

Undergraduate Admission

FIRST-TIME, FIRST-YEAR APPLICANTS

Admission to Monmouth is based upon many factors. Recognizing that each student is different, Monmouth makes every attempt to ensure that its selection process is as fair to each student as possible. The admission process is need-blind, i.e., a family's ability to pay for college is not considered.

Admission to the University is at the discretion of the Admission Committee under the guidance and supervision of the Director of Undergraduate Admission. The applicant pool for fall admission changes each year; admission guidelines are established based upon the applicant pool and strategic objectives of the University. Factors considered in the application review process include the high school transcript with focus on cumulative grade point average and rigor of coursework, standardized test scores, activities/work experience, community service and leadership roles. The Committee reserves the right to make admission exceptions on the basis of the student's overall application and potential for success at Monmouth University.

Admission Requirements

A candidate for admission is required to: (1) be a graduate of an accredited secondary school or the equivalent; (2) have completed 16 Carnegie

units to include the following: four units of English, three units of mathematics, two units of social studies, two units of science, and five additional units of academic electives chosen from the following areas: English, social science, science, humanities, foreign languages, and mathematics; and (3) satisfy the University's requirements for grade point average and standardized test scores (SAT or ACT).

The application deadlines for first-time, full-time students are as follows:

The application deadline for early action is December 1. Early action is a non-binding program geared toward students who meet the overall criteria for admission and have a strong desire to enroll at Monmouth. Early action candidates will be notified of an admission decision by January 15. Applicants may be offered admission, denied admission, or returned to the regular applicant pool for further consideration.

The application deadline for regular decision is March 1. This is the final application deadline for first-time, full-time students. Students who wish to apply for regular admission may file their credentials any time after the start term of their senior year. Applications received after the March 1 deadline will be considered on a space-available basis. Regular decision candidates will be notified of an admission

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decision prior to April 1. Applicants may be offered admission, denied admission, or offered admission for the following spring semester.

Enrollment deposits are required of all undergraduate students who are accepting offers of admission to the University. For more than a decade, all available seats for the fall semester for full-time, first-year students have been claimed, through the submission of an enrollment deposit, by May 1, the National Candidates' Reply Date. Therefore, full-time, first-year students should submit the enrollment deposit as soon as possible.

First-year students may also apply for spring semester admission; the deadline for their spring semester applications is November 1. First-year, full-time students who are entering in the spring semester should also submit the enrollment deposit as soon as possible in order to confirm intention to enroll.

Part-time students:

The application deadline for the fall semester is July 15. The application deadline for the spring semester is December 1.

Adult students (24 years of age or older):

The application deadline for the fall semester is July 15. The application deadline for the spring semester is December 1.

Students should submit the enrollment deposit as soon as possible.

Admission Procedures

1. The Application for Admission must be completed in full, signed, and returned to the Office of Admission Processing. To obtain an application for admission, contact the Office of Admission Processing at 800-543-9671 or apply online at http://www.monmouth.edu/admission/application/adm_undergrad_apply.asp. A non-refundable application fee is required.
2. The secondary school of the applicant must forward an official transcript to the Office of Admission Processing.
3. Official SAT or ACT score reports must be submitted. Test results may be either included on the official transcript provided by the applicant's secondary school or may be forwarded to Monmouth directly by the testing service. Monmouth University's code

number for the SAT is 002416. The ACT code is 2571.

4. High school students are encouraged to complete the SAT or ACT no later than the fall term of their senior year.
5. Applicants who have satisfactorily completed the General Education Development (GED) test in lieu of high school graduation should request that an official score report be sent directly to the Monmouth University Office of Admission Processing. The scores can be obtained by calling the NJ Department of Education's GED Program's automated system at 609-777-1050. An official copy of the high school transcript showing courses completed should also be submitted.
6. All matriculating undergraduate students must complete the required medical forms prior to registration. Medical forms will be forwarded to students after the enrollment deposit is received by the University for completion by their physician. All required immunizations must meet current University policies.

Credit Accumulation

• Advanced Standing

Monmouth University grants college credit (Advanced Standing) for secondary school courses that have been validated by the Advanced Placement Examination Board. In most cases, credit is awarded for Monmouth University course equivalents of the subject matter covered by the examination when the AP examination scores are 3, 4, or 5. See page 48 for specific Monmouth equivalencies for AP exams.

