office. Transfer students (<https://www.medaille.edu/admissions/transfer-students/>) must submit official transcript(s) from all colleges previously attended as well as official high school transcript(s).

### Official Transcript Policy

Students are responsible for submitting official transcripts no later than the completion of their first term/semester. Students who fail to submit official transcripts will be administratively withdrawn from the College. Students may reapply for admission once official transcripts are received by the College.

### 3. Submit Standardized Test Scores

Students apply directly to Medaille College from high school. The student should submit SAT or ACT scores to the institution. Medaille College also accepts the Certificate of High School Equivalency Diploma/General Educational Development Test (GED).

### 4. Next Steps: Credential Review

Applications are reviewed by Admissions staff upon completion of steps 1 through 3. Applications and all supportive credentials become the property of Medaille College and will not be returned to the applicant.

### 5. Notification/Acceptance

Medaille College follows a policy of "rolling admissions." Students are notified of admissions decision within two weeks of completing the application process. Acceptance is conditional until final semester and/or year grades have been submitted to Medaille College.

### 6. The Tuition Deposit

To reserve a position in a program of study at Medaille, students will be required to submit an Intent to Enroll (<https://www.medaille.edu/admissions/lp/enrollment-confirmation-form/>) form, or to pay a \$100 tuition deposit. Contact Admissions for the amount due toward the specific program. Students should submit the deposit within one month of acceptance. The deposit is non-refundable and will be credited to the first semester's tuition. Contact Undergraduate Admissions Office at (716) 880-2200 for the link to pay the Tuition Deposit online.

### 7. Testing

Prior to acceptance, some students may be requested to take placement tests in math, reading and writing. The scores will be used to place students in appropriate courses. All students should refer to their specific

program sections in this Undergraduate Catalog for possible additional testing requirements.

### 8. Proof of Immunization

New York State law requires that all college students born on or after January 1, 1957 must provide medical proof of immunization for measles, mumps, and rubella prior to enrollment.

Additionally, all students, regardless of birth date, are required to receive information about the risk of meningococcal disease and the benefit of vaccination. Students are required to submit proof of vaccination within the last 5 years or sign a waiver refusing the vaccine, prior to enrollment. Immunization information is available here: <http://www.medaille.edu/current-students/wellness-center/health-services/immunization-requirements> (<http://www.medaille.edu/current-students/wellness-center/health-services/immunization-requirements/>). Contact the Wellness Center for further information, by calling (716) 880-2112).

### 9. Early Admissions for High School Students

Medaille offers an Early Admissions Program in order to provide increased educational opportunities for qualified high school students. The admissions policy for the program is based primarily on the New York State Education Department Early Admissions Guidelines. Two types of early admissions are available:

- Non-matriculated, in which the student retains their high school status; and
- Matriculated, in which the student studies full-time under supervision at the college level before completing formal coursework for the high school diploma.

**Note:** The student Admissions counselor can give more information about Early Admissions.

### Conditional Acceptance

Students may be conditionally accepted for admission to the College with the expectation that they will be able to submit appropriate documentation.

Documents such as:

1. Teacher Certification/Licenses
2. Official Transcripts

Conditional acceptance is only valid for one term/semester. If a conditional acceptance is not met after the first term/semester, students will be administratively removed from the College and will have to reapply for admission.

### Terms of Probationary Admittance: Post-Traditional Student Only

1. The student with probationary admission is allowed to be enrolled in one semester of courses.
2. A registration hold will be placed on the students' record, preventing future term registration.
3. The student must earn a minimum 2.0 cumulative GPA by the end of the first semester.
4. The student who does not earn a minimum 2.0 cumulative GPA in the first semester is academically dismissed from Medaille College and can reapply in six months.

5. The student who earns a minimum 2.0 cumulative GPA in the first semester may continue in their program. The registration hold will be removed and registration complete.
6. The student with probationary admission who earns a minimum 2.0 GPA in the first semester and continues must then maintain a minimum cumulative GPA of a 2.0 through the rest of the program.
7. In the remainder of the program, in the event the cumulative GPA falls below a 2.0, the student will be placed on Academic Probation.

### Admissions Requirements: On-Ground Programs

1. Medaille College Online Application
2. Resume (AAS-Vet Tech **online only**)
3. Essay (AAS- Vet Tech **only**)
  - a. 600-word essay should contain how and why the student is interested in the program, what the student knows about the veterinary medical field, what the student's experience is in the field and what the student envisions themselves doing after graduation.
4. Official high school transcripts or GED with scores
5. Official transcripts from all colleges or universities attended
6. An applicant who has had previous academic deficiencies will be asked to write an explanation of performance and motivation to complete the online program. Admission may be offered with appropriate evidence supporting the student's ability to succeed.
7. FAFSA (Free Application for Federal Student Aid) if wish to apply for financial aid.

