



ADMISSION INFORMATION AND REQUIREMENTS

Admission

Contacting the Office of Admission

Office of Admission
Butler University
4600 Sunset Ave.
Indianapolis, IN 46208-3485
Local: (317) 940-8100
Fax: (317) 940-8150
Toll free: 1-888-940-8100
Email: admission@butler.edu
Web: www.butler.edu/admission
CEEB SAT code: 1073; ACT code: 1180

Visiting Campus

Students and their families are encouraged to visit campus. Students will develop a better understanding of the University setting after taking advantage of opportunities to meet with an admission counselor, tour the campus, and interact with current students and faculty. Appointments are generally scheduled from 9 a.m. to 4 p.m. weekdays. The office is open 10 a.m.–1 p.m. on most Saturdays during the academic year, with student-guided tours at various times throughout the day. In addition, several campus visitation programs are scheduled throughout the year. To schedule a visit to campus, visit our website at www.butler.edu/visit.

Freshmen (first-time students)

Prospective freshmen, regardless of major, are required to have the following academic preparation:

- Four years of English.
- Three years of math, including Algebra I, Algebra II and Geometry.
- Three years of laboratory science.
- Two years of history or social studies.
- Two years of the same foreign language.

Butler University strongly urges all Indiana students to complete the Indiana Academic Honors Diploma or CORE 40 curriculum in high school for admission to the University.

Students intending to major in science, engineering, pharmacy and health sciences, or mathematics are strongly encouraged to have additional units in science and math. Students intending to major in business or computer science are also encouraged to have additional units in mathematics.

In evaluating students' credentials, the Admission Committee strives to determine potential for success in Butler's rigorous academic programs. The Admission Committee takes the following criteria into account in evaluating applicants:

- Academic achievement in high school (GPA, class rank and course selection).
- SAT and/or ACT scores, including the writing components (refer to the International Students section for non-English speakers' requirements).
- Writing sample.
- Guidance counselor/teacher recommendations.
- Leadership experience as demonstrated in list of activities/résumé.

All credentials for admission must be received by the Office of Admission before the student's application can be processed. It is the student's responsibility to see that all required documents are sent. Admission decisions for students applying by the Early Action deadline of Nov. 1 will be released on Dec. 15. Admission decisions for students applying by the Regular Decision deadline of Feb. 1 will be released on a rolling basis beginning Feb. 15. Admitted students have until May 1 to decide if they will attend, and may elect to defer their enrollment for one year, with written request.

All application materials become the property of Butler University and are kept on file for one year. Application materials as well as transcripts received from other institutions will not be returned to the student or released to another institution or third party.

Advanced course placement

Butler offers advanced course placement, with appropriate academic credit, in most subjects covered by either:

- Advanced Placement (AP) examinations (administered to high school students in participating high schools).
- International Baccalaureate (IB) program.
- College Level Examination Program (CLEP) tests (administered at test centers).
- Applicants should request that their AP, IB, and/or CLEP scores be reported to the Office of Registration and Records.

Scores required for credit have been established by the appropriate department heads and are available in the Office of Admission and on the admission website.

A student who has not attempted to qualify for credit under these programs may be placed in an advanced course if the department head or senior faculty member in that area is satisfied that the student can handle the work. A student who wishes to receive credit for the course or courses bypassed should consult the appropriate dean and department chair or designated faculty member. Upon their joint recommendation, credit may be awarded on the basis of the student's performance in the advanced course.

Applying for Freshman Admission Application Methods

Students who wish to complete the Application for Freshman Admission and Scholarships may apply online at our website, www.butler.edu/apply, or submit the Common Application online at www.commonapp.org. Butler gives equal consideration to both the Butler and Common applications.

Arts Applicants

All prospective students must submit a Jordan College of the Arts (JCA) program application in addition to the Application for Freshman Admission before an audition or interview can be scheduled. Both applications must be on file two weeks prior to the audition or interview date.

A personal audition is required for all dance, music, and theatre applicants. A personal interview and audition or portfolio presentation and interview also are available for theatre applicants. An interview is required for all arts administration general students. A portfolio review and interview is required for all Art + Design students.