Monmouth University accepts International Baccalaureate (IB) Diploma Program Credit based on Higher Level examination achievement. A score of a 5, 6, or 7 must be earned in order to receive credit for the IB. International Baccalaureate courses are graded on a scale of 1 (minimum) to 7 (maximum). Official IB transcripts should be forwarded to the Office of Undergraduate Admission for official evaluation. Monmouth does not grant IB credits for subjects taken at the Standard Level.

Students will be given credit in specific subject areas on a course-by-course basis; credit policies will be determined by the academic department in which the credit will be transferred. Please refer to the chart that follows for a list of accepted IB coursework.

International Baccalaureate Credit Acceptance

Subject	IB Level/Score	Course Equivalent	Credits
Best Language			
English:	Higher Level (HL) 5, 6 or 7	EN201 or EN202*	3 credits
Second Language			
Languages**:	Higher Level (HL) 5	201 & 202	6 credits
	Higher Level (HL) 6 or 7	301, 202 & 303 or 304 or FS300A or FS300B	9 credits
Individuals and Societies			
Business & Management:	Higher Level (HL) 5, 6, or 7	BM250	3 credits
Geography:	Higher Level (HL) 5, 6 or 7	GO101	3 credits
Economics:	Higher Level (HL)	TBD	
History:	Higher Level (HL) 5, 6 or 7	HS102***	3 credits
Islamic History:	Higher Level (HL) 5, 6 or 7	HS102***	3 credits
Information Technology:	Higher Level (HL) 5, 6 or 7	IT100	3 credits
Philosophy:	Higher Level (HL) 5, 6 or 7	100-level Philosophy elective	3 credits
Psychology:	Higher Level (HL) 5, 6 or 7	PY103	3 credits
Anthropology:	Higher Level (HL) 5, 6 or 7	AN103	3 credits
Experimental Sciences			
Biology:	Higher Level (HL) 5	BY101	3 credits
	Higher Level (HL) 6 or 7	BY110 & BY111	6 credits
Chemistry:	Higher Level (HL) 5 or 6	SC100 & CE101	6 credits
	Higher Level (HL) 7	SC100, CE111 & CE111L	7 credits
Physics:	Higher Level (HL) 5, 6 or 7	SC100 & PH101	6 credits
Environmental Systems:	Higher Level (HL) 5	BY 101	3 credits
	Higher Level (HL) 6 or 7	BY120 & BY220	6 credits
Mathematics and Computer Science			
Mathematics	Higher Level (HL) 5, 6 or 7	100-level Mathematics free elective***	3 credits
Computer Science	Higher Level (HL) 5, 6 or 7	CS120	3 credits
The Arts			
Visual Arts	Higher Level (HL) 5, 6 or 7	AR001 Arts free elective****	3 credits
Music	Higher Level (HL) 5, 6 or 7	MU001 Music free elective****	3 credits
Theatre Arts	Higher Level (HL) 5, 6 or 7	TH001 Theatre free elective****	3 credits

* Students must apply to department for specification of course.

** Language credit given ONLY to those who are completing a major or minor in the language.

*** Students may apply to the department to specify course as alternate 100-level course.

**** Students may apply to the department for evaluation for specific course credit.

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• Credits in Escrow

Monmouth University provides a taste of college life as well as a head start in college for secondary school students who have completed at least their junior year. Credits earned are held in escrow and may be applied toward a degree at Monmouth after the student is matriculated as a regular student, or may be transferred. By taking advantage of this opportunity and with careful planning of course sequences, it may be possible for a student to complete requirements for a baccalaureate degree in three calendar years.

Monmouth University also grants credit for college courses taken at another accredited institution while the student was still attending high school. In order to receive credit, official transcripts must be submitted from that institution for evaluation.

Home-Schooled Students

A candidate for admission who has been home schooled is required to follow these guidelines in the application process. Please note that all home-schooled students are required to meet their home state requirements and submit appropriate supporting documentation demonstrating that they have done so, should they be asked to do so by Monmouth University.