### Admissions Requirements: Online Programs

1. Medaille College Online Application
2. Resume (AAS-Vet Tech **online only**)
3. Essay (AAS- Vet tech **only**)
  - a. 600-word essay should contain how and why the student is interested in the program, what the student knows about the veterinary medical field, what the student's experience is in the field and what the student envisions themselves doing after graduation.
4. Official high school transcripts or GED with scores
5. Official transcripts from all colleges or universities attended

### Advanced Placement and International Baccalaureate

High school students may earn Medaille College credit by taking college-level courses in their high schools. Medaille College will accept Advanced Placement test scores of 3 or better and International Baccalaureate scores of 5 or better.

### Articulation Agreements

Medaille College works with the region's two-year colleges, BOCES programs, and high schools to facilitate student transfer of College-level credit and to welcome transfer students to the academic community. Please contact the Registrar's Office when inquiring about the transfer of earned credits. Current information about articulation agreements is available here: <http://www.medaille.edu/admissions/academic-and-life-credits> (<http://www.medaille.edu/admissions/academic-and-life-credits/>)

### Medaille College Global University Partnerships

Medaille College maintains partnerships with a number of universities around the world that provide opportunities for student and faculty collaboration and exchange.

## Brazil

Amazonas State University (UEA)  
 Universidad Federal de Mato Grosso (UFMT)  
 IESB Centro Universitario (IESB)  
 Universidade de Caxias do Sul (UCS)  
 UniEvangélica Centro Universitario  
 Centro Universitario do Sul de Minas (UNIS)  
 Universidad de Passo Fundo (UPF)  
 Universidad de Ribeirão Preto (UNAERP)  
 Grupo Tiradentes (UT)

## China

Dalian Maritime University  
 Dalian Neusoft University of Information  
 Shenyang University

## Hungary

Calasanz Training Program of Budapest, Hungary

## Ireland

University College Cork – National University of Ireland, Cork

## Japan

Chukyo University  
 Hosei University

## Korea

Catholic University of Daegu  
 Dankook University  
 Duksung Women's University  
 Gachon University  
 Kyungpook National University  
 Seoul National University of Science & Technology (SeoulTech)  
 Sookmyung Women's University

## Mexico

Universidad del Mayab

## Taiwan

Fortune Institute of Technology – Taiwan  
 National Kaohsiung Normal University  
 Takming University of Science and Technology  
 Yu Da University

## Thailand

Naresuan University

## Vietnam

Duy Tan University

## International Students

International students enrolled in Buffalo Campus undergraduate programs must meet the standard admission criteria of Medaille College. In addition, they must present evidence that they have command of the English language. An English language proficiency test; the minimum acceptable scores are as follows:

TOEFL IBT Paper-Based TOEFL	IELTS	iTEP	Pearson	Eiken
79	6	3.5	53	2A

International Student transcripts of all secondary and college work must be submitted. Certified translations must also be provided for documents

supplied in a language other than English. A certified course-by-course evaluation of foreign credentials is required for all college work. Certified transcripts of secondary and college work must be submitted. All non-US transcripts should be accompanied by certified translations. Certified evaluations/translations can be attained through one of the following agencies: [www.wes.org](http://www.wes.org) (<http://www.wes.org>) (World Education Services) or [www.ece.org](http://www.ece.org) (<http://www.ece.org>) (Educational Credential Evaluators). This procedure is necessary for official credit, grade, and language conversion. The Admissions Office will not review academic credentials without evaluation from one of the above agencies. Since federal and/or state financial aid is not available to international students, they are required to present certified evidence of sufficient funding to cover their educational expenses.

## Undergraduate Matriculation

Students accepted by the College as degree/certificate-seeking candidates in a specific program are considered to be matriculated. However, undergraduate students may take up to 15 credit hours at Medaille without degree/certificate-seeking status. In this case, students are considered non-matriculated. Students should note that financial aid is not available to non-matriculated students. Transcripts from other institutions are not required for non-matriculated students. Non-matriculated students apply to the College through the Admissions Office; and register for courses through the Registrar's Office. Upon completion of 15 undergraduate credits, non-matriculated students must apply through Admissions for degree/certificate-seeking status.