I. High school students

An application for freshman admission may be made upon completion of the sixth semester of high school. Students attending high school in the United States or similar institutions overseas should submit the following:

1. The Application for Freshman Admission and Scholarships accompanied by the non-refundable application fee. The application fee is waived for applicants who have parents, grandparents, or

siblings who graduated from or are currently attending Butler. The fee is waived for applications filed online, as well.

2. Official high school transcript showing coursework completed through at least the sixth semester of the junior year, and, if the student is currently in high school, a list of courses for the entire senior year.
3. Secondary School Report from the high school guidance office. All admitted students must submit an official final transcript indicating the date of graduation from a secondary school approved by a state or regional accrediting agency.
4. Official score reports of the SAT and/or ACT, **including the writing components**, should be sent directly to Butler University (codes: SAT-1073; ACT-1180).
5. A writing sample as indicated in the application.
6. A list of activities/résumé as indicated in the application.

II. International students

A. Applying for admission—Students who are not United States citizens or U.S. permanent residents should submit the following items:

1. The Application for International Undergraduate Admission and Scholarships; no application fee is required.
2. Original or official certified/attested true copies of transcripts from each secondary school (high school), college or university attended. All transcripts must be sent directly from each school to the Office of Admission in separate sealed envelopes and must be accompanied by certified English translations, if needed.
3. Test scores. International students must submit at least one of the following tests:
 - Test of English as Foreign Language (TOEFL) score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test).
 - Scholastic Aptitude Test (SAT) Critical Reading score of 450. (Note: International students are required to submit SAT scores if they wish to compete in varsity athletics; all others are strongly encouraged to submit their scores.)

- American College Test (ACT) English score of 19.
 - International English Language Training System (IELTS) score of 6.0.
 - Michigan English Language Assessment Battery (MELAB) score of 80.
 - London or Cambridge General Certificate of Education (GCE)/General Certificate of Secondary Education (GCSE) English Language Exam grade of A or B.
 - International Baccalaureate (IB) Higher Level English exam score of 5-7 or grade of A or B.
4. Essay: Your personal statement/essay should include information concerning your life, education, practical experience, special interest, and specific purpose for applying to Butler University.
 5. Secondary School Report and/or a letter of recommendation from a guidance counselor or teacher.
- B. Completing the application for the I-20: After admission to Butler University, international students must also complete Butler University's Application for Form I-20. This application will provide us with biographical information, an affidavit of support and financial sponsor information we need in order to issue the Form I-20 in the United States Citizenship and Immigration Services SEVIS information system. For the 2011–2012 academic year, the estimated total cost used on the Form I-20 for undergraduates is \$46,478 for tuition, room, board, fees, books, health insurance, and incidentals. Once you receive an I-20 from Butler University, you must pay the SEVIS fee and then schedule an appointment to meet with the nearest U.S. Embassy or Consulate to apply for a visa.

III. Home-schooled students

Butler welcomes candidates who have received a home-study based education. As is the case with all applicants to Butler University, home-study candidates will be considered on an individual basis to determine an appropriate admission decision. A candidate may be evaluated for admission on the basis of six semesters of high school coursework. Home-schooled students are expected to present the following documents to the Office of Admission:

1. The Application for Freshman Admission and Scholarships accompanied by the non-refundable application fee. The

- application fee is waived for applicants who have parents, grandparents, or siblings who graduated from or are currently attending Butler. The fee is waived for applications filed online, as well.
2. The completed application should include an official copy of the academic record indicating the grade point average; a summary of all courses taught by the home school (curriculum list, bibliography); the title of each course completed by the student, the grade received, and the name of the instructor (if that person is different than the registered home schooler); and official transcripts received through a correspondence school or a regional organization that provides this service for home schools (should list courses completed, grades, and the accreditation status of the school or organization).
 3. If you have registered with your state department of education, the registration number and name of the home educator registered should be indicated on documents. If you have not registered, please provide a statement of the home school's mission and structure.
 4. Official score reports of the SAT and/or ACT, including the writing component, should be sent directly to Butler University (codes: SAT 1073; ACT 1180).
 5. Secondary School Report Form.
 6. A writing sample as indicated in the application.
 7. Two letters of recommendation.
 8. A list of activities/résumé as indicated in the application.
 9. All admitted students must submit an official final transcript from an accredited home school institution or agency indicating the date of graduation. Official satisfactory General Education Degree (GED) scores will be required in the absence of an official final transcript from an accredited home school agency.

