

Admission to the University

General Admission Policies and Procedures

NHU selects students on the basis of educational preparation, intellectual capacity and motivation. Candidates for admission should show evidence that they are academically prepared to study in programs they select, and that they possess the interest and motivation to pursue studies at this University.

Admission is based on the probability for successful study in the chosen program at The National Hispanic University. Grade point average, degrees, diplomas and/or certificates, completion of program, prerequisites and one letter of recommendation are used to determine the potential for success.

To protect NHU's academic standards, the University reserves the right to deny admission to any student who does not meet the minimum admissions requirements.

Undergraduate Admission Requirements

To qualify for undergraduate admission students need to meet the following requirements:

- Have graduated from a recognized secondary school, or
 - Have taken the test of general education development (GED), or
 - Possess the equivalent in formal education;
-
- Have a minimum secondary school grade point average (GPA) from the last three years of study of 2.0 for first time freshman, or 2.0 GPA for transfer students (on a four-point scale). Students with less than 2.0 GPA, may petition in writing to NHU admissions for consideration on a probationary admission for the first semester of enrollment. Students admitted on probation must obtain a 2.0 or better in their first semester to continue. Failure to do so may disqualify the student;

Students need to provide the following to the Office of Admissions in order to ensure proper processing of the application;

- Complete NHU admission application;

- A \$50.00 non-refundable application fee;
- An official high school transcript or an official GED test score. (**Must be sent directly from originating school/ agency to NHU**). A student unable to provide these may complete a High School Graduation/GED Statement, attesting to having completed high school or the GED;
- Official transcript from each college attended, if applicable*;
- One letter of recommendation;
- Statement of purpose;
- Enrollment Agreement.

**Official transcripts must be sent directly to the Office of Admissions from each originating high school/agency and/or each college attended. "Issued to Student" transcripts will not be accepted. The appropriate institutional authority must certify transcripts and other admission documents. Students who have completed their studies abroad must submit their official documents to an approved foreign transcript evaluation agency to receive a report of equivalent United States college credits, diplomas, or degrees. This evaluation report must be sent directly to the Office of Admissions from the agency. If the documents are not in English, they must be accompanied by an English translation. Information on approved agencies may be obtained from the Office of Admissions.*

Orientation and Academic Placement

NHU requires all entering undergraduate students to attend New Student Orientation administered in the Student Academic Assistance Center. Orientation includes an introduction to NHU, expectations, where to find help, and information about academic assessment in English and Mathematics. Exceptions will be made to students transferring equivalent ENG 100 or MAT 100 coursework.

Official Admission

A student is officially admitted once he/she submits a completed application to the Office of Admissions along with the required documents as described in this section, and has received an acceptance letter.

The applicant is notified in writing regarding the admission. The final responsibility for the fulfillment of all admission requirements lies with the student. When in doubt, the student should consult the Office of Admissions.

High School Equivalency Exam / State of California Proficiency Exam

A student who does not possess a high school diploma, but can demonstrate high school equivalency through the successful completion of the General Equivalency Development (GED) test, must submit to the Office of Admissions the official test scores, which meet the state's minimum for passing. Students who have not earned a high school diploma or GED must submit proof of passing the California High School Proficiency Examination.

Conditional Admission

Under certain circumstances, an undergraduate student may be conditionally admitted before a full admission is completed. In these cases, the student must have:

- Completed the admission application and paid the application fee;
- Signed a Conditional Admission Contract;
- Submitted copy of high school transcript, or high school alternative form (upon approval), and copy of transcripts for all colleges attended, until official transcripts are received (**official transcripts must be sent directly from originating school/agency or college to NHU**);
- Submitted an Enrollment Agreement;
- Submitted a statement of purpose;
- Submitted letter of recommendation;
- Submitted a GPA petition letter (if applicable);

All missing items have to be provided within the first semester in which the student enrolls. Students not complying with conditional admission within the allowable time frame may be dismissed from NHU and student status will be changed to inactive status. Students dismissed must reapply for admission, submit all required documents, and pay all applicable fees. If a student has been on conditional admission and is dismissed he/she is not eligible for conditional admission a second time for the same missing documentation.

