



FOREST ENTRANCE
HOLCOMB GARDENS

BUTLER UNIVERSITY

CAMPUS SERVICES

The **Division of Student Affairs** strives to integrate educational experiences and co-curricular programming into a campus setting with opportunities, challenges, and services that promote a student's holistic development. Within the Division of Student Affairs, enhancing the overall quality of the life of students is our mission. Services includes those for residence life; dining; Greek life; leadership and service programming; recreation; diversity programs; band and spirit programs; health programs; student conduct and Title IX case resolution; counseling; consultation; and commencement.

The Vice President for Student Affairs serves as the primary liaison for students and various segments of the University community. Rules and regulations governing student life are outlined in the Student Handbook and available on the Butler University website. The primary offices of the Division of Student Affairs are located in Atherton Union and the Health and Recreation Complex. The Office of the Vice President for Student Affairs is located in Atherton Union, room 200.

John W. Atherton Union houses the University bookstore, Starbucks, the Marketplace dining room, many offices within the Division of Student Affairs, and Internship and Career Services. Atherton Union maintains numerous facilities, including student organization offices, the Volunteer Center, the Efroymsen Diversity Center, meeting rooms, student soft space, ATMs, and a computer lab. Snacks, grill, and fountain items are available in the C-Club and Starbucks. The Programs for Leadership and Service Education (PuLSE) office, which is responsible for the operation of Atherton Union, is located in room 101. Concerns regarding the physical space and maintenance of Atherton Union may be directed to the PuLSE office.

Campus Safety

The **Department of Public Safety** maintains a safe and secure environment for the University community. Student "Right to Know" information (mandated by the federal Clery Act) can be found on the department's website at www.butler.edu/bupd/annual-security-reports.

The **Butler University Police Department** is responsible for investigating incidents, traffic enforcement, issuing student identification cards, and providing assistance in emergency situations, including contacting local fire and

ambulance services. Officers are on duty 24 hours a day, seven days a week. University Police are also responsible for coordinating crime prevention programs for students, faculty, and staff throughout each semester.

The **Office of Environmental Programs** is responsible for maintaining compliance with numerous federal, state, and local regulations that govern fire, safety, and environmental issues at Butler University.

Victim Advocate Program

The Victim Advocate Program provides 24-hour response to students who have experienced sexual assault or interpersonal violence, provided by a trained advocate throughout the academic year. The needs of someone who has been sexually assaulted vary from person to person and over time. The victim advocate can help a student connect to campus or community resources he or she would find most helpful and healing. To obtain assistance and an explanation of services, contact the program at 317-910-5572. To report a crime, contact Butler University Police at 317-940-9396. Additionally, programs and workshops regarding issues such as sexual violence prevention/response, dating violence prevention/response, bystander intervention, and healthy sexual choices are available through the Health Education and Outreach Programs Office located in the Health and Recreation Complex, room 101, 317-940-8311.

Civil Rights Equity Grievance Policy (CREGP) and Deputy Title IX Coordinator

Butler University actively fosters an inclusive environment of respect where differences are honored. All individuals who work, study, and participate in Butler activities have the right to be free of harassment and discrimination. To ensure that our campus addresses allegations of harassment and discrimination, the University adopted a comprehensive Civil Rights Equity Grievance Policy (CREGP), available through the Human Resources website at www.butler.edu/hr. Addressed within this policy are sexual harassment, sexual misconduct, and sexual exploitation, as those actions are considered extreme forms of harassment. Additionally addressed is discrimination based on race, ethnicity, sex, sexual orientation, gender identity or expression, disability, age, and any other

protected characteristic. The Deputy Title IX Coordinator facilitates the process for student-on-student policy violations. Butler University addresses the CREGP policy and topics of discrimination by regular communication of expectations and through the provision of programs and conversations.

The Deputy Title IX coordinator is located in the Office of the Vice President for Student Affairs, Atherton Union, room 200. Visit www.butler.edu/respect for detailed information.

Commencement and Student Recognition Programs

Butler University commencement ceremonies are coordinated within the Office of the Vice President for Student Affairs. The University hosts two commencement ceremonies each year (winter and spring), in which students receive their diploma onstage. An honorary degree is presented to an individual who may serve as the commencement speaker.

For more than 60 years, the University has recognized students of outstanding character, scholarship, engaged citizenship, leadership, and commitment to fostering diversity through the Outstanding Student Recognition—Top 100 program. Juniors and seniors are nominated and selected through an application process for Top 100 consideration. Once selected as a Top 100 student, candidates are given the opportunity to submit letters of recommendation for consideration to be a Top 10 Man or Woman or Most Outstanding Man or Woman. Committees of faculty, staff, and alumni govern the selection process. Recognition by this program is considered to be a high student honor; students can receive the honor twice during their academic career.

