Admission Information and Requirements

Admission
Contact Information
Office of Admission
Butler University
4600 Sunset Ave., Indianapolis, IN 46208-3485
local: 317-940-8100
toll-free: 888-940-8100
fax: 317-940-8150
admission@butler.edu • 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 meeting with an admission counselor, touring the campus, and interacting with current students and faculty. Appointments are generally scheduled 9:00 AM–4:00 PM weekdays. The office is open 10:00 AM–1:00 PM 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. For scheduling, visit www.butler.edu/visit.

First-Time Students
Prospective first-year students, 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 prospective students from Indiana to complete the CORE 40 or Indiana Academic Honors Diploma curriculum in high school. 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, taking into account the following criteria:

- 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 admission credentials 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 November 1 will be released by mid-to-late December. Admission decisions for students applying by the regular decision deadline of February 1 will be released on a rolling basis beginning February 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:

- Advanced Placement (AP) examinations (administered to students in participating high schools), International Baccalaureate (IB) programs, or 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.
- 100-level or higher coursework designated as Dual Credit or Dual Enrollment through another accredited institution.
Scores required for credit have been established by the appropriate department heads and are available in the Office of Admission and at www.butler.edu/admission.

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 First-Year Student Admission**

**Application Methods**

Students who wish to complete the Application for First-Year Student Admission and Scholarships may apply at www.butler.edu/apply or submit the Common Application at www.commonapp.org. Butler gives equal consideration to both the Butler and Common applications.

**Arts Applicants**

All prospective students, except students applying for Art + Design, must submit a Jordan College of the Arts program application in addition to the Application for First-Year Student Admission before an audition or interview can be scheduled. Both applications must be on file two weeks prior to the audition or interview date. Art + Design students will submit a portfolio within the Application for First-Year Student Admission.

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

**High School Students**

Student may apply for First-Year Student Admission 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. Application for First-Year Student Admission and Scholarships accompanied by the nonrefundable application fee. The fee is waived for applications filed online, as well as for applicants who have parents, grandparents, or siblings who graduated from or are currently attending Butler.

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. Score reports should be sent directly to Butler University (codes: SAT 1073; ACT 1180).

5. Writing sample, as indicated in the application.

6. List of activities/resume, as indicated in the application.

**International Students**

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

1. 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:
   a. Test of English as a Foreign Language (TOEFL) score of 550 (paper-based test), 213 (computer-based test), or 79 (internet-based test).
   b. 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.)
   c. American College Test (ACT) English score of 19.
   d. International English Language Training System (IELTS) score of 6.0.
   e. Michigan English Language Assessment Battery (MELAB) score of 80.
f. London or Cambridge General Certificate of Education (GCE)/General Certificate of Secondary Education (GCSE) English Language Exam grade of A or B.
g. 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 letter of recommendation from a guidance counselor or teacher.

Completing the Application for Form I-20
After admission to Butler University, international students must also complete Butler University’s Application for Form I-20*. This application will provide biographical information, an affidavit of support, and financial sponsor information Butler needs to issue the Form I-20 in the U.S. Citizenship and Immigration Services SEVIS information system. For the 2015–2016 academic year, the estimated total cost used on Form I-20 for undergraduates is $53,565 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.

* Certificate of Eligibility for Nonimmigrant (F-1) Student Status—For Academic and Language Students

Home-Schooled Students
Butler welcomes candidates who have received a home-study-based education. As is the case with all Butler applicants, 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. Application for First-Year Student Admission and Scholarships accompanied by the nonrefundable application fee. The fee is waived for applications filed online, as well as for applicants who have parents, grandparents, or siblings who graduated from or are currently attending Butler.

2. Official copy of the academic record indicating the GPA; 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 from 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. Registration number and name of the home educator, if registered with your state department of education. If you have not registered, provide a statement of the home school’s mission and structure.

4. Official score reports of the SAT and/or ACT. Score reports should be sent directly to Butler University (codes: SAT 1073; ACT 1180).


6. Writing sample as indicated in the application.

7. Two letters of recommendation.

8. 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.
- General Educational Development Test 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.

First-Year Student Application Dates
Butler offers two non-binding admission programs for first-year students, 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 or postmarked on or before November 1.
- Decisions will be released mid-to-late December.
- Consideration for the First-Year Student Academic Scholarship program and the Honors Program.
- Enrollment Form and deposit returned by January 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 to be considered for a First-Year Student Living-Learning Center.

**Regular Decision**

- Complete application submitted electronically/postmarked on or before February 1.
- Decisions will be released on a rolling basis beginning February 15.
- Consideration for the First-Year Student 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 First-Year Student**

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 December 1 prior to the spring term. Deposits paid after May 1 for fall enrollment, or December 1 for spring enrollment, are nonrefundable.

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.

**First-Year Student Academic Scholarship Program**

For details and application criteria, visit www.butler.edu/financial-aid.