High School Students

Students still attending high school will be considered for enrollment in certain special programs, if recommended by school officials and appropriate NHU department chair. Preparation must be equivalent to that required of eligible California high school graduates. Such admission is only for a given term, program, and does not constitute the right to continued enrollment.

Freshman

NHU may conditionally accept first-time freshman providing they have completed all high school requirements and met the admissions requirements with the exception of official high school transcripts stating their completion date. Students must submit their official high school transcripts with all current coursework to date. If student transcript does not meet the 2.0 requirement, student must petition to NHU for admission, and student may be put on probation their first semester of study. Student will not qualify for official acceptance until official high school transcripts are sent to NHU with graduation completion date. They may not register for courses until they are informed in writing from the Office of Admissions.

Admission as a Transfer Student

Transfer students will adhere to all admissions procedures. A student will be considered a transfer student having completed a minimum of 30-semester units, or 45-quarter units of college level coursework, with a 2.0 GPA.

The National Hispanic University evaluates, without prejudice, applicants for admission. Applicants are reviewed on the merits of their prior academic achievements and potential for achieving the goals and objectives of the program to which they seek admission.

An applicant cannot disregard his/her previous college records and apply for entrance to freshman standing. Students must submit all official transcripts from all schools and colleges attended. The Office of Admissions will not accept transcripts as official if they are issued to students. In addition, transfer students must comply with all graduation requirements as they appear in this catalog under Academic Requirements at Graduation.

Admission to the Teacher Credential Program from another University

Candidates are required to complete the following requirements to be accepted into the credential program:

- A Bachelor's Degree from an accredited institution, or a verified baccalaureate from an accredited foreign institution evaluated as comparable to U.S.
- Passing scores on the California Basic Educational Skills Test (CBEST).
- Must have earned an overall cumulative GPA of 3.0 (or higher) on a 4.0 scale in undergraduate studies. Students who do not meet this requirement must submit a petition letter to be considered for admission to the credential program. Students may be admitted into the credential program on a probationary status their first semester of enrollment. Failure to meet the 3.0 requirement for first semester of study may disqualify the student.
- Six units from other accredited institutions will be accepted towards the preliminary credential. Additional units may be accepted with the Chair's approval only.

Provide the following documents in order to complete NHU's Teacher Education admissions process:

- a) NHU admission application
- b) \$50 non-refundable admission fee
- c) Enrollment Agreement
- d) Official transcripts from all colleges attended, **(Must be sent directly from the originating college/agency to NHU)**
- e) Two letters of recommendation
- f) Statement of Purpose
- g) High school Graduation Statement form; or GED Equivalency form; or equivalent.
- h) Copy of passing CBEST scores

Admission of NHU Graduates to the Teacher Credential Program / New Program

- NHU application
 - \$50 non-refundable application fee for inactive students only*
 - Statement of purpose
 - One letter of recommendation (Credential Program)
 - Enrollment agreement
 - Official transcripts for courses taken elsewhere after NHU (if applicable)
 - Copy of passing the California Basic Educational Skills Test (CBEST)
- * For further information, refer to "RE-ADMISSION" policy.

Admission to the Clear Credential Program / Sojourn Credential Candidates

Candidates are required to complete the following requirements to be accepted into the teacher credential program, or to clear their credential:

- NHU admission application
- \$50.00 non-refundable admission fee
- Enrollment Agreement
- Valid California Teacher Credential*
- Official Transcripts for any Credential coursework completed elsewhere must be sent directly from the originating college to NHU. (For those students applying for a Clear Credential)

*For 2042 candidates only

Sojourn Credential Candidates

Candidates are required to complete the following requirements to be accepted into the teacher credential program to clear their credential:

- NHU admission application

- \$50.00 non-refundable admission fee
- Enrollment Agreement
- Valid Sojourn Teacher Credential
- Passing scores on the California Basic Educational Skills Test (CBEST)

Teacher Education / CSET Equivalency

Students wanting to fulfill CSET Equivalency requirements must submit admissions documents as required for the Teacher Education Program. Students must inform the Teacher Education Department as well as the Office of Admissions of intent to complete CSET Equivalency requirements.

Enrollment Agreement

All students must submit a completed and signed Enrollment Agreement to the Office of Admissions, prior to registering for courses.

