Admissions

Visiting SWAU

Southwestern Adventist University is happy to have prospective students and parents visit the campus. It is best to visit during the week as offices are open Monday to Friday noon. To arrange a visit call 888-SDA-SWAU or see our website.

General Admission

Southwestern Adventist University admits qualified applicants without regard to race, color, gender, handicap, or national origin. While the Seventh-day Adventist Church sponsors and financially underwrites the University and while the majority of its students are Seventh-day Adventists, the University requires no specific religious affiliation for admission. The University will admit persons of other or no religious persuasion who meet its academic standards and who express their willingness to respect its religious, social, and cultural characteristics.

The Director of Admissions, in consultation with the Admissions Committee, reviews all applications and makes the decisions regarding admission to the University. Those who desire information regarding admission may e-mail, write, or phone:

inquire@swau.edu

SWAU Admissions
P. O. Box 567
Keene, TX 76059
U.S.A.

817-645-3921 (local and international callers)
800-433-2240 or 888-SDA-SWAU toll-free within the United States

Students wishing to graduate with an Education, Nursing, or Social Work major must apply for general undergraduate admission and also submit a separate application to those departments. Additional requirements must be met for acceptance into these programs. See those sections of the bulletin for details.

The Director of Admissions should be contacted regarding admissions policies not published in the Bulletin.

New Freshman Admission

SWAU requires first-time freshmen to have graduated from high school or have a GED or state issued equivalency diploma and acceptable ACT or SAT scores. Students attending a college or university for the first time are classified as first-time, first-year freshmen. This includes students with advanced standing (college credits earned before graduation from high school) and students enrolling in the fall who attended college for the first time in the prior summer. The following are the admission procedures for first-time freshmen:

1. Complete and return an application to the Admissions Office.

2. Submit an official high school transcript, showing graduation date, to SWAU’s Admissions Office. If the applicant has enrolled at any college, an official transcript of that academic record must also be submitted. Any applicant who has not graduated from high school must submit an official GED or state issued equivalency diploma, and an official transcript from the last high school attended. Home schooled applicants must submit an official GED or state issued high school equivalency certificate.

3. Submit an ACT or SAT score report. Applicants who have passed a college level English composition course and a college level math course are exempt from having to submit SAT or ACT scores. Southwestern’s Counseling and Testing Center offers the SAT for applicants who have not taken either exam or who wish to take the SAT again. SAT results from an on-campus exam cannot be transferred to other institutions. First-time freshmen must have a minimum SAT Verbal score of 400 and a minimum SAT Math score of 400 or an ACT composite of 17 to enroll in any undergraduate program. First-time freshmen who have an SAT Verbal and Math composite score between 600 and 790, or an ACT composite between 13 and 16, will be enrolled in the General Studies Program (see Special Program Policies in the Bulletin for details). First-time freshman applicants whose highest composite SAT Verbal and Math scores are below 600 or whose highest ACT composite is below 13 will not be accepted.

4. Submit an explanation if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The explanation will be reviewed to determine the applicant’s eligibility for admission.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. An applicant will be accepted in good standing as a regular student in a degree program when all requirements have been met. Acceptance allows the financial aid and pre-registration process to begin. Enrollment is limited to a maximum of three semesters when a first-time Freshman student has submitted acceptable ACT or SAT scores but all required documents have not been submitted (see Transcript Policies for details).

First-time Freshmen must take a Math Aptitude Profile (MAP) before registering in order to determine specific math class options. English scores on the SAT or ACT determine English class options. See the English and Mathematics sections of the Bulletin for details.

Transfer Student Admission

A transfer student is one who has attended another college or university in a fall, winter, or spring term after graduating from high school or passing a GED or state high school equivalency test. Technical courses do not transfer to SWAU and are not used to determine student classification at SWAU. Transfer students may be admitted in any semester. The following are admission procedures for transfer students:

1. Complete and return an application to the Admissions Office. To receive Federal financial aid transfer students must indicate on the application when they graduated from high school or passed a GED or state high school equivalency test.

