

# Admission

## Campus Visits

Anyone interested in attending NDSU as an undergraduate student should contact the Office of Admission, 124 Ceres Hall, for application procedures and information. Office of Admission staff welcome and encourage inquiries about NDSU student life and academic programs.

Campus visits are scheduled weekdays for prospective students and parents. Such visits may include a campus tour, appointment with a faculty member in the student's area of interest, and an interview with an admission representative. Simply call the NDSU Campus Visit Coordinator at 1-800-488-NDSU or 701-231-8643. Visits to our web site are also encouraged: [www.ndsu.edu](http://www.ndsu.edu).

## Admission Policies

Admission policies and practices reflect the University's commitment to equal opportunity.

## Admission of Freshmen

In compliance with State Board of Higher Education policy, students are selected on the basis of high school core course requirements, ACT or SAT scores, and grades.

## Academic Eligibility

A prospective student must complete the following high school core curriculum unit requirements (one unit equals one full year of study):

1. Four (4) units of English
2. Three (3) units of mathematics (at the level of algebra I and above)
3. Three (3) units of laboratory science
4. Three (3) units of social studies

## Application Requirements

To be considered for freshman admission, submit the following:

1. A completed application for admission and a \$35 nonrefundable application fee.
2. A completed college preparatory course report form (included in the application booklet) indicating completion of the core curriculum requirements.
3. An official final transcript of all high school credits sent by the high school; official transcript(s) of any subsequent postsecondary course work.
4. Scores from the American College Test (ACT) as well as the Student Profile Report (NDSU's code number is 3202) or from the Scholastic Aptitude Test (SAT) (code number is 6474), if applicant is under 25 years of age.

Admission decisions are based on the total high school record. Completion of the core curriculum requirements previously listed does not automatically guarantee admission to NDSU. In addition to fulfilling the core requirements, grade-point average in the core courses, and ACT or SAT scores are considered in evaluating an application. The general guidelines used in making admission decisions include a cumulative high school grade-point average of 2.5 (4.0 scale) and an ACT composite score of 21 or an SAT score of 970 or higher. Students who do not meet these guidelines will be considered if other supporting factors show potential for success.

**Note:** North Dakota State Board of Higher Education requires verification of measles, mumps and rubella immunizations for all students born after December 31, 1956.

## Admission of Transfer Students

Refer to the section on Academic Policies for information on evaluation of transfer credits.

Students who have previously attended NDSU should refer to the section on readmission of returning students.

## Application Procedures

Students interested in transferring to NDSU must present the following to be considered for admission:

1. Completed application for admission and a \$35 nonrefundable application fee.
2. Official high school transcript, complete with graduation date, if fewer than 60 semester credits (90 quarter credits) of transferable college work have been completed.
3. Minimum cumulative college grade-point average of 2.00 on a 4.00 scale.
4. Official transcripts from all colleges previously attended. Transfer students are not at liberty to disregard any part of their previous college record. Failure to report all college and university work may result in dismissal or loss of credit or both.
5. An ACT or SAT score is required unless applicant:
  - a. Is 25 years of age or older on the first day of class;
  - b. Has completed 24 semester (36 quarter) credits of college work;
  - c. Has a technical college degree;
  - d. Has military service.
 (Exemptions granted on a case-by-case basis.)

The Office of Registration and Records administers the NDSU policies governing the

acceptance of credit from outside institutions. Before credits may be evaluated for specific NDSU course equivalence or application to a departmental program, transfer courses must be accepted for University credit. Transfer credits are evaluated as soon as possible after final and official transcripts from each institution have been received. Refer to the section on Academic Policies for evaluation of transfer credits.

**Note:** Students who have been suspended from another institution will not be considered for admission to NDSU until the suspension has been lifted by that institution or until one year has elapsed.