## Transfer Credits

Medaille's transfer policy permits acceptance of credit earned at other accredited institutions of higher learning. Students who wish to have credits earned at other accredited institutions applied toward fulfillment of their course of study at Medaille should start with the Admissions Office to obtain an evaluation of these credentials from the Registrar's Office. The acceptance of transfer credit for a core course which is over 20 years old will be determined by the Department Chair or appointee in consultation with appropriate department faculty. Only those credits, approved by the Registrar, are accepted that relate to the degree program they will enter.

## Undergraduate Academic Programs

A maximum of 90 credit hours may be transferred toward a baccalaureate degree from other accredited undergraduate academic programs; however, no more than 72 hours may be transferred from two-year colleges. A maximum of 45 credit hours toward an associate degree may be accepted in transfer from other accredited undergraduate academic programs.

## Transfer Policy for School of Education Students (B.S.Ed.)

This policy applies to students who are transferring into one of the following B.S.Ed. degree programs:

- Adolescent Teaching: Biology 7–12 & Students with Disabilities
- Adolescent Teaching: English 7–12 & Students with Disabilities
- Adolescent Teaching: Mathematics 7–12 & Students with Disabilities
- Adolescent Teaching: Social Studies 7–12 & Students with Disabilities, or
- Education: Early Childhood/Childhood (B-6) (concentrations in Biology, English, Mathematics, or Social Studies).

Medaille College evaluates transfer credit into its B.S.Ed. Early Childhood/Childhood and Adolescent and Students with Disabilities programs from

accredited postsecondary institutions based on current New York State Education Department curriculum program standards, including those covering Content Core (concentration)-Liberal Arts and Sciences and General Core Liberal Arts and Sciences.

However, in order to ensure that students successfully meet New York State Education Department learning standards and outcomes, students may be required to take specific general education core or content area courses at Medaille if they have not already been completed elsewhere. These specific course requirements are published in the Undergraduate Catalog and in curriculum planning and advising documents available to students.

Fifty percent of the total credits in the degree program must be in the liberal arts and sciences as defined by the New York State Department of Education (NYSED) at the time of graduation.

### **Transfer Students Holding an Associate's Degree**

Medaille College will ordinarily, when possible, grant full credit (a minimum of 60 credits) for completed coursework to transfer students from two-year Colleges who have successfully earned an A.A. or A.S. degree. As necessary and appropriate, the College will grant credit for transfer courses with "C-" or "D" grades and will count these courses toward the completion of matriculation requirements. In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeats a course in order to meet the minimum standard required of all Medaille students. Only credit is transferable; grades, quality points, and cumulative averages do not transfer.

### **Transfer Students without a Degree**

In the area of a student's major program of study only grades of "C" or better are transferable. Medaille may accept in transfer up to 12 credit hours of "C-" or "D" grades as liberal arts electives or free electives provided that the overall transfer average is at least 2.0. Only credit is transferable; grades, quality points, and cumulative averages do not transfer.

### **Course Transfer Policy**

The acceptance of transfer credit is based on course equivalencies, expected learning outcomes and competencies and the institution's curricula and standards as they align with those of Medaille College. The acceptance of transfer credit for a core course which is over 20 years old will be determined by the Department Chair or appointee in consultation with appropriate department faculty. If a course is considered equivalent per the articulation agreement with the transfer institution and meets the requirements for the degree at Medaille, the course may be accepted toward the students' degree requirements. A student must take a minimum of 30 credit hours at Medaille in order to earn a bachelor's degree and 15 credit hours to earn an associate degree. A minimum grade of "C" must be earned in the major coursework accepted in transfer.

### **Part-Time/Full-Time Status**

Undergraduate students who carry fewer than twelve credit hours during any given semester are classified as part-time students. Full-time undergraduate students carry at least twelve credit hours per semester.

### **Second Bachelor's Degree**

Students already possessing a baccalaureate degree from another accredited institution of higher education are eligible to apply for a

second bachelor's degree from Medaille College through the Buffalo Campus Admissions Office.

Candidates for a second bachelor's must earn a minimum of thirty (30) course credits in residence beyond the total number of credits accumulated from their degree and satisfy all the major requirements for a degree program different from the one completed to earn their first degree.

Medaille College will, where applicable, apply transfer credit from the first baccalaureate degree to fulfill the common, non-program specific general education core curriculum requirements it mandates for students pursuing their first bachelor's degree at the Buffalo Campus.

Students pursuing a second degree will be required by their academic department to complete additional arts and sciences coursework deemed essential to meeting the learning outcomes and competencies necessary for degree conferral.

Course work completed as part of the first-degree program may be used to satisfy up to half of the major requirements in the second degree. Decisions are at the discretion of the appropriate Department Chair.

Second degree candidates are subject to all Medaille College's Buffalo Campus undergraduate academic policies and practices.