2. Submit an official undergraduate transcript from each college or university the student has attended. All official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration the next semester. Transfer students with credit from outside the U.S. which is applicable to a degree must submit an official transcript of that academic work before an acceptance can be granted. Students
who have completed less than 12 semester hours of transferrable collegiate credit (refer to Transfer Credit in Academics section of Bulletin for details) must submit an official high school transcript showing graduation. Transfer students with less than 12 transferrable semester hours who were home schooled or did not graduate from high school must submit an official passing GED or other state issued high school equivalency diploma. Transfer students who were home schooled at the high school level and have not completed a college program of at least two years in length must have passed a state recognized high school equivalency program or GED to receive Federal financial aid.

3. Submit an explanation if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The explanation will be reviewed to determine the applicant's eligibility for admission.

If a college level math course has not been passed, a transfer student must take SWAU's Math Aptitude Profile (MAP) to determine math class options. Any student who has not completed their math requirement before beginning studies at SWAU will take a Math Aptitude Profile. (See page 84.) Students scoring below a 4 will be required to enroll in math their first semester at SWAU and remain enrolled in a math course each semester until they have passed either MATH 101 or 110 (including any needed prerequisites). For all students, satisfactory completion of MATH 101 or higher is prerequisite to registration after 56 semester hours have been completed.

If no English Composition course has been passed, a transfer student must submit an ACT English score or SAT Verbal score or take SWAU's English Composition test to determine English class options. Math and English class options must be determined before a transfer student can register for classes.

Applicants receive notification of acceptance status from the admissions office. A transfer student will be accepted in good standing as a regular student in a degree program when all requirements are met. A transfer student who has completed 12 or more hours with a cumulative GPA of less than 2.0 from previous college work will be accepted on academic probation (refer to Academic Probation in the Bulletin for details). Enrollment will be limited to one semester when a transfer student meets minimum admission requirements but has not submitted all requirements (see Transcript Policies in Bulletin for details).

International Student (F-1) Admission

Southwestern Adventist University classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is approved by the U.S. government for the admission of non-immigrant students (F-1 status). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance, an I-20 form issued by SWAU, and a student visa. International applicants must meet the following requirements to obtain an academic acceptance:

1. Submit an SWAU Application and Personal Data Form to the Admissions Office.

2. Students without post secondary academic credit must submit an official academic transcript or Examination Certificate to show completion of the secondary level of education. Students who have completed post-secondary level academic credit for a degree must submit an official transcript of all credit earned before an acceptance will be granted.

3. Submit documentation of English language proficiency. Any one of the following will meet this requirement:
   a) the Test of English as a Foreign Language (TOEFL) with a minimum proficiency level of 190 on the computer-based test, or 520 on the paper-based test or 68 on the internet-based test
   b) the Michigan English Language Assessment Battery with an average score of 80 in each section*
   c) an SAT I Verbal score of 400 or higher**
   d) an ACT English score of 17 or higher
   e) transfer of at least 24 semester credit hours to SWAU with the last three years of education at a school or schools where English is the language of instruction
   f) transcripted university level credit for an English composition course if English is the national language of a student's country of citizenship, is the student's first language, and the last three years of education have been completed in English.

SWAU's English as a Second Language Department gives the Michigan test free of charge.

**SWAU's Counseling and Testing Center gives the SAT I test for a fee.

All acceptable documentation must be current (within the last six months). Students who do not have documentation of English language proficiency will be tested upon arrival at SWAU. Students who do not meet minimum requirements will be required to take ESL courses, developmental courses, or a combination of these classes in the first semester of enrollment at Southwestern.

4. Submit an explanation if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The explanation will be reviewed to determine the applicant's eligibility for admission.

Application Deadlines

SWAU will give priority to international applicants who meet all financial and academic requirements for admission before July 1 for the Fall semester and before November 1 for Spring semester. International applicants who have not submitted all academic and financial requirements by these deadlines may be deferred to the next semester. After deadlines have passed SWAU gives priority to ESL applicants.