## Supplemental Applications

In addition to completing the preceding procedures, supplemental applications must be requested and submitted by students seeking admission to the following professional programs:

- **Coordinated program in dietetics:** Send requests to the Department of Food and Nutrition. Application deadline is February 15.
- **Nursing:** Send requests to the College of Pharmacy. Application deadline is October 1.
- **Pharmacy:** Send requests to the College of Pharmacy. Application deadline is January 15.
- **Radiologic Sciences:** Send requests to the Department of Biological Sciences. Deadline is January 15.
- **Respiratory care:** Send requests to the Department of Biological Sciences. Internship application deadline is March 1.
- **Veterinary technology:** Send requests to the Department of Veterinary and Microbiological Sciences. Application deadline is April 1.

## Admission of Early-Entry Students

High school juniors and seniors wishing to take course work at NDSU prior to high school graduation may enroll as an early-entry student. Submit all of the following:

1. Completed application for admission and a \$35 nonrefundable application fee.
2. High school transcript.
3. Early-entry permission form signed by a parent or guardian and by a high school counselor or principal.
4. Students seeking early-entry status must show evidence of strong academic ability and adequate progress toward meeting the core curriculum requirements. Credit earned will be made official upon receipt of the final high school transcript.

5. College credit may apply toward high school graduation requirements. Students should consult their high school policy regarding this issue and must initiate the Dual Credit Enrollment Application with the high school counselor.

**Note:** A cumulative grade-point average of 3.5 is recommended; however, each application will be reviewed on an individual basis.

## Admission of Non-Degree Seeking Students

Special student status is reserved for non-degree-seeking students who wish to enroll in a limited number of courses at NDSU. Special students are permitted to register for up to 15 credits without submitting official transcripts (unless college course work was attempted within one year prior to application). Interested students should request and submit a Special Student Status Application from the Office of Admission and a \$35 nonrefundable application fee. If students wish to take additional courses or become degree-seeking, appropriate high school and/or college transcripts must be submitted to be considered for admission.

Students currently enrolled at another college or university and planning to take limited course work at NDSU with the intention of transferring NDSU credits to their home institution should follow the application procedures for special student status.

## Admission by Examination

Persons 19 years of age or older may substitute satisfactory scores on the General Education Development (GED) tests in place of a high school diploma. North Dakota residents may take these tests by appointment at the Counseling and Disability Services Office or at high schools throughout the state. Others should consult with schools in their home state for details about testing centers.

Students who present an overall average score of 45 on the GED with no subject score lower than 40 will be considered for admission to the University. ACT/SAT scores are required if applicant is under 25 years of age.

## Admission of International Students

Admission of undergraduate international students is determined by a selective admission process that includes consideration of English language proficiency, academic achievement, and financial resources. For information specific to graduate students, refer to the Graduate Bulletin or contact the Graduate School.

### International Student Deadlines

Deadlines for international applications are May 1 for Fall Semester and October 1 for Spring Semester. For an application to be

processed, it must be accompanied by a nonrefundable application fee of \$35 U.S. submitted in the form of a check (postal or money order) drawn on a U.S. bank and payable to North Dakota State University.

### English Language Proficiency

Scores from the Test of English as a Foreign Language (TOEFL) must be submitted by prospective international students at the time of application. The minimum required TOEFL score for unconditional acceptance is 525 (paper test); 193 (computer test). Undergraduate students receiving scores between 470-524 (paper test); 140-190 (computer test) and graduate students with scores between 500-524 (paper test); 173-190 (computer test) may receive conditional acceptance with attendance at NDSU's Intensive English Language Program required (see section on Intensive English Program). Arrangements to take the TOEFL may be made by writing to the Educational Testing Service (ETS), Princeton, New Jersey, U.S.A. or by inquiring at the nearest U.S. Consulate or binational center. Applicants should have their scores sent directly from ETS to the Office of International Programs, North Dakota State University, P.O. Box 5582, Fargo, North Dakota 58105, U.S.A. Test results that are more than two years old will not be considered.