1. Complete the application for admission in full and return to the Office of Admission Processing.
2. Submit the non-refundable application fee.
3. Submit one of the following credentials:
 - a. Transcript from a home-school program, private school, or primary teacher. Please note that if any part of your high school education was completed in a conventional public or private high school, Monmouth University requires the transcript of that academic work be sent directly from the registrar of that school. Additionally, if you have completed any college-level coursework while in high school or to satisfy graduation requirements, submit all official transcripts. If coursework is still in progress, submit a course schedule.
 - b. Portfolio of academic work completed to include syllabi, list of textbooks used, academic curriculum outline, and any other

documentation of academic work completed. The portfolio must include grade evaluations by the primary teacher. Also required with the portfolio is Monmouth University's Curriculum Chart for Home-Schooled Students. All students who apply to Monmouth University must demonstrate that they have completed the following Carnegie Units: four units of English, three units of mathematics, two units of social studies, two units of science, and five additional units of academic electives chosen from the following areas: English, social studies, science, humanities, foreign languages, and mathematics.

4. Submit official standardized test scores – either SAT or ACT. Score reports must be sent directly from the testing agency. Monmouth's SAT code is 2416. Monmouth's ACT code is 2571.

TRANSFER APPLICANTS

Monmouth University welcomes applications from transfer students who are in good academic standing at other accredited colleges or universities. Students from non-accredited colleges may be admitted if they satisfy the admission requirements of Monmouth University. Students with a cumulative GPA of 2.25 or better will be considered for admission to the University. Students pursuing a major within the School of Education must have a minimum GPA of 2.75 according to New Jersey State Guidelines. Admission is determined by successful completion of coursework over time and is not automatic; there may be instances when a student with a 2.25 GPA or greater will not be offered admission. Students who have been dismissed for academic reasons will not be considered for acceptance by Monmouth University until at least one academic semester has elapsed following their dismissal. Students suspended for disciplinary reasons from another institution must serve the term imposed by that suspension before Monmouth University will consider their application for admission.

Students offered provisional admission must be non-matriculated and part-time. Conditions imposed on such students are as follows: they may earn no more than 18 credits in that status and may carry no more than nine credits per semester; they

must reapply for admission after earning 12-18 credits at Monmouth in order to matriculate and continue taking courses at the University. Admission as a matriculating student is contingent upon successful completion of coursework. (See page 58: Changing from Non-Matriculated to Matriculated Status.)

The application deadline for the spring semester is December 1. The application deadline for the fall semester is July 15. Transfer students with fewer than 24 transferable credits are considered first-year class level, may be accepted on a space-available basis, and are encouraged to apply by November 1 for the spring semester.

Transfer students must send official transcripts from all institutions attended previously, regardless of whether or not credit for such work is desired or expected. Final transcripts from previous institutions attended should be received by Monmouth University prior to beginning enrollment. Students who do not provide official transcripts will not be permitted to continue at Monmouth. Failure to declare attendance at any postsecondary institution where registration occurred may lead to disciplinary action and/or dismissal. When applying for transfer credit, students may be requested to submit official course descriptions. Applicants who have successfully completed at least 24 transferable semester credit hours are not required to submit SAT scores or secondary school records unless requested by the Office of Admission.

Credit Transfer

Transfer students who have been admitted to the University will receive an official transfer credit evaluation. Students who fail to declare attendance at any post-secondary institution where they had been registered automatically waive the right to have that work considered for transfer credit and are subject to disciplinary action and/or suspension. Grades earned at previous institutions are not reflected in the Monmouth University grade point average (GPA). Education majors may transfer a maximum of six professional credits from a two-year school. Additional information is available from the Office of Undergraduate Admission. Students attending an accredited two-year institution in New Jersey may find transfer equivalencies through the New Jersey Transfer Initiative (www.njtransfer.org).

All candidates for bachelor's degrees must complete the University's general education requirements. Please refer to the information that follows concerning general education transfer equivalencies. Prospective students may contact the Office of Undergraduate Admission for further information.

• Police Academy Transfer Policy

Students who successfully complete a New Jersey Police Academy program prior to enrolling in Monmouth University will be awarded six (6) Monmouth University credits (CJ101-Introduction to Criminal Justice and CJ225-Law Enforcement). Once matriculated into Monmouth University, no police academy credits will be awarded to students who subsequently enter a New Jersey Police Academy.

