

Policy for Applicants

Alfred University seeks talented, motivated students, nationally and internationally, of diverse cultural, ethnic, and economic backgrounds, who will contribute to the campus learning community, with particular attention to students who will pursue intellectual and cultural achievements consistent with the University mission.

Alfred University's mission is to foster a spirit of inquiry, search for knowledge through fundamental and applied research, and transmit that knowledge to our students in a highly personalized environment. Valuing diversity, tolerance, interdisciplinary work, and active learning, the University strives to develop our students' abilities to think critically, communicate clearly, understand an increasingly complex, technology-dependent, international society, and respond creatively to change, preparing them for a life of achievement and leadership.

In reviewing applications, the Committee on Admissions considers the following factors most important:

- Rigor of high school or preparatory curriculum
- Grades
- Standardized test results, including the ACT or the SAT
- Extracurricular involvement
- Letters of recommendation
- Essay

Individualized attention is given to every applicant.

Freshman Requirements

Academic Preparation

Students will be considered for admission if they are secondary school graduates in a college preparatory program, or when they submit evidence of having completed an equivalent degree of education. The secondary school program should include a minimum of 16 academic units. Each academic division of the University suggests a different distribution of the academic units, as follows:

College of Business

- 4 units of English
- 3-4 units of social studies and history
- 3-4 units of college preparatory mathematics (algebra I and II, geometry, pre-calculus)
- 2 units of laboratory science

The remainder of the 16 academic units should be earned within the fields listed above, in a foreign language, or in business courses.

College of Liberal Arts & Sciences

- 4 units of English
- 3-4 units of social studies and history
- 2-3 units of college preparatory mathematics (algebra I and II and geometry)
- 2 units of laboratory science (biology, chemistry, and physics)

The remainder of the 16 academic units should be earned within the fields listed or in a foreign language.

10 Admissions

School of Art & Design

- 4 units of English
- 3-4 units of social studies and history
- 2 units of college preparatory mathematics preferred (algebra and geometry)
- 2 units of laboratory science
- Portfolio (see below)
The remainder of the 16 academic units should be earned within the fields listed above, in a foreign language, or in art courses.

Inamori School of Engineering

- 4 units of English
- 4 units of college preparatory mathematics preferred (algebra I and II, geometry, calculus)
- 3 units of laboratory science (biology, chemistry, and physics preferred)
- 2-3 units of social studies and history
The remainder of the 16 academic units should be earned within the fields listed above, in a foreign language, or computer science.

Procedures for Freshman Applicants

Applicants should submit the following items when applying for admission:

- Application for Admission along with a \$50 non-refundable fee or a fee waiver certificate
- An official high school transcript which includes all academic work to date
- At least one letter of recommendation (guidance counselor, teacher, principal, headmaster, etc.)
- Essay
- Results from ACT or SAT tests
Mail all items to:

**Office of Admissions
Alfred University
One Saxon Drive, Alumni Hall
Alfred, New York 14802**

In addition, all applicants are strongly encouraged to visit the campus. To schedule an interview, contact the Office of Admissions (800-541-9229 or admissions@alfred.edu) at least two weeks prior to the visit. During a campus visit, a student can take a campus tour, have an admissions interview, meet with a financial aid counselor, attend a class, meet with a faculty member, and/or meet with a coach. Specialized tours are available for the School of Art and Design and the Inamori School of Engineering.

Application Deadlines

- December 1 - Early decision for fall enrollment.
- February 1 - Preferred deadline for regular fall enrollment.
Applicants who apply by this date will receive a decision by late March. Portfolio deadline for Art & Design candidates is February 1.
- December 1 - Deadline for spring enrollment. (Freshman applications for spring enrollment are not accepted from students wishing to major in Art & Design.)

School of Art & Design Portfolio Requirements

Portfolios should reflect a student's abilities and passion. Fifteen to twenty (15-20) samples of the students' best work should be submitted. At least four of the pieces must be drawing from direct observation. All work should demonstrate a command of elements of visual language including composition, line, form, and color.