Admission of International Students

In addition to the items required of all applicants as described above, in previous sections of Admissions. International student applicants, or those holding U.S. visas as students, are required to provide the following to the Office of the Admissions:

- A completed Student's Confidential Declaration of Finances Form (in U.S. dollars, a minimum of \$25,000). This declaration should be completed and signed by the applicant and his or her sponsor or guarantor.
- An original or certified copy of Bank Letter(s) verifying that the applicant, sponsor or guarantor has sufficient funds (in U.S. dollars, a minimum \$25,000 to show that the applicant will have sufficient financial resources to cover direct and indirect expenses for the duration of the degree program. NHU currently has no scholarships or other financial aid for international students. If the minimum of \$25,000 is not met, applicant must provide written explanation as to other sources of financial stability for the duration of the degree program, and must be approved by the Director of Admissions.

- Passing TOEFL Test scores: a paper-based minimum score of 450, or a minimum computer based score of 133 will require further language development courses. No additional requirements for TOEFL paper based scores of 500 or above, or a computer-based score of 173 or above.
- Each applicant from a foreign country must make a deposit of \$500 prior to receiving the Certificate of Eligibility for Student Visa. This amount will be automatically credited to the student's second semester of study at NHU. In case the visa application is denied, the applicant must return the Certificate of Eligibility for Student Visa to NHU, and a refund of the \$500 deposit will be processed within the semester designated on the Certificate of Eligibility for Student Visa. Allow 3-4 weeks to process the refund. The deposit will be non-refundable for any international student who uses a Certificate of Eligibility for Student Visa issued by NHU to enter the United States; changes their visa status, or transfers to another school during the first semester of study.

International students who possess a Certificate of Eligibility for Student Visa and want to transfer from another college in the U.S. to NHU are not obligated to leave the deposit, but must complete a Transfer Eligibility Form and submit to the Office of Admissions of acceptance or denial will be issued. Upon receiving admission to an undergraduate program, prospective international students must satisfy the following additional steps in the admission and registration process:

- Each applicant must provide proof of adequate health insurance valid in the United States, prior to registering for courses.
- All first-semester undergraduate students will be required to take a placement exam prior to registration. The test results will determine if any course work will be necessary before the student is permitted to enroll in degree courses. This must be done prior to meeting with their advisor to register for classes for the first time. Exception will be made for those students who have taken college level courses equivalent to ENG 100 and MAT 100 and passed the course with a C- or better.

Obtaining and Maintaining Student Visa Status

All prospective international students of the University must obtain a Certificate of Eligibility for Student Visa. The Certificate of Eligibility for Student Visa Office of Admissions should be contacted for information and procedures regarding the Certificate of Eligibility for Student Visa. The Certificate of Eligibility for Student Visa will be issued only to students who have met all admission requirements, received an offer of admission, provided proof of financial support, and deposited the required advance payment of tuition and fees.

Students not using the Certificate of Eligibility for Student Visa for the period issued must return it to NHU before a new one can be provided.

For students who are applying for a student visa for the first time, or have been absent from the United States for more than 5 months, a SEVIS I-901 fee must be paid after you receive your Certificate of Eligibility for Student Visa, and prior to scheduling an appointment at the U.S. Consulate for your visa.

The Certificate of Eligibility for Student Visa must be presented to an American embassy or consulate abroad in order to obtain a Student Visa (F-1). It must also be presented, if the prospective student is already in the United States, and transferring from another school within the United States to the International Student Advisor at the school currently being attended, in order to process the transfer as instructed by United States Citizenship and Immigration Services.

Transferring Credits

Credits from Other Colleges and Universities

If students are transferring from an institution that is part of the California Community College System, those courses, which have been designated as “University of California Transferable” or “California State University Transferable”, will be accepted as transferable to NHU.

Transferability of other courses will be considered on a case-by- case basis. Normally, Computer Science courses that are more than 3 years old are not transferable.

Credit for undergraduate work

Credit for undergraduate work completed at other institutions may be accepted in partial fulfillment of the requirements for degrees at NHU. However, the work must be of acceptable quality (i.e., courses with a letter grade of C- or better); be comparable in nature, content and level of credit; and be appropriate to the student’s program. An

official transcript from each college attended must be submitted, along with the other required admission documents.