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(Note: 2009-2010 Academic year only. General Education Requirements will be changing summer 2010.)

Monmouth University Requirement

1. **Information Technology** (IT 100)
2. **English Composition** (EN 101, 102)
3. **Critical Discourse** (HU 201)
4. **Literature** (Literature: Ancient through Renaissance, Literature: Neoclassical to the Present) (EN 201, 202)
5. **History** (Western Civilization) (HS 101, 102)
6. **Discovery & Thinking in Natural Science** (SC 100)
7. **Issues & Methods of Biology, Chemistry, or Physics** (BY 101, CE 101, or PH 101)
8. **Mathematics & Problem Solving** (MA 100)
9. **Social Sciences** (six credits in two disciplines at the introductory levels)
10. **Art, Dance, Music, or Theater Appreciation** (AR 101, DA 101, MU 101, or TH 101)
11. **Cross-Cultural Studies** (two courses from the approved list)
12. **Perspectives on Global Issues** (PR 4XX)
13. **Experiential Education**

Transfer Equivalencies

- Any course that covers computer literacy, e-mail, Internet applications, and an integrated office suite in a Windows environment (3 credits).
- Any two English composition courses with similar content. Remedial English courses are not considered equivalent.
- Transfer equivalencies will be determined on an individual basis.
- EN 201: Any 200-level or above literature survey course that covers predominantly ancient through Renaissance literature; EN 202: Any 200-level or above literature survey that covers predominantly the neoclassical period to the present.
- Any two history survey courses (3 credits each).*
- Any integrated science course or any specialized science course.
- Any second specialized science course in biology, chemistry, or physics.
- Any non-remedial mathematics and/or statistics course.
- Six credits in at least two of the following disciplines outside the major: anthropology, economics, geography, political science, sociology, psychology, Social Sciences 210, or Gender Studies 225.
- Any course in art, cinema, dance, music, or theater.
- Two courses that focused on the diversity, values, and ethics of a non-English-speaking culture through study of languages, literature, history, institutions, etc. If the foreign language option is chosen, all six credits must be in the same foreign language.
- Transfer equivalencies to be determined on an individual basis.
- The equivalent of an experiential-designated Monmouth course or transfer equivalencies to be determined on an individual basis.

* *History Example: A student who transfers three credits of a history survey course must take either History 101 or History 102 to complete the Monmouth requirement. If the transcript evaluator has designated the course as a "history survey," it has been verified as a survey course.*

For undergraduate students who attended accredited (by the Commission on Higher Education) two-year community or county colleges, the following applies:

1. Students transferring from a two-year institution may use up to 72 transfer credits toward a baccalaureate degree at Monmouth University, providing these credits fulfill degree requirements. Students who attended both two-year and four-year institutions may apply a maximum of 24 additional credits at the 200-level or higher (as determined by the four-year institution where these courses were taken) toward baccalaureate degree requirements at Monmouth University, providing these credits fulfill degree requirements. Students who attended only a four-year institution may apply a maximum of 96 credits toward a baccalaureate degree at Monmouth University, providing these credits fulfill degree requirements.
2. Full-time students at accredited community or county colleges who have maintained continuous semester-to-semester attendance and who graduate in five or fewer semesters in A.A., A.S., or A.A.S. (nursing only) degree programs will be considered for acceptance as transfer students at Monmouth University. Provided such students begin their enrollment at Monmouth in the first or second semester immediately following their graduation from the two-year institution, they may elect to follow the Monmouth University curriculum that was in effect at the time they entered the two-year college. Students must request matriculation in the prior catalog by writing the Office of Registration and Records within the first semester of attendance. Please be aware that accreditation or state mandate may make a program unavailable.
3. All other graduates of accredited community or county colleges who have earned A.A., A.S., or A.A.S. (nursing only) degrees (full-time students taking more than five semesters to graduate or part-time students) will be considered for acceptance as transfer students at Monmouth University. Provided such students begin their enrollment at Monmouth in the first or second semester

immediately following their graduation from the two-year institution, they may elect to follow the Monmouth University curriculum that was in effect four semesters prior to their enrollment at Monmouth.