The portfolio should also demonstrate conceptual skills, a willingness to experiment, a respect for craftsmanship, as well as a commitment to visual expression and communication. Not everything in the portfolio has to be finished work. Sketches can provide valuable information about how students see, work, and think.

Portfolios should be submitted as 35-mm color slides or digital images on a CD-R or DVD-R. Submit digital documentation as JPEG files. Organize all digital images into a single digital folder. Video, animation, and audio work may be submitted on a CD-R or DVD-R in current file formats.

All slides and discs must be labeled with the students' full name. For slides, include image information such as size and media. Indicate the top of the slide with the word "top." Edit, arrange, and number each slide. Use a Sharpie permanent marker for labeling discs. Include a list of disc contents including image information such as size and media in the CD or DVD case. Video, animation, and/or audio clips should be edited to no more than five minutes. Send all material in a crush proof container to:

**Office of Admissions
Alfred University
One Saxon Drive, Alumni Hall
Alfred, NY 14802**

In order to have the portfolio returned, the student must send a self-address stamped envelope with sufficient postage.

The deadline for regular admission is February 1. The deadline for early decision is December 1. Dates for submitting transfer student portfolios vary and are outlined in the following Transfer Admissions section.

Freshman Applicant Options

Early Decision

The early decision admission option offers applicants, whose first choice is Alfred University, the opportunity to apply for the fall semester by December 1 and receive a decision by December 15. Accepted early decision candidates are expected to withdraw their applications to all other post-secondary institutions. Early decision applicants should:

- Submit the application for admission and \$50 fee or application fee waiver certificate to the Office of Admissions by December 1, checking the Early Decision box on the application.
- Ask the high school guidance office to submit an official academic transcript with ACT or SAT scores and a letter of recommendations to the Office of Admissions by December 1.
- Submit an Early Decision Contract (requires multiple signatures) and an essay by December 1.

Final acceptance is contingent upon successful completion of the senior year. Early decision applicants who are not accepted may be deferred to regular decision and reviewed by mid-March for the fall semester. For early decisions candidates, a \$300 non-refundable deposit is due by January 15. Financial aid applicants must submit the deposit within ten days of receiving a financial aid award letter; however, financial aid forms must be submitted in accordance with the early decision application deadline.

12 Admissions

Early Admission

Students who wish to enter AU after completing the junior year of secondary school may qualify for admission. Please contact the Office of Admissions for information and application procedures.

Deferred Admission

Alfred University understands that some students may benefit by postponing entrance for up to two years. Deferred admissions applicants should:

- Follow the application procedures for regular admissions, including paying the enrollment deposit.
- Notify the Office of Admissions by August 1 of their intention to delay entering the University.
- Notify the Office of Admissions in writing at least three months before planning to enroll.

Should the two-year deferment period lapse without written notification, the \$300 deposit will automatically be forfeited. A deferral student who enrolls at another college sacrifices the deposit and relinquishes his/her place in the freshman class. Such students may reapply as transfer students and, if accepted, will have the previous deposit applied toward first semester tuition charges.

Common Application

Alfred University is a member of the Common Application. Common Application forms are available at high school guidance offices or on-line at www.commonapp.org.

Online Application

Students can apply to Alfred University using our online application, which can be found on our web site at www.alfred.edu/admissions/apply. For more information, please contact the Office of Admissions at (800) 541-9229 or admissions@alfred.edu.

Notification of Freshman Applicants

Applicants who have submitted all credentials to the Office of Admissions by February 1 can expect to receive a decision in mid-February; decisions will continue to be announced through mid-March.

When the Office of Admissions receives the final secondary school transcript, an acceptance becomes final. Applicants must also fulfill any specific requirements set by the Committee on Admissions.

A \$300 deposit for fall semester enrollment is due by May 1, or within two weeks of admission notification for those accepted after May 1. Students enrolling in January should submit the deposit by December 15, or within two weeks of acceptance if notified after December 15.

Of the \$300 deposit, \$100 is credited toward matriculated students' first semester charges, and \$200 is held throughout a student's enrollment. This is returned, less any unpaid University charges, after graduation or withdrawal (if done in accordance with established procedures). The \$300 deposit is non-refundable to those who choose not to attend Alfred University.