The following items may be requested:

- Official results of SAT subject tests in each of the following areas: mathematics, natural science, and social science.
- Official General Education Degree (GED) scores **General Educational Development**

Test (GED) Certificate—Students who did not complete high school, but successfully completed the General Education Development Test (GED), are expected to follow the same procedure as indicated for first-time students and submit official satisfactory GED results. Additional information may be requested depending on the student's academic record. In evaluating students' credentials, the Admission Committee strives to determine potential for success in Butler's rigorous academic program.

Freshman Application Dates

Butler offers two **non-binding** admission programs for freshmen, each following an established timeline. Students applying for Early Action should present a strong record of academic achievement and plan to take the SAT or ACT with Writing no later than October/November of the senior year.

Early Action

- Complete application submitted electronically/postmarked on or before Nov. 1.
- Decisions will be released on Dec. 15.
- Consideration for the Freshman Academic Scholarship program and the Honors Program.
- Enrollment Form and deposit returned by Jan. 31*. This deposit is refundable until May 1.

*Returning the Enrollment Form and deposit by this date is not required; however, it affords the student the opportunity to attend Early Registration beginning in March and a consideration for a Freshman Living-Learning Center.

Regular Decision

- Complete application submitted electronically/postmarked on or before Feb. 1.
- Decisions will be released on a rolling basis beginning Feb. 15.
- Consideration for the Freshman Academic Scholarship program.
- Enrollment Form and deposit returned by May 1*.

*Returning the Enrollment Form and deposit by this date makes you eligible to attend New Student Registration beginning in May.

Enrolling in the University as a Freshman

All newly admitted full-time students will be asked to make an enrollment deposit, which holds a place in the class and is applied toward first-semester costs. The deposit is refundable until May 1 prior to the fall term and Dec. 1 prior to the spring term. Deposits paid after May 1 for fall enrollment or Dec. 1 for spring enrollment are non-refundable.

Admitted students also must submit an official final transcript indicating the date of graduation from a secondary school approved by a state or regional accrediting agency.

Explanation of Benefits

Course Registration

(Early Registration/New Student Registration)

Special registration days for early action students begin in March of the student's senior year in high school. Registration session placement is made based on the date the enrollment deposit is received.

Freshman Academic Scholarship Program

See Financial Aid—Freshman Academic Scholarship Program.

Living-Learning Centers

Living-Learning Centers allow small groups of students to share a common experience while living in the same housing unit of a residence hall. In each of these centers, a faculty-in-residence coordinates study efforts and provides other academic and co-curricular programming. This unique program helps students develop study groups and promotes interaction between students and faculty outside of the classroom.

Transfer Students

Any student who has completed 12 or more hours of college coursework after high school graduation and is seeking to complete an undergraduate degree or any student seeking a second undergraduate degree is considered a transfer student and must submit the Application for Transfer Admission and Scholarships.

The admission of transfer students is made on a selective basis. In evaluating transfer applications for admission, the University takes into account the accreditation and the general quality of previous coursework. Transfer applicants must have earned at least a C average (2.0/4.0) to be considered for

entrance in a degree program and must be qualified to carry a chosen program of study. Transfer applicants to the College of Pharmacy and Health Sciences' pharmacy program must have earned at least a B average (3.0/4.0) to be considered for entrance. Transfer applicants to the College of Pharmacy and Health Sciences' physician assistant program must have earned at least a 3.2/4.0 to be considered for entrance. Eligibility for consideration does not guarantee admission. Any transfer applicant whose high school record would not have met Butler's requirements for freshman admission is required to demonstrate a strong record of college-level work after a minimum of one year of study.

A student who has completed fewer than 12 hours of successful college coursework after high school graduation will be required to meet the criteria as defined for freshman admission, in addition to submitting official transcripts of all college-level work.