For all other undergraduate students who attended accredited (by the Commission on Higher Education) institutions, courses are transferred as follows:

1. Only courses in which earned grades were “C” or higher will be accepted. Furthermore:
 - a. No remedial courses will be accepted.
 - b. A maximum of four physical education credits may transfer.
 - c. No personal development or vocational (e.g., secretarial, automotive) courses, unrelated to degree programs at Monmouth University, will transfer. (The designation “vocational” will be determined by the course description/syllabus, not necessarily by the discipline designation assigned at the previous institution.)
 - d. Courses that are more than 5 years old may be declined by the major department, but only in cases where the subject matter of these courses has undergone significant and substantial additions/revisions.
2. Courses will transfer at the number of credits assigned at the previous institution.
3. Each transfer student must complete at least 32 credits at Monmouth University, of which 16 credits must be in the major. For business administration majors, at least 50 percent of their business requirements (business core and concentration(s)) must be completed at Monmouth University. For other graduation and residency requirements, see page 63 of the 2008-09 Monmouth University Undergraduate Catalog.
4. Students changing majors will have their transfer credits re-evaluated by the new major department.
5. Undergraduate students who attended a study abroad program through their former institutions may be eligible for Experiential Education credit at Monmouth. The student must have earned a minimum of 6 credits at the foreign institution, with grades of “C” or better. The study abroad courses must be

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noted on the academic transcript of the American institution and annotated as “study abroad.” See the Office of Registration and Records for additional information.

For undergraduate students who attended non-foreign, non-accredited programs:

Courses other than nursing courses will transfer automatically only if there exists a formal document of course equivalencies previously adopted by the University. When a formal document does not exist, courses taken in these non-accredited programs will be evaluated on a case-by-case basis by the appropriate departments to determine acceptability for transfer. In all instances, the conditions of 1–4 above apply.

For nursing majors, nursing courses will transfer as described on page 110 of the Catalog. Non-nursing majors who have graduated from a diploma nursing school may transfer nursing courses by taking as many as four ACT/PEP tests as specified by the School of Nursing and Health Studies at Monmouth University. Each successfully passed examination may transfer as eight credits of lower-division nursing courses. These credits may apply to the requirements of the major program as applicable. Students should consult with their major department chair for details.

For undergraduate students who attended foreign institutions:

The Monmouth University Transcript Evaluator will evaluate credentials submitted from foreign institutions. All documents must be translated into English in order to expedite the evaluation process, and course descriptions must accompany transcripts. In all instances, the conditions of 1–4 above apply to foreign courses. Students may, upon request, be required to have previous academic work validated, at the students’ expense, through an outside credential evaluation service.

For undergraduate students who have served in the military:

Students who have completed basic training in any of the Armed Forces will automatically receive one credit in physical education activities and 1 credit of health by virtue of that experience and presentation of official discharge documentation. Other cred-

its earned while in the military may be considered for transfer credit upon presentation of official discharge or official military transcript documentation to the Office of Undergraduate Admission.

Alternative Credit Options

• *CLEP (College Level Examination Program)*

Monmouth University grants three credits for each of the five General Examinations completed with a minimum score of 52. CLEP exams taken prior to July 1, 2001, require a minimum score of 481.

Credit is assigned as follows: English Composition with Essay Examination—English 101; Mathematics Examination—mathematics elective; Natural Sciences Examination—physics elective; Humanities Examination—free elective; Social Science/History Examination—social sciences elective. If the English Composition CLEP exam is taken without essay, then the essay portion must be completed by arrangement with the English Department before the awarding of credit can be considered. CLEP exams with essay taken before July 1, 2001, must have a score of 481 or better.

In subject matter CLEP examinations, Monmouth University grants credit for one Monmouth University course equivalent to the subject matter covered by the examination when the score is at or above the fiftieth percentile for the CLEP examination. While it is recommended that CLEP examinations be taken before admission to the University, individual exceptions will be considered subject to departmental approval.

• *Credit by Examination*

Credit by Examination is a process for granting academic credit for a life experience with an academic parallel. The term “life experience” connotes a learning experience equivalent to an academic course in an accredited institution on the college level. Credits obtained by examination are accorded the same status as transfer credit and consequently are not used in the computation of the grade point average. Credit by examination is counted as part of the maximum allowable transfer credits for an academic program. Undergraduate students earning credits by examination for foreign languages cannot use these credits to satisfy the cross-cultural general education requirement. These credits will not be included into the 32 credits needed to fulfill the

Monmouth University residency requirement, but may be taken at any time during the student's career at Monmouth. Interested students should apply to the appropriate academic departments. Details about these procedures are available in the Office of Registration and Records.