Transfer Requirements

Applicants who are attending or have attended a junior or senior institution will be considered for admission if they meet the following criteria:

- Completed/Attempted credit hours at an accredited college or university
- Achieved a cumulative GPA of at least 2.5 on a 4.0 scale
- Demonstrated good social standing at the previous institution

The applicant's most recent academic performance is the primary consideration in transfer application review. The secondary school performance of applicants with fewer than 30 semester hours credit is also considered. Transfer candidates with GPA's below 2.5 but above 2.0 may be considered for admission; however, a personal interview with an admissions counselor is recommended and a specific essay is required. The essay should discuss why the student's academic performance has been inconsistent with ability and why the student expects to achieve greater success at Alfred University. Additional faculty recommendations are also encouraged.

Transfer applicants should submit the following credentials:

- A completed transfer application with essay and \$50 fee or application fee waiver certificate. The deadline for the fall semester is August 1 and the spring is December 1. (Please refer to Transfer Art Applicants for application and portfolio deadlines.)
- Official transcripts from all colleges and universities previously attended
- An official high school transcript
- At least one letter of recommendation from a faculty member at the institution from which the student is transferring. If a faculty recommendation cannot be obtained, recommendations may also be submitted by professional members of the student's community who are not relatives and who can serve as valid references.
- Essay
- International transfer applicants should refer to the International Student Policies and Procedures.

Final acceptance is contingent upon the student successfully completing his/her current academic program and paying the required deposit.

Students are also responsible for furnishing the Coordinator of Transfer Admissions with catalogs from all colleges previously attended if these are not already on file.

Transfer Art Applicants

In addition to the procedures for transfer applicants listed above, a portfolio is required from all applicants to the School of Art & Design (see freshman section on portfolio submission). Indicate the type of admission as Transfer on the outside of the portfolio. Portfolios should be shipped in a crush proof container to:

**Office of Admissions
Alfred University
One Saxon Drive, Alumni Hall
Alfred, NY 14802**

In order to have your portfolio returned, a self-addressed stamped envelope with sufficient postage must be included.

14 Admissions

Dates for Portfolio Submission

Fall transfer art applicants with 24 or fewer studio credit hours should follow freshman application deadlines (see previous section). Other transfers interested in fall acceptance should apply by March 1 for maximum consideration. After March 1, transfer applicants will be considered depending on availability of space in specific media areas.

Spring transfer art applicants should submit their portfolios by November 15. Applicants will be notified of the admissions decision by December 1, and portfolios will be returned on or before that date.

Transfer art students accepted and placed at the freshman studio level may not enter in the spring semester; they must begin the Freshman Foundation program in the fall semester.

In order for a portfolio to be reviewed, a transfer student must have previously submitted a transfer application with essay, fee, college and high school transcripts, and letter(s) of recommendation to the Office of Admissions.

Notification of Transfer Applicants

Decisions will be mailed on a rolling basis, usually within four weeks after the application is completed. Initial acceptance becomes final only after the University is notified that current course work is successfully completed. Transfer applicants must also fulfill any specific requirements set by the Committee on Admissions.

For students who apply by February 1 and are accepted for the fall semester, a \$300 deposit is due no later than May 1, or within two weeks of admission notification for those accepted after May 1. If accepted for spring semester, the deposit is due no later than January 1, or within two weeks of acceptance if notified after January 1.

After crediting \$100 toward a matriculated student's first semester tuition charges, \$200 is held throughout a student's enrollment. This is returned, less any unpaid University charges, after graduation or withdrawal (if done in accordance with established procedures). The \$300 deposit is non-refundable to those who choose not to attend Alfred University.

Transfer of Credits

It is Alfred University policy to provide transfer students with the greatest possible recognition of their previous college work while maintaining the integrity of its own academic programs.

Transferable Credit

In courses graded A-F, only those courses in which the student has earned a "C" or above will be accepted. "C-" or lower passing grades will be accepted only if this credit was counted towards a conferred Associate of Arts, Associate of Science, or Baccalaureate degree earned at the transfer institution.

