

# TRADITIONAL UNDERGRADUATE POLICY AND PROCEDURE

Traditional undergraduate programs at Judson University include the Bachelor of Arts, Bachelor of Fine Arts and Bachelor of Science degrees. They operate on a three-term 16-week academic model (Fall, Spring and Summer) and consist primarily of in-person daytime courses, with some evening and online offerings. Requests for admission information should be made to:

Director of Admissions  
Judson University - Barton House  
1151 N. State St.  
Elgin, IL 60123  
(847) 628-2510

## Policy

The Academic Policies Committee has established the following minimum admissions standards for traditional undergraduate students:

- GPA of 2.75 (on a 4.00 scale) in core classes

Applicants who do not meet the minimum admission standards will be asked to submit additional documentation, including:

- ACT/SAT test scores
- letter of recommendation
- interview with the Director of Admissions or their designee

Prospective students are best served if they have taken a sequence of university preparatory courses in high school. It is strongly recommended that students have the following course foundation:

- 4 years of English
- 3 years of math
- 2 years of social science
- 2 years of lab science
- 1 year of flex credits in art, music, foreign language, American sign language, or vocational studies

These requirements align with Illinois state standards. Applicants not meeting the minimum admissions requirements may be asked to provide additional documents not listed below.

## Procedure

### Deadlines to apply

Traditional US Citizens:

- Fall: August 10
- Spring: January 1

**International Students CURRENTLY Studying in the US:**

- Fall: July 1
- Spring: November 1

**International Students NOT Currently Studying in the US:**

- Fall: June 1
- Spring: October 1

All registrations must be processed before the first day of class for each term.

## First-Time and Freshmen Applicants

If you will be an entering freshman (a student with 28 or fewer college credits earned), you will need to provide the following:

1. A completed application for admission
2. A non-refundable \$50 application fee
3. An official transcript (6 semesters or more) of your academic record sent by the high school from which you graduated (or will graduate); General Educational Development (GED) scores are acceptable, if they meet the minimum admissions requirement
4. An official college transcript showing any college coursework or dual credit work completed
5. Official score reports for any AP or CLEP exams taken
6. The official results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT) sent by the ACT program or College Board respectively.  
\*\*Note that ACT/SAT scores are **required** for Architecture students and for students with a high school GPA under 2.75. For all other students, it is highly recommended.

If this is not available through your high school, write to the:

American College Testing Program  
Box 168, Iowa City, Iowa 52240  
or  
College Board ATP  
Box 592-A, Princeton, NJ 08541  
The Judson ACT Code is 1101; SAT code is 1351

7. A signed copy of the Judson Lifestyle statement

## All Other Transfer Applicants

If you will be transferring to Judson with 29 or more college credits earned, you will need to provide the following:

1. A completed application for admission
2. A non-refundable \$50 application fee
3. Official transcripts from all colleges attended showing any college coursework completed
4. Official score reports for any AP or CLEP exams taken
5. A signed copy of the Judson Lifestyle statement

## Additional Documents

### International Students

Students attending Judson on an international Visa will need to supply additional documentation. Please see the International Applicants page of the catalog.

### Art, Design and Architecture Applicants

Students majoring in Art, Graphic Design, Architecture and Interior Design will need to submit a portfolio of work and syllabi for any college courses

completed. Transfer credit will not be applied to the student's major program until the portfolio has been reviewed by the department.

## Acceptance

Once all the above items have been received and the Director of Admissions has evaluated them for compliance to Judson standards, the student will be admitted, and receive a letter confirming their acceptance. At this point, students are required to submit the following:

- A \$250 enrollment deposit (non-refundable after May 1) which will be applied toward the first semester tuition
- A \$150 housing deposit and a housing application for those planning to live on campus **or** an off-campus housing application for those planning to commute

At this point, the student's documents will be sent to the Registrar's Office for processing. Once the student's academic record has been created, an email will be sent with additional information and registration instructions.

## Readmission

### Policy

Judson students who have been withdrawn or been absent for a semester or more need to apply for readmission. Those who discontinue and then return to Judson after an absence of two or more years have broken residence. They are required to meet the current catalog requirements in effect on their return. Students who have been suspended should first see the Academic Standing section of the catalog.

### Procedure

Students wishing to be considered for readmission must submit the following documents:

- A completed application for re-admission
- A non-refundable \$50 application fee
- Official college transcripts showing any college coursework completed after leaving Judson

### Acceptance

Judson will evaluate academic and financial aid transcripts, student account standings, and conduct records from all previously attended institutions as well as Judson to ensure good standing before approving a student for readmission. Reapplying and submitting documents does not automatically ensure a student's acceptance. Returning students will maintain previous Judson academic standing unless transferring in on probationary status.

Students accepted for readmission will receive:

- A notice of readmission
- A packet of next steps for registration

Students readmitted to the University are required to submit the following:

- A \$250 enrollment deposit (non-refundable after May 1) which will be applied toward the first semester tuition
- A \$150 housing deposit and a housing application for those planning to live on campus **or** an off-campus housing application for those planning to commute

At this point, the student's documents will be sent to the Registrar's Office for processing. Once the student's academic record has been created, an email will be sent with additional information and registration instructions.