**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 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 First-Year Student 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 First-Year Student Admission, in addition to submitting official transcripts of all college-level work.

**Applying for Transfer Admission**

Applications for transfer admission are reviewed on a rolling basis. (Students applying to the College of Pharmacy and Health Sciences should refer to the appropriate sections below.) To be considered for admission as a transfer student, students must submit the following:

- Application for Transfer Admission accompanied by the nonrefundable application fee. (The 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 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.
- 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 (GED) Test, should submit official satisfactory GED results. Neither is required of students who have earned a four-year undergraduate degree.
- 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 College Level Examination Program (CLEP). Exam scores should be sent to the Office of Registration and Records.
- For international students: 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 College’s Academic Affairs Committee 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 December 1 (postmark date). Students applying to the professional phase of the program must complete an application through the Pharmacy College Application Service (PharmCAS: www.pharmcas.org) by January 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
• International students who also submit TOEFL scores as described above for transfer students
• Students who submit official results of the Pharmacy College Admission Test (PCAT)

It is strongly recommended that students sit for the PCAT exam during the fall testing.

**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 December 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 nonrefundable.

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 at www.butler.edu/registrar. 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. 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 from 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 readmission 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 its 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 GPA 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**—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 will be designated as an “audit” on an official transcript and may not be changed to “credit”
enrollment later in the semester. You may register as early as the first day of class, and all registrations are on a space-available basis.

The AFE fee ($100 per credit hour) together with all additional course-related fees are payable at the time of registration and are not refundable. For an application, visit the Registrar’s office in Jordan Hall, room 133, or find it at www.butler.edu/registrar.

**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. The Admission Committee will review the application; depending upon the course selection, additional review by academic departments may be necessary. Students are limited to six hours of credit each semester.

**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 High School. Select Shortridge high school students who are in their junior or senior year may 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 the 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 this Bulletin. Check with the Office of Admission or the Office of Registration and Records for the appropriate application dates.

**Graduate Studies**

**Graduate Degree-Seeking Admission**

The following information generally is applicable to all graduate programs. For exceptions and special requirements, refer to the specific admission requirements by college.

Admission is based upon undergraduate grades and other information, as may be required for a specific program. Some programs may require standardized test scores (e.g., GMAT, MAT, GRE, etc.) in order to be considered for graduate admission. These test scores are valid for five years. Prospective students may visit the departmental website of their respective programs in order to obtain more information regarding standardized test requirements and waivers.

Students whose first language is not English must demonstrate English proficiency by taking either the TOEFL or IELTS exams. This requirement may be waived, however, if the student has already received a baccalaureate or equivalent degree from a regionally accredited university in the United States or other country in which English is the official language.

Butler seniors desiring to take graduate courses may make special arrangements with the dean of the college in which the graduate degree is to be earned. Credit for such courses will not be recorded on a graduate record until the bachelor’s degree is awarded, and the student has been admitted to a graduate program. Note: Students must be degree-seeking MBA or MPAcc admits to be eligible to enroll in College of Business graduate-level courses.

Students intending to work toward an advanced degree must satisfy the prerequisites for the program. If prerequisites are to be completed, the student may, under some circumstances, be admitted with a stipulation that the courses be completed satisfactorily. If not admitted, a student may, depending on the college, enroll as a non-degree student while completing the prerequisites.

**Graduate Non-Degree-Seeking Admission**

A person holding a baccalaureate degree from a regionally accredited college or university who
wishes to enroll in graduate courses at Butler University for purposes other than obtaining an advanced degree (e.g., for teacher licensure, to transfer to another institution, or for self-enrichment) may file a non-degree application. Application forms may be obtained from and submitted to the Office of Admission. An official transcript with an attached baccalaureate degree posted must be mailed directly from the issuing institution to the Office of Admission. Applications and supporting materials must be received one week prior to the first day of the term.

If a non-degree student chooses to enter a graduate degree program, the student must complete a graduate degree-seeking application and follow the application procedures for that graduate program. Check with the Office of Admission for exact dates. A maximum of 12 graduate credit hours completed as a non-degree student may be applied toward the selected degree program. Prospective students should check with individual colleges with regard to policies governing converting from non-degree to degree-seeking status.

Applying for Graduate Admission

Applications may be obtained from the Office of Admission and on Butler’s website. All candidates for admission to graduate programs must submit the following:

- Application for Graduate Admission, accompanied by the nonrefundable application fee. Former Butler students are not required to submit the application fee. If a student applies online, the application fee is waived as well.
- Official transcript from each college or university previously attended, mailed directly from the issuing institution. International students must hold a degree from a school recognized by the government or educational ministry within the country.
- International students also must provide official financial documentation, as required by the Bureau of Citizenship and Immigration Services and the U.S. Department of State.
- Students whose first language is not English must meet a minimum level of proficiency in the English language and submit proof of this proficiency to the Office of Admission, unless they have already received a baccalaureate or equivalent degree from a regionally accredited university in the United States or other country in which English is the official language. Minimum English proficiency can be met by the following: Test of English as Foreign Language (TOEFL) indicating a minimum score of 213 (computer-based test), 79 (internet-based test), or 550 (paper-based test); students not applying for the master of science in pharmaceutical science may choose to meet English proficiency by completing the International English Language Training System (IELTS) with a score of 6.0.
- Additional requirements for programs in each college, if any, are listed below.