Acceptance Notification

The Admissions Office will notify applicants by letter regarding acceptance status after an application and official transcript(s) have been received. Acceptance will not be granted without official academic certificate(s) and/or transcript(s).

Academic Credentials Evaluation

Degree-seeking students with previous college work from outside the U.S. must submit an official independent credentials evaluation before a degree audit can be prepared or transfer credit granted. (An academic credentials evaluation is approximately $125.)

Students who successfully complete 12 hours of ESL, passing each class with a grade of C or better, and who pass the Michigan Test of English, are not required to submit ACT or SAT scores to continue in another academic area.
Admissions

International Student (F-1) Requirements for SWAU I-20

After academic acceptance is granted, an international student must meet the following requirements to obtain I-20 and I-901 forms necessary for issuance of a student visa for entry into the U.S. and enrollment at SWAU:

1. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, fees, medical insurance, and personal expenses while studying at SWAU.
2. Submit a deposit of $1,000 and a pre-payment of $5,900 (a combined total of $6,900) if the applicant is not a citizen of U.S. Territories or Canada. The $5,900 pre-payment will be applied to the student's first semester expenses at SWAU (including books) and the $1,000 deposit will cover dormitory room reservation/damage deposit and I-901 SEVIS fee. The remaining $800 of the deposit will be retained in a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school if the student's account balance is zero. No interest is paid on the deposit held in reserve. The deposit and pre-payment will be returned to applicants who do not enter the U.S. to enroll, minus a processing fee of $200 and the $100 SEVIS fee.
3. Submit a legible copy of a current passport, showing legal name.

General Information & Policies for International Students

Arrival on Campus

When international students arrive at SWAU they should take their Passport, Visa, I-20, and I-94 card to the Admissions Office so copies can be made to go into their admissions file.

Concurrent Enrollment

International Students on SWAU’s I-20 must complete a minimum of two semesters of full-time enrollment before SWAU will grant concurrent enrollment with another school. A student granted concurrent enrollment will be allowed to take only one class at another school unless on Economic Hardship and then a maximum of two classes will be allowed.

Financial Aid

International students on F-1 visas do not qualify for Federal and SDA system. State loans or grants as detailed in the financial section of the SWAU Bulletin although campus employment is available. The student is expected to have sufficient funding (either sponsorship or personal funds) to cover tuition, food, lodging, books, fees, insurance, and personal expenses. International students are expected to meet required payments at registration and throughout the semester.

I-20 Transfer to Another School

International students must be enrolled full-time for a minimum of one semester before SWAU will transfer a student’s I-20 to another school. The student must see SWAU’s Foreign Admissions Counselor to have their I-20 transferred to another school.

Immigration Reporting

As required by U.S. law, SWAU notifies the U.S. government through the Student & Exchange Visitor Information System (SEVIS) when an I-20 is issued, when an international student enrolls or does not enroll at SWAU and if an international student drops out or falls below a full load of classes. Change of addresses are also reported to the U.S. government through this system. It is imperative that all international students on an I-20 notify the International Student Advisor or SWAU’s Foreign Admissions Counselor in advance if they move to a new residence or plan to transfer to another school or if they plan to drop below the 12 minimum required hours of classes.

Medical Insurance

SWAU requires all international students to purchase major medical insurance coverage at registration if not already insured through the SDA system.

Nursing Students

All International students in SWAU’s nursing program must be on SWAU’s I-20.

Other Visa Enrollment

SWAU will allow F-2, B-1, or B-2 visa holders to enroll for a maximum of 1 class of up to 4 hours per semester. These students are not allowed to enroll in nursing classes or to work on campus. Immigrants with an R-1 or R-2 visa can enroll full-time but are not allowed to work on campus. These visa holders must apply and meet academic requirements for acceptance before they can register for classes.

Orientation Program

An International Student Orientation is conducted before each semester’s registration. Attendance is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. Students are notified of this orientation program in acceptance letters. New international students who do not attend this orientation will be required to attend a makeup session. All international students are given an International Student Handbook at orientation or can pick up a handbook at the Admissions Office.