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- *Applied Music*

Applied Music is private instruction in a particular instrument or voice. The student must complete an applied music form and have it approved by the Music Department. The student may earn as many as six credits in Applied Music and will be awarded the credit after successful completion of the lessons and the payment of the credit by examination fee. Credit for Applied Music will be treated in the same manner as credit by examination (see above). Guidelines are available online on the Office of Registration and Records forms WEBpage at <http://www.monmouth.edu/academics/registrar/forms.asp>.

- *Prior Learning Assessment Program*

Students who have been working, managing a home, volunteering in the community, traveling, serving in the military, or studying independently may have acquired some college-level learning from these experiences.

It is possible to have this learning evaluated and receive credit. Credit is granted for learning rather than the experience itself, and is awarded when the learning is closely related to the subject matter of a Monmouth course. Students who wish to earn credit for learning from work and life experience will be asked to prepare a portfolio that describes and documents that learning. Additional information is available from the Office of Registration and Records.

FORMER STUDENTS APPLYING FOR READMISSION

Readmission to the University

Former Monmouth University students not on a Leave of Absence who have not attended the University for at least one semester must submit an application for readmission. Applications are available in the Office of Admission. If the applicant has

attended another institution in the interim, the applicant must have an official transcript forwarded to the Office of Admission Processing.

Readmission to the University after Academic Dismissal

Students who have been academically dismissed may apply for readmission. Review of the application and the ensuing decision is made by the Academic Standards and Review Committee. Previously dismissed students seeking readmission must have been away from the University for one full semester. Students who have been dismissed twice may apply for readmission after a minimum of three years. Application must be made through the Office of Admission Processing.

Application for Academic Amnesty

(See page 60.)

VISITING STUDENTS

Students from other institutions must provide a letter of permission from, and be in good academic standing at, the home institution. Applications are available from the Office of Admission Processing. Admission as a visiting student does not constitute admission as a matriculated student.

ADULT APPLICANTS

Monmouth University endeavors to support life-long learning by providing services and programs—degree and non-degree, credit and non-credit—that enable non-traditional students to meet their varied educational needs and goals.

Program 65 affords opportunity for persons 65 years of age or older to enroll for study at Monmouth University at reduced tuition. Admission requirements include the designated non-refundable application fee and proof of age. Enrollment is on a space-available basis. Those interested in learning more about Program 65 may contact the Office of Undergraduate or Graduate Admission.

APPLICANTS WITH DISABILITIES

Monmouth University welcomes applications from persons with disabilities, complying with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students who wish to utilize available accommodations and services pro-

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vided by the University must submit current and adequate documentation related to their disability to the Department of Disability Services for Students.

You are not required to disclose a disability. If information is provided, it is not used in admission decisions. Monmouth University can also be contacted by using the New Jersey Telecommunications TTY Relay Services Operator at 800 852-7899.

INTERNATIONAL APPLICANTS

International applicants must meet three basic criteria before acceptance: demonstration of academic ability, English language proficiency, and sufficient financial support.

Applicants for admission to a graduate program whose native language is not English must demonstrate English language proficiency. Such proficiency may be demonstrated by submitting an official score report from one of the following standardized tests and meeting the minimum score requirements. Students who have completed the equivalent of a baccalaureate or master's degree at an accredited institution in a native, English-speaking country may be exempt from these standardized testing requirements.

- **TOEFL (Test of English as a Foreign Language)***

Minimum score requirements:

- Paper-based version 550
- Computer-based version 213
- Internet-based version 79

- **IELTS (International English Language Testing System)***

Minimum score requirement 5

- **MELAB (Michigan English Language Assessment Battery)***

Minimum score requirement 77

- **ESOL (Cambridge University English for Speakers of Other Languages)***

Minimum score requirements

- Certificate of Advanced English – An A, B, or C constitutes a passing grade.
- Certificate of Proficiency in English – An A, B, or C constitutes a passing grade.