Applying for Transfer Admission

Students who have completed 12 hours or more of college coursework after high school graduation are considered transfer students. Applications for transfer admission are reviewed on a rolling basis. (Students applying to the College of Pharmacy and Health Sciences should refer to those sections below.) To be considered for admission as a transfer student, students must submit the following:

- The Application for Transfer Admission accompanied by the non-refundable application fee. (The application fee is waived for applications filed online.)
- Official transcripts from all colleges attended, sent directly from the schools to the Office of Admission. Only transcripts received from the Office of the Registrar of former colleges will be treated as official. Concealing previous college attendance is grounds for denial and dismissal.
- Certification that the student is in good standing, not on probation and eligible to return to that college.
- An official high school transcript indicating the date of graduation from a secondary school approved by a state or regional accrediting agency. Students who did not complete high school, but successfully completed the General Education Development Test (GED) should submit

official satisfactory GED results. Neither is required of students who have earned a four-year undergraduate degree.

- A personal statement as indicated in the application.
- Official ACT (with writing) or SAT scores (waived if applicant has graduated from high school (or equivalent) more than four years prior).
- Official results of Advanced Placement (AP) or the College Level Examination Program (CLEP) exam scores should be sent to the Office of Registration and Records.
- International students must submit the official results of the Test of English as a Foreign Language (TOEFL) indicating a score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based).

All application materials become the property of Butler University. Transcripts received from other institutions will not be returned to the student or released to another institution or third party.

Transfer Scholarships

A limited number of scholarships are available for students who transfer to Butler for the fall semester and enroll in a minimum of 12 credit hours of study per semester. Only students applying to the colleges of business, communication, education, and liberal arts and sciences are eligible for consideration. Contact the Office of Admission for application deadline information.

College of Pharmacy and Health Sciences Transfer Applicants—Special Requirements

The College of Pharmacy and Health Sciences offers a doctor of pharmacy, master of science in physician assistant studies, and master of science in pharmaceutical sciences, as well as two dual-degree programs—doctor of pharmacy/master of business administration and doctor of pharmacy/master of science in pharmaceutical sciences.

Pharmacy and physician assistant transfer applicants are considered only for fall entry. Previous applicants electing to re-apply to the College of Pharmacy and Health Sciences should submit a new application for admission and transcripts of additional coursework. The final decisions for determining which applicants will be admitted and which will be placed on the

waiting list for the professional phase are made by the Academic Affairs Committee of the College of Pharmacy and Health Sciences and the Office of Admission.

Pharmacy Applicants

Students transferring into pharmacy are required to study no fewer than four years at Butler University to complete the degree. Transfer applications for the pre-professional phase of the pharmacy program must be submitted to the Office of Admission by Dec. 1 (postmark date). Students applying to the professional phase of the program must complete an application through the Pharmacy College Application Service (PharmCAS: www.pharmacas.org) by Jan. 7. Selected candidates will be invited to campus for an interview with faculty. Consideration for transfer admission into the program is limited to:

- Students with a minimum cumulative GPA of 3.0/4.0.
- Students with less than a bachelor's degree from regionally accredited schools in the United States.
- Students who hold a bachelor's degree in any area other than pharmacy from a regionally accredited school in the United States.
- Students who hold a bachelor's degree in pharmacy from a school outside the United States.
- Students who submit official results of the Pharmacy College Admission Test (PCAT). It is strongly suggested that students sit for the exam during the fall testing.
- International students must also submit TOEFL scores as described above for transfer students.

Physician Assistant applicants

Applications and supporting documents for the professional phase of the PA program must be filed through the Central Application Service for Physician Assistants (CASPA: www.caspaonline.org) by Dec. 1. Selected candidates will be invited to campus for an interview with faculty. Consideration for transfer admission into the program is limited to:

- Students with a minimum cumulative GPA of 3.2/4.0.
- Students who hold a bachelor's degree in any area from a regionally accredited school in the United States.
- Students who hold a bachelor's degree from

a school outside the United States.

- Students who submit official results of the Graduate Record Exam (GRE).

Enrolling in the University as a Transfer Student

Newly admitted transfer students must submit an enrollment deposit which will be applied to the first semester's costs. For students entering as a transfer student in the fall semester, the deposit is refundable through May 1. Fall semester deposits paid after May 1 are non-refundable.

Admitted students who have not already earned a four-year undergraduate degree also must submit an official final transcript from the most recent college attended.