Residence Halls

After being accepted, international students who plan to live in one of SWAU’s residence halls should immediately submit a housing information form. The room reservation/damage deposit required by SWAU residence halls is included in the international student deposit.

Work

According to current U.S. immigration laws, international students with student visas may work on-campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F-1 status are required by law to secure permission from the International Student Advisor before accepting any off-campus employment.
International students with F-1 status are not able to do Curricular Practical Training until they have completed at least 12 months of regular schooling. This means that international students who have completed just one semester of regular classes or two semesters of ESL are not eligible to work in an off-campus Literature Evangelism program or at a summer camp. These students are only allowed to work on campus.

SPECIAL ADMISSION

Adult Degree Program (ADP)

SWAU has a plan for those who cannot attend classes on campus on a regular basis. It is the Adult Degree Program (ADP). Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend college full-time because of family responsibilities or other obligations, are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 6204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet in the ADP brochure or on the SWAU web site.

2. Submit one of the following:
   a. an ACT composite score of 17 or higher
   b. a Texas Higher Education Assessment (THEA) with a Reading score of 230+, a Mathematics score of 230+ or an Algebra score of 270+, and a Writing score of 220+
   c. an SAT report with a verbal score of 400 or higher and a math score of 400 or higher
   d. college transcript with grades of C or better in developmental English and math classes
   e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better
   f. a college transcript with passing grades in English and math classes
   g. college transcript with grades of C or better in developmental English and math classes
   h. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better

3. Submit official transcripts according to applicable criteria:
   a. Applicants with less than 12 hours of college credit
      1) an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test
      2) official transcripts from each college attended
   b. Applicants with 12 or more credit hours
      1) official transcripts of all undergraduate college work from each college attended
      2) official transcripts of all undergraduate college work from each college attended

Developmental/remedial classes cannot be taken through the Adult Degree Program.

A student transferring experiential credit through a portfolio must submit the portfolio for review by SWAU faculty. If SWAU faculty agree that documentation is sufficient for credit, up to 32 credits may transfer in this manner. Courses and the number of credits must be identified on the transcript. Credit will be awarded only in the areas offered within the current curriculum of the institution. No letter grade is given or transferred for experiential credit.

Southwestern Adventist University does not issue I-20's for international applicants to the Adult Degree Program.

Auditing Students

Students who plan only to audit classes must submit an application. No academic transcripts are required.

High School Students

High school students currently enrolled in their Junior or Senior year may take a maximum of two classes per semester at SWAU. They must submit an application and provide a letter from their principal or registrar giving permission to take these classes.

Returning Students

Former SWAU students wishing to return to SWAU must reapply for admission. Students must reapply if they have not been in attendance for one or more semesters.

Teacher Certification Students

All teacher certification students must submit a graduate non-degree application and an official transcript showing graduation from either an undergraduate or graduate institution before registering. Other transcripts may be submitted at the discretion of the student for credits they would like to have applied to the SWAU transcript. Students who have not earned an undergraduate degree must meet general admission requirements.

Transient Students

SWAU will accept a transient student, a student registering for not more than one semester, with either written recommendation from the student's college registrar or an official transcript of college work already completed. A transient student planning to take a course with a prerequisite must provide evidence that he/she has the necessary background to take that course. Transient students are not eligible for Federal or state financial aid.

Transcript Policies

1. An applicant accepted with an incomplete admissions file may be admitted pending the receipt of all required official transcripts. Students lacking an official high school transcript, GED, or state high school equivalency diploma can enroll for a maximum of three (3) semesters. Students lacking official college or university transcripts can enroll for one (1) semester only. Official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration the next semester.

2. Acceptance will be withdrawn if SWAU does not receive all missing transcripts by the end of the last semester allowed for enrollment with an incomplete admissions file.

3. As long as an admissions file is incomplete, SWAU will not issue a transcript or grade reports, even if the student's account is paid in full.

4. Dismissal will follow if SWAU finds that a first-time freshman has registered without having graduated from high school or without having passed the GED exam or a state high school equivalency test.