* Note that exceptions to minimum score requirements may be made upon recommendation of the graduate program director within the student's major department and with approval from the dean of the graduate school. Monmouth also requires a student's academic profile to meet regular standards for admission.

Monmouth University will also accept international students who meet Monmouth's regular standards for admission and who have successfully completed the ELS Language Services program at the master's level of English proficiency, which is completion of Level 112, in lieu of the TOEFL or other English proficiency exam. Conditional acceptance may be issued by Monmouth University to those students who elect to prove English proficiency by enrolling in and completing ELS Level 112.

In order to obtain the non-immigrant Certificate of Eligibility (Form I-20), all accepted international applicants are required to provide financial documentation, such as bank statements, attesting that sufficient funds are available to support the period of study for the degree at Monmouth. To obtain a copy of the Application for Form I-20 and instructions, visit <http://www.monmouth.edu/student/grad/FormI20.pdf>. This completed document is required before the Form I-20 can be issued.

Undergraduate applicants who have attended school outside of the United States must submit official evidence of secondary school completion and certified original copies of national examinations results where applicable.

International applicants from English-speaking countries must take the SAT and meet regular standards for admission. To learn from which countries the SAT is required, please visit <http://www.monmouth.edu/admission/international/toefl.asp>.

International Transfer Applicants

Credentials submitted from foreign institutions will be evaluated by the Transcript Evaluator. Official transcripts (mark sheets, diplomas, degrees, and/or certificates) of all secondary and post-secondary academic records and examination results are required. Transcripts are considered official when they are sent from a secondary institution, college, or university directly to the Office of Admission Processing and bear official seals and signatures. Transcripts bearing the statement "issued to student" or transcripts submitted by the applicant are not considered official. All academic records that are not in English must be accompanied by certified English translations.

The records should list all courses the student has taken and grades received in each subject. Course descriptions and/or syllabi and the number of weeks and hours spent in lectures and laboratory work for each course are required of transfer appli-

cants if transfer credit is expected. Only credits from recognized accredited institutions will be considered for direct transfer into any degree program. All coursework is subject to approval by the department chair of the specific program chosen; not all courses may transfer. A maximum of 72 credits will be allowed for undergraduates transferring from a two-year accredited institution; a maximum of 96 credits will be allowed when transferring from a four-year accredited institution.

Coursework done through national examination may be considered for credit by department evaluation, credit by examination, waiver, or portfolio if results meet specific department and/or University requirements and standards.

Students may, upon request, be required to have previous academic work validated, at the student's expense, through an outside credential evaluation service.

Failure to declare and/or present all academic work, or presentation of academic records that are found to be altered or of a questionable nature, may result in non-acceptance of student or dismissal of student from the University. Generally, international students currently studying in the United States who wish to transfer to Monmouth University should follow the regular transfer admission process. The English proficiency/SAT requirement can be waived for international students who have completed at least 24 transferable credits of which at least three are in English at the 100-level or higher. See details referenced in the International Applicants section for English proficiency requirements. An international student transferring from an institution within the United States must provide the following documentation:

- Admission application
- Non-refundable application fee
- Official transcript(s)
- Official test scores (as applicable)
- Monmouth University's F-1 Transfer form if currently enrolled at a U.S. institution (<http://www.monmouth.edu/Student/grad/Transfer.pdf>) or Monmouth University's Application for Form I-20 if no longer enrolled at the U.S. institution (<http://www.monmouth.edu/Student/grad/FormI20.pdf>)

In addition, the transfer applicant should request the previous institution to transfer his or her SEVIS record.

International transfer applicants must also provide financial support documentation (see details referenced in the International Applicants section, page 22).

VETERANS AND WAR ORPHANS

Complete information regarding benefits and procedures for applying may be obtained from the Office of Registration and Records or the Financial Aid Office. Monmouth University is approved by the New Jersey Department of Military and Veterans' Affairs for veterans' benefits.

MILITARY APPLICANTS

Monmouth University has been designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As a SOC member, Monmouth University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credit, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of thirteen leading, national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

NON-DISCLOSURE

Failure to submit complete records of all previous academic experiences will result in a student being denied admission, or, in the case of nondisclosure or misrepresentation, the rescinding of admission previously granted.