The Commencement and Student Recognition coordinator is located in the Office of the Vice President for Student Affairs, Atherton Union, room 200. Visit www.butler.edu/commencement for detailed information.

Diversity Programs

The **Office of Diversity Programs**, located in the Efroymson Diversity Center, Atherton Union, room 004, combines services designed to enhance the cultural diversity and awareness of the campus community and supports the admission and retention of students from diverse underrepresented populations. The director serves as advisor to several diversity student

organizations and manages the Efroymson Diversity Center and the Morton-Finney Leadership Program. The director and staff also coordinate the Celebration of Diversity Distinguished Lecture Series, a collaboration between Butler University and the Office of the Mayor, and the campus-wide Celebration of Diversity, which presents thematic programming and events, including the Hispanic Heritage Celebration, the Martin Luther King Jr. Holiday observance, African-American History Month, Women's History Month, and various diversity programs throughout the academic year. Visit www.butler.edu/diversity for detailed information.

International Student Services, located in the Efroymson Diversity Center, Atherton Union, room 004, is the coordinating agency for Butler's international students. The Associate Director for International Student Services provides services and opportunities for students attending Butler on a visa, including advice on cross-cultural concerns and immigration and visa requirements, and maintains all records in cooperation with the Registrar to ensure compliance with the Student and Exchange Visitor Information System/U.S. Citizenship and Immigration Services. Advising is also provided for international student organizations, coordination of Butler international activities and special projects, and the International Living Unit, located in the Residential College. Visit www.butler.edu/international for detailed information.

The **Efroymson Diversity Center** exists to enhance the personal development and academic success of students by preparing them to be active and responsible citizens demonstrating respect and appreciation for the diverse cultures represented on campus, as well as the diversity inherent within our global society. The Center was made possible by a generous gift from Lori Efroymson-Aguilera, the Efroymson Family Foundation, and the Central Indiana Community Foundation.

The Office of Diversity Programs and the Office of International Student Services are housed in the Center, also known as "The DC," which provides office space for several diversity student organizations. Center facilities include a multipurpose lounge/program area equipped with study tables, reception area, television and entertainment center, library and art gallery, kitchen, prep room, and storage space. For more information, call 317-940-6570 or visit www.butler.edu/diversity for a complete listing of programs and hours.

Health and Recreation Complex

The Health and Recreation Complex (HRC) houses recreation programs, Health Services, Health Education and Outreach, and Counseling and Consultation Services.

The **Health Education and Outreach Programs Office** addresses critical wellness issues affecting college students by coordinating peer-education programs, including Peers Advocating Wellness for Students; Greek Educators, Advocates, and Resources; and The Red Cup Culture Facilitation Team. The coordinator provides programming and consultation to students in areas related to wellness. The office is part of the Division of Student Affairs and is inside the HRC, room 101.

Health Services, also located in HRC, suite 110, is available to all Butler students, with office hours posted at www.butler.edu/health-services. Services are provided by appointment, and walk-ins are accepted as the schedule allows. Registered nurses, mid-level providers, and physicians provide treatment in the Health Services office for minor accidents, sport injuries, preventive care, and illnesses on an outpatient basis. Providers are available Monday–Friday for wellness/preventive care, acute/chronic care, women’s and men’s health issues, and to address general health care needs on a personalized basis. Individual health insurance will be billed, so students need to bring their insurance cards when they visit. Co-payments and any balance owed may be directed to the student’s University account so that cash on hand is not necessary in order to be seen. To utilize Health Services, students must have submitted to myhealth.butler.edu a completed health history, a copy of a physical exam completed in the last 12 months, a copy of immunization records, and proof of health insurance.

Counseling and Consultation Services (CCS) helps all students on an individual and group basis with academic and personal issues during the student’s time at the University. All counseling is voluntary, and students may expect to have their concerns addressed in usually no more than 10 sessions. Students seeking support and wishing to work on specific issues, such as relationships, depression, anxiety, grief and loss, sexual-assault survivorship, and other issues, do so through individual and group therapy. Licensed psychologists and closely supervised interns staff the facility. The predoctoral internship is fully accredited by the American Psychological Association. Students are seen by appointment. Students who wish to start counseling can phone 317-940-9385. Students seeking resources,

information, and programs can also find those services at CCS.

The **Recreation Department** creates opportunities and environments that inspire people to participate in leisure activities, both passive and active. Through intramural athletics, challenge education, club sports, fitness, and aquatics programs, Butler Recreation supports the holistic development of Butler’s students, faculty, staff, and alumni while being committed to upholding the mission of liberal arts and professional education.

Residence Life The **Office of Residence Life** works to provide a living environment that is conducive to students’ intellectual, social, cultural, and personal development, as well as a positive living-learning environment in all campus residence halls. Any matters pertaining to housing, programming, food service, etc. should be directed to the staff members in Residence Life, located in Atherton Union, room 303.