### Academic Achievement

Applicants are required to furnish an original or school certified copy of an official academic record from all secondary schools and all colleges, universities, and professional schools attended. (See Certification of Credentials from Abroad.) The academic record must show all marks or grades received in each subject for each school year and any certificates, diplomas, or degrees awarded, including all subjects passed and grades or marks earned on government or university examinations. If the academic record is not in English, a certified literal translation must be sent in addition to the official record.

Students applying directly from their home countries who have not completed any course work in the U.S. should rank in the upper third of their class or have the equivalent to a B average in the U.S. Other factors, such as personal recommendations and test results, for example, scores on the Scholastic Aptitude Test (SAT) will also be considered, but are not required. Additional requirements for selective admission programs are outlined in the appropriate college section in this bulletin.

### Financial Resources

Certification of adequate financial support is required from all international undergraduate applicants other than permanent residents of the U.S., parolees, refugees, U.S. trust territory applicants, or immigrants. Admission will not be granted until proof of funds for the duration of study has been submitted. A special North Dakota State University International Student Financial Certification Form must be completed for this purpose. Failure to complete this certification and submit supporting documents

will delay admission decisions and the issuance of the appropriate immigration forms. Applicants must be prepared to pay tuition and fees, as well as costs for living expenses, for their entire stay at the University. A detailed summary of expenses is included in the international application packet. Each student should become familiar with his/her financial needs based on that summary.

### Health Insurance

All international students are required to purchase the health insurance policy specified by the state of North Dakota. No other policy may be substituted. The fee for health insurance for one year must be paid upon arrival and at the beginning of each subsequent year. In addition, the state of North Dakota requires proof of immunity to measles, mumps, and rubella prior to registration for courses.

### Transfer of Funds

Before departing for the United States, students should become thoroughly familiar with their home government's regulation for exchanging and forwarding money.

### Transfer International Students

Undergraduate students transferring from U.S. colleges or universities should have a cumulative grade-point average of 2.5 or higher on a 4.0 scale, except for applicants to selective programs, such as engineering, which require higher minimum grade-point averages. Admission decisions are based on academic course work, as well as on the capability of the University to accommodate additional international students. Applications from students already studying in the U.S. are considered if their file is complete by June 15 for Fall Semester and November 1 for Spring Semester.

Any academic course work accepted for transfer by the University is subject to departmental approval. Evaluation of transfer credits normally will not be completed until the applicant has arrived on campus and enrolled. Applicants seeking transfer credits for higher education work completed outside the United States should bring with them a detailed syllabus for each course. A student must be able to provide a full description of prior course work to his/her academic adviser to facilitate the evaluation of transfer credits. All international students currently studying in the United States must submit the Supplemental Information Form as part of the application. This form is to be completed by the applicant and the applicant's present or most recent international student adviser.

### Certification of Credentials from Abroad

The appropriate school authority who issued the original academic record should make a photocopy of the applicants' papers and certify that it is a true copy by placing the institution's stamp or seal and the official's signature on the photocopy. Copies of transcripts issued by one

institution but certified by another institution will not be accepted from abroad.

Students presently attending a college or university in the United States may have the admissions officer at their current institution send certified copies of their foreign academic records to North Dakota State University if the records were originally certified by the appropriate institutions. University work completed at one institution but listed on the record of a second institution will not be considered without a separate record from the institution where the work was originally completed.

### **Intensive English Program**

An Intensive English Language Program is offered year round and is open to international visitors and graduate and undergraduate applicants who plan to enroll at North Dakota State University. The course is designed for individuals whose scores on the Test of English as a Foreign Language (TOEFL) do not meet minimum standards and who are required to participate as a condition of admission to the University or as a condition of being awarded a teaching assistantship. The full-time, intensive course is offered every summer for five weeks and fall and spring for 15 weeks. No college credit is given and students attend at their own expense.