Ordinarily, a course graded "C-" or lower cannot be used to fulfill major or minor requirements. In courses graded pass/fail or credit/no credit, grades of "pass" and "credit" are accepted.

Alfred University accepts college credits from those U.S. colleges and universities that are accredited by one of the regional accrediting bodies, such as the Middle States Association of Colleges and Schools. Credits earned at U.S. institutions that are accredited instead by one of the recognized national accrediting organizations, such as the Accrediting Council for Independent Colleges and Schools, will be considered for transfer of credit on a case-by-case basis.

Number of Credits Transferable from Junior Colleges or Associate Degree Programs

It is University policy to show full faith in the Associate of Arts (A.A.) or the Associate of Science (A.S.) degrees offered by accredited two-year colleges. Therefore, the maximum credit hours required to complete the associate's degree program are accepted in transfer.

Associate of Applied Science (A.A.S.) programs will be evaluated on a course-by-course basis. If the student has attended a junior college and has not completed an associate's degree, AU will accept a maximum of 60 credits (junior standing).

Number of Credits Transferable from a Senior College

The maximum number of credits transferable from a senior college or university is 90 credits (senior standing). Regardless of the number of credits that are accepted in transfer, all students are responsible for completing the major and general education requirements of their program of study and must earn at least 30 credits at Alfred University to receive any AU degree.

International Student Policies and Procedures

Alfred University welcomes applications from qualified international students. The procedures listed below are necessarily strict in order to protect the University's visa-granting privileges. All international students (degree candidates and special students) must conform to the procedures and deadlines.

An international student wishing to matriculate must submit:

- A completed International Student Application Form by:
 - Fall Semester - March 15
 - Spring Semester - October 1
- The \$50 (non-refundable) application fee.
- Original or certified copies of all secondary transcripts showing proof of graduation and a certified English translation of those records
- A letter of recommendation from your instructor, teacher, school counselor, or principal.
- Art and Design applicants are required to submit a portfolio (see freshman section on portfolio submission).

Indicate the type of admission as Transfer or Freshman on the outside of the portfolio. In order to have your portfolio returned, a self-addressed stamped envelope with sufficient postage must be included. Portfolios should be shipped in a crush proof container to:

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Alfred University
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Alfred, NY 14802**

16 Admissions

- **Proof of English Proficiency:**
Student's whose native language is not English must show evidence of English proficiency. Please submit your official results for the Test of English as a Foreign Language (TOEFL) or International English Language Test System (IELTS).
- **Standardized Tests:**
All undergraduate international applicants are required to submit official scores from the SAT, ACT or TOEFL examinations. International Applicants must take either the SAT or ACT examinations in order to be considered for any merit based scholarships through the Office of Admissions.

Transfer Students:

Students who have completed any post-secondary studies must also submit:

- Original or certified copies of all Post-Secondary studies
- A certified English translation of those records
- Official evaluation of those classes by either the World Evaluation Services organization (www.wes.org) or Education Evaluation International (www.educei.com).

International students transferring to Alfred University from another U.S. college or university must verify that they are in status. Please have your current International Student Advisor complete an Alfred University Transfer Form and fax it to (607)871-2198.

- **Required Essay for International Students**
Please provide a written statement that describes any personal experiences or circumstances that have affected your educational performance and/or personal development. Choose from the following essay topics:
 - 1) Write an article about yourself that would appear in your local newspaper. Be sure to include a headline.
 - 2) Briefly, why do you feel Alfred University is a good match for your academic and personal goals?
 - 3) Build a web-page on the Internet and give us the address. As part of the review process for your application, the Admissions Committee will explore your web site. This essay option must also include a paragraph (submitted with your application for admission) sharing your creative process as you designed the web page.
 - 4) Media and technology have had a significant impact on today's society. How have your ideals, experiences or goals been shaped by these influences? Write this in light of your relationships with others such as parents, friends, etc.