Butler University provides a variety of housing options. All first-year students not living at home with a parent or legal guardian are required to live in one of the University residence halls. All sophomore and junior students (including those affiliated with a Greek organization) not living at home with a parent or legal guardian are required to live in University housing or an approved Greek housing unit of which he or she is a member. The housing requirement does not apply to fully employed persons who are residents of the Indianapolis metropolitan area and who wish to attend Butler on a part-time basis. Applications and agreements for campus housing are available through the Office of Residence Life. Leadership and employment opportunities such as hall government, unit representatives, desk assistants, and resident assistants are also available to students living within the residence halls.

Dining Services

An “All Access” meal plan is required for all residence hall students. An all-you-care-to-eat meal plan with “flex dollars” is featured in the plan. Students may dine as many times as they desire throughout established dining hours. Declining-balance flex dollars may be used at Starbucks, C-Club, Zia Juice Bar, and the Dawghouse (a convenience store in the Apartment Village). Dining managers are available to meet with students about special dietary needs and restrictions. Additionally, any student who resides off campus, as well as faculty and staff, are able to purchase meal plans or Dawg Bucks, which can be utilized in all dining venues. Members of Greek organizations may have the ability to secure

meal plans through their respective fraternity or sorority. Dining Services offices are located on the main floor of Atherton Union.

Greek Life

Fourteen national Greek collegiate fraternities and sororities maintain chapters at Butler. The fraternities are Delta Tau Delta, Lambda Chi Alpha, Phi Delta Theta, Sigma Chi, and Sigma Nu. The sororities are Alpha Chi Omega, Alpha Kappa Alpha, Alpha Phi, Delta Delta Delta, Delta Gamma, Kappa Alpha Theta, Kappa Kappa Gamma, Pi Beta Phi, and Sigma Gamma Rho.

The **Office of Greek Life**, located in Atherton Union, room 312, serves as the administrative focal point for all fraternity/sorority activities. The director works with and advises the Interfraternity Council, Panhellenic Association, and Order of Omega leadership, in addition to individual students and organizations. The director is responsible for overseeing recruitment, working with house directors, serving as liaison to alumni/alumnae advisory and housing boards, organizing educational and leadership workshops, and providing individual and group advising for fraternity/sorority members.

Leadership and Service Programs

The **Office of Programs for Leadership and Service Education (PuLSE)** strives to promote student learning and development through leadership and service opportunities. The staff of PuLSE encourages the development of students into critical thinkers with the ability to lead, serve, and contribute to their communities and commitments through programming, education, and practical experiences.

To accomplish these goals, PuLSE staff members advise the Student Government Association; oversee campus-wide weekend and late-night programs; work with approximately 140 student organizations; coordinate leadership programs including Emerging Leaders; and supervise the student-run Volunteer Center, which connects students to service opportunities with Indianapolis agencies. PuLSE furthers service initiatives by organizing Ambassadors of Change, Bulldogs into the Streets, and alternative break trips. In addition, the office collaborates with numerous campus offices in the annual coordination of Welcome Week.

Students who want to get involved in student organizations or community service should stop by the PuLSE Office, in Atherton Union, room 101, to talk with a staff member about their interests.

A list of student organizations is available on the PuLSE website, www.butler.edu/involvement.

University Band and Spirit Programs

The University Band and Spirit Programs encompass the marching bands, cheerleaders, and “Hink,” the University costumed mascot. These student representatives are available for University-wide events, off-campus events, and athletic events. Students are encouraged to get involved in the Butler Marching Band, Basketball Band, cheerleaders, or mascot programs by visiting www.butler.edu/spirit.

Spiritual Life

The spiritual and religious needs of the Butler community are addressed by a number of individuals and student-led groups. The Center for Faith and Vocation at the “Blue House” is home to many of these religious organizations, including those serving Catholics, Jews, Evangelical Christians, mainline Protestants, Orthodox Christians, and Muslims. Clergy and other religious leaders are available for individual conferences and spiritual counseling. Varied programs dealing with religious and spiritual concerns also are offered by the Center. For more information, call 317-923-7252 or visit www.butler.edu/cfv.

Athletic Events

Butler University is a Division I member institution of the National Collegiate Athletic Association. Student-athletes at Butler are known as “Bulldogs” and proudly wear the official school colors of blue and white. All of Butler’s 19 teams, with the exception of football, compete in the BIG EAST Conference. Other BIG EAST Conference members are Creighton University, DePaul University, Georgetown University, Marquette University, Providence College, Seton Hall University, St. John’s University, Villanova University, and Xavier University. Butler fields competitive conference programs for men in baseball, basketball, cross country, golf, soccer, tennis, and track and field, and for women in basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. The Butler University football program competes at the Division I FCS level, as a member of the Pioneer Football League. Information about Butler athletics is available at www.butler.edu/athletics.

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/résumé, 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).
5. Secondary School Report Form.
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.pharmacas.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