Other Admission Options

Renewed enrollment—Previously enrolled undergraduate students who have not attended Butler for one or more semesters, or previously enrolled graduate students who have not attended Butler for two or more semesters, must file an application for renewed enrollment with the Office of Registration and Records. The application can be found online at www.butler.edu/media/514885/renewed_enrollment_form.pdf. Due to the sequential and cumulative nature of health science curricula, students seeking renewed enrollment in the College of Pharmacy and Health Sciences after an absence from the college of two semesters or more must seek approval for renewed enrollment from the dean of the college. Remedial coursework and/or assessment of current knowledge and skills may be required as a condition for enrollment. An official transcript of any coursework taken since last attending Butler must be sent directly to the Office of Registration and Records from the college(s) attended.

Students seeking to renew enrollment into a program different than their previous degree, or at a new degree level, must submit the appropriate application to the Office of Admission. Students who have been dismissed for academic or disciplinary reasons during their previous enrollment at Butler also must be approved for re-admission by the appropriate college dean.

Non-degree

Applicants who wish to take courses for credit while not pursuing a degree may apply

for non-degree status. Non-degree applications may be obtained from the Office of Admission, or found on the admission website and must be submitted to the Office of Admission one week prior to the first day of the term.

Non-degree applicants who have completed high school but who have not attended a college or university must have an official high school transcript (or a copy of their satisfactory GED results) sent to the Office of Admission to complete the application.

Students who have attended a college or university must submit an official transcript from the last school attended indicating a C (2.0/4.0) or higher cumulative grade point average and eligibility to return.

A non-degree student may apply only 18 hours of credit earned as a non-degree student toward a degree program. A degree-seeking student at Butler may not be reclassified as non-degree.

The following are all non-degree options:

Audit for Enrichment (AFE)—The Audit for Enrichment (AFE) program is designed for adults who have achieved at least a high school academic diploma to participate in some courses. With your first application, you will be asked to provide transcripts of your highest-level academic work. You will be notified of your acceptance into the program by the registrar. Departmental approval is required for all AFE enrollments. Courses taken in this program are not listed on an official transcript nor may you change your enrollment to “credit” later in the semester. You may register as early as the first day of class and all registrations are on a space-available basis. Auditors will not have access to any electronic resources associated with the course. The audit for enrichment fee of \$100 per credit hour is payable at the time of registration and is not refundable. For an application visit the registrar’s office in Jordan Hall, Room 133 or find it online at www.butler.edu/media/2885075/audit_for_enrichment_appl.pdf.

Gifted and Talented—Selected high school students may be admitted as non-degree students to take courses for college credit at Butler University while still attending high school. Enrollment in courses is based upon placement exam results and consultation

with the academic department(s) and/or the Learning Resource Center. Credits earned may be applied toward a degree at Butler.

Such students must submit to the Office of Admission a non-degree application, a written recommendation from a high school teacher or principal, and a transcript indicating exceptional ability. Applications will be reviewed by the Admission Committee; depending upon the course selection, additional review by academic departments may also be necessary. Students are limited to six hours of credit each semester and no more than 15 total hours at a reduced tuition rate. Students who continue to take work beyond 15 hours will be charged the regular undergraduate tuition rate.

Shortridge-Butler Early College Program—

By special agreement between Butler University and the Indianapolis Public Schools, an Early College Program has been established with Shortridge Magnet High School for Law and Public Policy. Beginning fall 2011, select Shortridge high school students who are in their junior or senior year will enroll in one Butler class per semester, earning Butler college credit while working toward completion of their high school degree. Information for students and families regarding application process, student selection, scholarships, and course availability is available at Shortridge. Information for Butler faculty is available from the associate provost for student academic affairs.

Visiting Students—Students who are attending other collegiate institutions and wish to enroll at Butler as visiting students must submit to the Office of Admission a non-degree application and an official transcript or statement from the registrar at the home school indicating an overall average of C (2.0/4.0) or higher and eligibility to return.

Non-degree to Degree-Seeking Status

Students who have been attending Butler University in a non-degree capacity may apply for degree-seeking status by submitting an application for admission and following the guidelines listed in the *Bulletin*. Check with the Office of Admission or the Office of Registration and Records for the appropriate application dates.