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.

Renewed Enrollment—Graduate Students

See Other Admission Options/Renewed Enrollment section above for general information. In addition, students enrolled in a graduate program at Butler University 10 or more years previously, as well as students seeking enrollment into a new degree program or degree level, must submit a new degree-seeking application (see Applying for Graduate Admission) and meet current admission requirements. Only coursework taken subsequent to the new admission will be counted toward degree requirements. All academic records, however, will be maintained so that the transcripts will reflect all of the studies and cumulative GPA undertaken at Butler University.

Graduate Transfer Credit

All work toward a graduate degree should be completed at Butler. However, under special circumstances and within certain limits, graduate work taken at a regionally accredited institution may be transferred and applied toward the degree. Note: College of Business graduate transfer credits must be from an AACSB-accredited institution. In order for credit to be transferred, a prospective student must receive a grade of A or B. All coursework must be approved by the student’s Butler University academic advisor. Subject to these restrictions, up to nine semester hours may be transferred in 30-hour programs and up to 12 hours may be transferred in 36-hour and longer programs. The student should file a transfer credit form with the Office of Registration and Records for acceptance of transfer credits.
Time Limitations
Beginning at the time when their first graduate degree-applicable course is taken, students in 30-hour programs have five years to complete the degree requirements, and students in longer programs have seven years to complete the degree requirements.

Degree Requirements
Thesis/Project: Some graduate programs may require a thesis or scholarly project. Generally, three credit hours are allotted for a thesis/project, although six-hour projects may be authorized. Regulations governing the preparation and submission of the thesis are available from the college in which the work is being done. If a comprehensive examination also is required, half of the exam is allotted for the thesis defense. Students may contact their respective graduate program to see if their specific program requires a thesis.

GPA: Students must achieve a grade average of B or better in all graduate courses attempted. Courses in which a student earns a C-, D, or F will not be counted toward degree requirements. While grades below a C are not counted toward the completion of degree requirements, they are counted in determining the student’s GPA. In no case may a student take more than 12 credit hours in excess of the degree requirements in order to satisfy the foregoing GPA requirement. Any graduate student who fails to make satisfactory progress in the coursework—whether degree-seeking or non-degree-seeking—may be declared academically ineligible for additional enrollment.

Student Status
Full-time: An individual must take a minimum of six and a maximum of 12 credits of graduate-eligible courses per semester in order to be considered a full-time student. A petition can be filed for consideration of lesser credits for the final semester before graduation. International students with F1 visa status can be admitted for full-time status only. A maximum of four years is allowed to complete all the degree requirements.

Part-time: Prospective students should contact their respective program to determine the feasibility of part-time enrollment for timely completion of the degree.
- Applicants must comply with all admission requirements.
- Professionals admitted in the program must take a minimum of three credit hours per semester and complete all degree requirements within a maximum of seven years, with the didactic coursework being completed within five years of entry in the program.
- Research toward a thesis for the MS in pharmacy and health sciences program must be independent of research projects ongoing at the student’s place of employment and be publishable under an affiliation with Butler University.
- Research must be conducted during the course of the program.
- Part-time students will not be eligible for any financial assistance from Butler University.
- The research advisor for the MS in pharmacy and health sciences program must be a full-time faculty member in the College of Pharmacy and Health Sciences.

Financial Assistance
A limited number of stipends in the form of graduate assistantships will be provided to qualified full-time graduate students conducting research in College of Pharmacy and Health Sciences laboratories.

Graduate assistants will be required to work up to 20 hours per week on campus on projects assigned by the director of the graduate program, subject to valid immigration status. A full-time student must maintain a minimum cumulative GPA of 3.0 and show satisfactory progress in his or her research project in order to qualify for financial assistance. Stipends will be competitively awarded every year, with previous recipients given preference. Graduate assistantships will be limited to a two-year period for each recipient. Each student is required to pay regular tuition and maintain approved health insurance during the course of study. There is no assurance of financial assistance for any admitted applicant.

The freedom to leave the program, for any reason and at any time, will be available to all students; however, untimely withdrawal from the program causes financial and emotional distress to the University community. Therefore, to protect the University’s investment, it is the policy that any student accepting the stipend as graduate assistant is expected to complete the MS program. Any such student leaving the program prior to completion and without compelling reason will be required to pay back the full amount of the stipend that has been awarded by the University.