Credit for post baccalaureate work

Credit for post baccalaureate completed at other institutions may be accepted in partial fulfillment of the requirements for teaching credential at NHU if:

- Technology courses are not older than three years;
- Reading courses are not older than 5 years; and
- Teacher Education courses are not older than 7 years.

A maximum of 70 semester units earned in a community college or a two-year college and 90 semester units earned from a university or a 4-year college are accepted as transferable units. Courses taken in a community college or a two-year college will count only as lower division transferable courses. Only those courses that are equivalent or are in the desired program offered at NHU will be counted toward the degree. The University generally requires that at least the last 30 units of a baccalaureate degree be completed in residence at NHU. Open University credits are not applicable toward 30-unit residency requirement.

All international students must have their transcripts evaluated by a recognized and certified agency, which evaluates foreign educational credentials. This evaluation report must be submitted directly from evaluation agency to the Office of Admissions. Inquiries about approved agencies may be obtained from Office of Admissions.

The University accepts credits from other institutions under the guidelines published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Courses taken elsewhere and approved for transfer to NHU as part of the degree program are not considered in computing the student’s NHU grade point average.

Evaluation of Transfer Credit

The Office of Admissions evaluates previous college courses taken at other institutions of higher education. Students seeking a degree/credential will be issued an Advanced Credit Evaluation Form to determine the remaining requirements for the student’s specific degree objective.

Advanced Credit Evaluation Form is completed after students are admitted. Transfer students should review their previous college work in terms of the degree and credential requirements stated in the catalog to make a tentative selection of courses.

Students should consult a faculty advisor in their major department.

If a student wishes to verify how many units will transfer before fully enrolling at the university, a transcript analysis can be done for a fee of \$50.00. If the student later decides to enroll in the university the fee will be applied towards the application fee.

Transcript evaluations remain valid as long as the student matriculates within a year from when transcript analysis fee is paid, pursues the objective declared and remains in continuous attendance.

Students and NHU are bound by the catalog academic requirements for the initial year in which the student registered. Students have the option to fulfill the catalog requirements of the year they graduate. This option must be declared by the end of their Junior year. Nevertheless, students will be responsible for complying with changes in other non-academic regulations, policies and procedures that may appear in subsequent catalogs.

Certain transfer credits accepted for degree requirements may not necessarily meet Liberal Studies CSET Equivalency Program requirements. Student must meet with their academic advisor to verify if transfer credit applied to degree requirements also meet CSET Waiver Program requirements.

Importing Credits for Non-Traditional Education

The University will follow The American Council on Education guidelines and procedures when awarding credit for non-traditional education. (e.g. Advanced Placement Program (APP), College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES).

Advanced Placement

NHU grants credit toward its undergraduate programs to students who have successfully completed the examinations of the Advanced Placement Program of the College Board. A student who presents a score of three or better on AP exams taken before college, will be granted 3 to 6 semester units of lower division baccalaureate credit. The number of units granted, course equivalence and satisfaction of requirements vary depending on the test.

College Level Examination Program

NHU grants credit to those students who pass the College Level Examination Program (CLEP) with a score of 500 or above. A student may receive a maximum of 18 semester units in the following areas: Natural Sciences (no lab credit), Humanities and the Social Sciences (including History), GE courses (including Math).

Credit for Military Training and United States Armed Forces Institutes (USAFI)

NHU grants credits for military training in accordance with the recommendation of the American Council on Education. Courses, for which credits earned while in the military, must be listed on official military documents (i.e. DD214, DD295, Army/American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Office of Admissions given that they contain the elements necessary for evaluation. Those courses that are eligible for evaluation will be awarded University transfer credit consistent with the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and directives issued by Academic Departments.

Credit by Examination

Any student may challenge the following courses by passing the required examinations developed by the department: A given course can be challenged only once and are limited to two per semester.

SCI100
SPA 100 (students entering NHU as of January 2007 will not be able to take this exam for credit, until further notice)
SPA 110 (students entering NHU as of January 2007 will not be able to take this exam for credit, until further notice)
CS 100
CS 103
EDU 531

Students must meet the following criteria:

- Obtain the approval of the Chair of the Department.
- Register for the course by completing a Registration Worksheet or Add/Drop form (whichever is applicable).
- Designate on appropriate form that course is a Challenge Exam and pay the corresponding course fee.
- Pass the test with 70% or higher on the examination. Record the equivalent of "C" or higher as "P" (Pass), with units earned.