For more information contact the Office of International Programs, P.O. Box 5582, Fargo, North Dakota 58105-5582 U.S.A., telephone: 701-231-7895, fax: 701-231-1014, e-mail: [ndsu.international@ndsu.nodak.edu](mailto:ndsu.international@ndsu.nodak.edu).

### **Admission of Graduate Students**

For admission requirements to the Graduate School, refer to the special section on the Graduate School.

### **Readmission of Returning Students**

Returning students are those who have previously attended NDSU and are returning after an absence of at least one full term, exclusive of the summer session. Students who left in good standing should contact the Office of the Registrar (not the Office of Admission) at least 30 days prior to their expected return so that records might be updated to permit further registration.

Students who have been enrolled in courses at another institution since leaving NDSU must arrange for an official transcript to be sent to the Registrar's Office, P.O. Box 5196, Fargo, ND 58105.

Students who left following academic suspension must petition for readmission. Forms may be acquired from and are to be submitted to the Office of the Registrar, 110 Ceres Hall, at least 30 days prior to the semester start date.

## **Selective Admission Programs**

Admission to a number of programs is selective, and admission to the University does not guarantee entrance to a specific major. Contact the Office of Admission for further admission criteria for the following programs:

- Accounting
- Architecture
- Athletic Training
- Business Administration
- Clinical Laboratory Science
- Dietetics
- Electrical Engineering
- Interior Design
- International Studies
- Landscape Architecture
- Management Information Systems
- Manufacturing Engineering
- Mechanical Engineering
- Music
- Nursing
- Pharmacy
- Respiratory Care
- Teacher Education
- Veterinary Technology

### **Limited Enrollment Programs**

Enrollment is limited in a number of programs at NDSU. Those with current specific limitations include the following.

#### **Coordinated Program in Dietetics**

The Coordinated Program in Dietetics, which is an option in the Food and Nutrition major, is limited to approximately 20 students beginning in the third year. Transfer applicants must have a minimum grade-point average of 3.0 to be considered for admission to the professional level.

#### **Nursing**

Nursing is a cooperative program shared with Concordia College coordinated through Tri-College University. Enrollment is limited at the professional level. Transfer applicants are required to have a minimum grade-point average of 2.5 to be considered for admission to the professional level. Admission to the first two years of nursing is not limited.

#### **Pharmacy**

Enrollment of all students to the professional pharmacy courses is limited beginning in the third year. Transfer applicants must have a minimum grade-point average of 2.8 to be considered for admission to the professional level. Admission to pre-pharmacy is not limited.

#### **Respiratory Care**

Admission to the first two years of respiratory care is not limited. Enrollment is limited to 12 students in the professional courses of their junior-year internship. Transfer applicants must

have a minimum grade-point average of 2.5 to be considered for admission into an internship. Upper-division transfer students need to successfully complete a minimum of 20 approved nonrespiratory credits at NDSU prior to starting an internship. Also, NDSU degree requirements include 36 residence credits (see Graduation Requirements).

### **Veterinary Technology**

The veterinary technology program is limited to approximately 20 students beginning in the second year. Transfer applicants are encouraged to contact the department for information if they intend to apply for admission to the professional program.

### **Recommended Preparation**

Certain preparation in addition to the minimum core curriculum requirements, previously listed, is advisable if a student is to enter easily and progress smoothly through a particular University curriculum. Additional high school preparation for prospective majors in two colleges is recommended as follows.

#### **College of Engineering and Architecture**

Prospective majors in engineering should present four units of high school mathematics including two units of algebra, one unit of geometry, and one-half unit of trigonometry. Science courses should include one unit of physics and one unit of chemistry. Students whose high school credentials or entrance examinations show deficiencies in these subjects will be required to enroll in courses designed to remove such deficiencies and cannot expect to complete a program of study in the number of semesters indicated in the printed curricula.

#### **College of Pharmacy**

Prospective pharmacy majors should present strong preparation in mathematics, in the physical/biological sciences, and in communication skills.