Applicants to the School of Art and Design: Please respond to the following question in addition to OR in place of the above essay choices:

Over the past several years, how has your art transformed you and how have your artistic motivations and inspirations changed?

- **Evidence of Financial Support**
The Department of Homeland Security requires Alfred University to verify that a student planning to study in the United States on an F-1 or J-1 visa provide financial evidence documenting sufficient funds for their student careers. To verify evidence of financial support, please submit the following:

- 1) Alfred University Financial Statement with an official stamp from a notary or bank. This form must be completed by the student's sponsor.
 - 2) An official letter from your sponsor's bank indicating sufficient funds (translated into English) or an official award from your government or other sponsoring organization indicating the terms of support.
- Upon acceptance submit your \$300 (non-refundable) enrollment deposit by:
May 1 - Fall Semester
November 15 - Spring Semester

After the enrollment deposit is received, Alfred University will prepare an I-20 to be sent to your mailing address listed on the application. An I-20 is required to apply for a student visa at the nearest U.S. Embassy or Consulate in your home country.

Special Programs

Opportunity Programs: Educational Opportunity Program (EOP); Higher Education Opportunity Program (HEOP)

Opportunity programs enable students whose economic and educational circumstances have placed limitations on their opportunities to further their education. To qualify for admission, students must be New York State residents, demonstrate the potential to succeed academically and socially, and demonstrate financial need as dictated by New York State guidelines.

Students accepted into the Opportunity Programs at Alfred University are required to participate in a Pre-Freshman Summer Program. This program is designed to assist students in gaining an understanding of the demands and challenges that come with college enrollment and introduce them to the University campus and its surrounding communities.

The Summer Program includes courses in reading, writing, mathematics, introduction to sociology, computer literacy, and student success strategies. Instruction is provided in these areas to enhance proficiency in the basic skills necessary to be successful in college.

Opportunity Programs provide support services, including a tutoring and regular academic and personal counseling to students throughout their enrollment at Alfred University.

Non-Degree (Special) Students

Individuals who wish to attend Alfred University as special students should contact the Student Service Center about course registration. Non-degree students need not apply to the Admissions Office. Since these students are seeking educational enrichment rather than a college degree, they are not eligible to receive financial aid.

Reserve Officers Training Corps (ROTC)

Alfred University students may enroll in the Army ROTC program in cooperation with the Seneca Battalion at St. Bonaventure University. This program leads to a commission as a second lieutenant in either the active Army, U.S. Army Reserve, or the U.S. Army National Guard.

18 Admissions

The program is structured in two separate phases: a basic course for freshmen and sophomores and an advanced course for juniors and seniors. With the exception of ROTC scholarship recipients, students may enroll in the basic course without incurring any military obligation. Alfred University does not award credit toward degree completion for military science courses, but records them on the AU transcript.

Admission of Veterans and Service Personnel

Alfred University values service to our country; service personnel are encouraged to apply for admission by contacting the Office of Admissions for further information.

Readmission

A student whose study at Alfred University has been interrupted through voluntary or involuntary withdrawal from the University and who wishes to return must:

- Complete an Application for Admission by August 1 for fall enrollment and December 1 for spring enrollment
- Submit a \$50 non-refundable application fee
- Submit a brief statement indicating why you wish to return to Alfred University

Please have the following materials sent directly to the Admissions Office:

- Official transcripts of college work taken at other institutions since attending Alfred University (if applicable)
- A statement of support for readmission from the Dean of the college to which you are applying for readmission
- A statement of support for readmission from the Office of Student Affairs
- A statement of readmission clearance from the Student Service Center
- One (1) letter of recommendation from an employer (if employed since leaving Alfred University) or from a faculty member (can be an AU faculty member, or a faculty member from an institution attended while not enrolled at AU)
- for HEOP/EOP only, a readmission recommendation from the Director of Opportunity Programs

Involuntary Withdrawal of Acceptance

Alfred University reserves the right to withdraw acceptance of any prospective student prior to matriculation who engages in or has engaged in any activities, social or financial, that are considered to be violations of accepted standards of conduct. This includes, but is not limited to, any penal laws.