- Failure to pass the examination will result in the student having to take the course if credit for the course is needed.
- Challenges are limited to two per semester.

Re-admission

Students who have not been in regular attendance or who have withdrawn from the university for more than one year but less than five years must:

- Apply for re-admission,
- Complete the admissions application,
- Pay the application fee, submit an enrollment agreement, and
- Submit official transcripts of any college work attempted in the interim.

Students absent from the University for five years or more, must re-submit all the required admission documents, and pay the application fees required for new students prior to admission. Students seeking re-admission must obtain clearance from the Office of Admissions and NHU Business Office prior to registering for courses. Students will be notified in writing of their acceptance status. Students are subject to the current catalog curriculum requirements at the time of re-admission.

Students on Academic Probation

Students who were on academic probation at the end of the last period of enrollment may be re-admitted but placed on probation for a term of one semester providing they are eligible. They must also consult with their academic department advisor, prior to registering for courses. If approved for registration by their advisor, student will only be allowed to register for 6 units*. In addition, students must follow the Academic Probation Policies as stated in the "Grading and Academic Standards" section of this Catalog.

- *At the discretion of Advisor student may be considered for additional units.*

Re-instatement

Once disqualified, the student must go through an appeal process. The appeal process constitutes a formal appeal letter from the student to the Department Chair. If the Department Chair denies the reinstatement, the student can write a final appeal to the Provost. Adhere to the following guidelines in your appeal to the Department Chair:

- Explain extenuating circumstances which may have caused a disruption in satisfactory academic performance, and demonstrate that the negative circumstances have since been corrected.

- Provide proof of mitigating or extenuating circumstances that caused a negative impact on satisfactory academic performance, and demonstrate that those conditions have since been corrected. The Department Chair/Provost will review all appeals for re-instatement, and take into consideration recommendations of the Department Chair, and the Registrar. At this time, the Provost may either:
 - Confirm the disqualification, but re-instate the student on a probationary status.
 - Confirm the disqualification and deny re-instatement.
 - Revoke the disqualification but only in cases of error, or in such cases where a student was unable to withdraw from the university due to circumstances beyond his or her control.

At the recommendation of the Department Chair/Provost, the Office of the Registrar will notify the student in writing. If the appeal is accepted, the student must follow the following stipulations:

- Student may only take 6 units the first semester upon returning to the University.
- Student must meet with his/her advisor every module.
- Upon the recommendation of the advisor, student must attend mandatory tutoring sessions at the Student Academic Assistance Center (SAAC).

Open University

The purpose of Open University is to allow students a quick and easy method of entering and completing courses to earn college credits. These credits may be applied toward bachelor degree requirements. The following rules apply to Open University admissions:

- Open University permits a student to enroll in regular curriculum courses on a space-available basis.
- Students are only allowed to take a maximum of 12 undergraduate units or 9 post baccalaureate units. Students seeking a certificate/degree must formally apply to the University;
- Eligible students are those that have not applied nor been admitted by NHU as a regular student for the desired semester. NHU employees and their eligible dependents are also eligible for this program.
- Open University units are not applicable toward the residence requirement.
- Matriculated students in good standing may not enroll as Open University students; a matriculated student is one who has been admitted to NHU as a regular student.

To register, student must get approval from an advisor, and students need to complete an Open University application and registration form; then submit both signed forms to the Business Office. If the student wants to drop the course they must complete an Add/Drop form and submit it to the business office before the fourth class meeting. Open University students must adhere to the Adding/Dropping and Refund policies found in this catalog when dropping classes.

Audit Course

Enrollment as an auditor is subject to the permission of the instructor. Auditors are subject to the same fee structure as credit students, and regular class attendance is expected. Students may choose this option by submitting a completed Registration form and designate “Audit” on form to the Business Office.

Articulation Agreements

The National Hispanic University has established Articulation Agreements with other accredited academic institutions. The purpose of these agreements is to guarantee that certain courses can be transferred between the two institutions and to allow students from both schools to have exposure to other school environments. Students should consult their academic advisor to obtain the most up-to-date articulated courses. NHU has articulation agreements with these institutions:

- San Jose State University
- Foothill College
- De Anza College
- San Jose City College
- Evergreen Valley College
- Mission College