

# Admissions

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An application for admission to Manhattan College may be submitted using the Common Application (<https://www.commonapp.org/>), Coalition for College Application (<https://www.coalitionforcollegeaccess.org/>), or a Manhattan College Application (<https://manhattan.edu/admissions/undergraduate/apply.php>), which can be found on the College's website. An application fee of \$75 is required. In some cases, a student may be financially eligible for a fee waiver from the College Board or NACAC, issued by their high school counselor.

## Freshman Admissions

### Course Selection and Performance

In reviewing applications for admission, the following items are considered by the Committee on Admissions.

Most emphasis is placed upon student course selection on the secondary level and grades earned in those subjects.

All applicants must have completed a minimum of 16 units in academic subjects which should include the following

Subject	Required Units	Recommended Units
English	4	4
Modern or Classical Language	2	3
Science (Lab Sciences)	2	4
Mathematics*	3	4
Social Studies	3	4
Electives	2	

At the discretion of the Committee on Admissions, quantitative requirements may be modified for applicants with strong records who show promise of doing well in college work.

\* This includes algebra, geometry, intermediate algebra/trigonometry (sequence I, II and III).

### SAT and/or ACT Scores

The Committee on Admissions requires all U.S. applicants for freshman admission to submit SAT or ACT scores. The Committee on Admissions piloted a test-optional policy beginning in fall 2021 to eliminate some of the challenges students have faced due to COVID-19. Students applying for the fall 2022 semester will choose whether or not to submit their SAT/ACT test scores. If a student does submit their test score, only a student's highest scores will be considered for admission and scholarship eligibility.

While these scores are an important part of an application, they are considered in combination with other requirements. SAT or ACT scores allow the Committee to see

how well applicants do in areas fundamental to predicting college readiness, using a third-party tool that is not influenced by local grading practices. In that regard, they are helpful. However, we are aware that tests have limitations, and place higher emphasis on high school curriculum and grade point average.

The Committee on Admissions will accept both the SAT (pre- spring 2016) and the redesigned SAT. The Committee will use concordances (how scores from one version translate into the other one) released by the College Board to ensure that neither score is advantaged over the other, even if the numeric scores are slightly different. It is recommended that students submit the optional essay component of the redesigned SAT exam.

## Recommendations

Grades and examination scores alone do not adequately evaluate a student's ability to be successful in college. Therefore, appropriate character references are considered important when reviewing candidates for admission. One letter of recommendation from a teacher or guidance counselor is required. Applicants may submit up to three academic letters. Students are also permitted to submit an additional character reference.

## Essay or Personal Statement

Applicants must submit a brief personal statement or college essay, using either the Manhattan College essay topic or one of the Common Application essay topics listed below:

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

This essay should be no longer than 650 words.

## The General Equivalency Diploma (G.E.D.)

The G.E.D. is accepted in lieu of a high school diploma for admission to some programs of the College. Please note that the Committee on Admissions requires students to submit a record of any high school coursework taken, even if a student is submitting G.E.D. scores.

## Committee on Admissions

In rare instances, the Committee on Admissions will consider waiving the above requirements for admission. Please contact the Office of Admissions for further information.

## Campus Visit

A visit to the Manhattan campus is strongly recommended to all prospective students. Information sessions and campus tours are offered daily Monday through Friday at 10 a.m. and 2 p.m. Students may register by calling the Admissions Office at 718-862-7200.

In the fall, additional information sessions are offered on Saturday mornings. In addition, students are welcome to arrange appointments outside of these times by coordinating their visit with the Office of Admission.

Interviews are recommended, but not required, as part of the admissions process. Students may arrange to have an interview with a member of the admissions staff by contacting the Office of Admission in advance to set up an appointment. Students are encouraged to submit an application before setting up an interview.

## Early Decision

For those students who consider Manhattan College their top choice, the Early Decision Program affords them the opportunity to apply and receive a decision earlier in the admissions cycle. The Early Decision Program is binding; if a student is accepted under this program they must agree to confirm plans to enroll at Manhattan College and withdraw all applications for admission to other institutions.

Students who wish to be considered for the Early Decision Program must complete a Manhattan College Early Decision Agreement form, which is signed by the student, parent and school counselor. Students must also submit a completed application for admission and all supporting documents to the College by November 15. Students will be notified of a decision by mid-December.

If the Admissions Committee determines that they need to evaluate updated academic information in order to make an enrollment decision, a student's application would be rolled over into the regular decision pool, at which point the student would be released from the binding agreement.

## Scholarship Applicants

All applicants will be considered automatically for merit-based scholarships.

## Admissions Process

Manhattan will consider for admission any qualified student upon completion of the junior year. Students must present required academic credentials and qualifications for admission. It is important to note that students must continue to demonstrate progress at the same academic level in their senior year and that all secondary school graduation requirements must be met, and a diploma issued, in order to enroll. Students must submit an official final transcript with a graduation date in order to matriculate at the College.

## Notification of Admission

Applications will be reviewed on a rolling admission basis. When a student has filed a completed application (high school transcript, test scores, college essay and recommendations) with the Office of Admissions, the Committee will act upon it. Students will be notified of their admissions decision via mail. In many cases, before a decision is made, students will be asked to submit copies of their senior grades in January. All acceptances are contingent upon the successful completion of senior year of high school and proof of graduation.

## College Credit

Students completing college-level work completed in high school may be awarded transfer credit. Students must submit an official, seal-bearing transcript from an accredited college/university demonstrating satisfactory achievement. In some cases students may be asked to submit a catalogue description and syllabus for courses in order to determine the appropriateness of the coursework as it relates to the students intended program of study.

Each transcript should be sent to the Office of Admissions and will be considered by the Academic Dean and/or Academic Advisor in the School the student has been accepted into.

A student's assigned Assistant Dean and/or Academic Advisor will work with students receiving college credits from high school to make any changes necessary in their programs of study.

## Advanced Placement

Advanced Placement Examinations given by the College Entrance Examination Board may be considered for Manhattan College credit. Official scores from these exams should be sent to the Office of Admissions as soon as they become available. Credit may be awarded for an exam score of four or five at the discretion of the Dean of the school the student has been accepted into.

A student's assigned Assistant Dean and/or Academic Advisor will work with students receiving advanced placement credits to make any changes necessary in their programs of study.

## College Proficiency Examination Program (CPEP)

Manhattan College is a participant in the New York State College Proficiency Examination Program (CPEP) and subscribes to its policy of credit by examination regardless of the individual's background or formal preparation. For further information, contact:

CPE Program  
Cultural Education Center  
Albany, New York 12230

## College Level Examination Program (CLEP)

Newly matriculated students may apply for CLEP credit for examinations taken prior to matriculation. Students enrolled in the college will not be given credit for CLEP tests. The

minimum CLEP score for credit will be 50. A higher minimum score for “level 2” credit for foreign languages will be required. The college will follow the American Council on Education (ACE) guidelines for awarding credit. Individual departments should examine the minimum score and number of credits for CLEP examinations. For further information, contact:

College Board  
P.O. Box 6600  
Princeton, NJ 08541

## International Baccalaureate

Manhattan College welcomes applicants with International Baccalaureate credits or the International Baccalaureate diploma. Manhattan will grant credit for higher-level examination scores of 5, 6 or 7 if the examination is in an appropriate academic area. The Dean of each school will make the decision on appropriate academic level in consultation with individual departments.

## Student Status

Qualified persons may be admitted to either matriculated or non-matriculated status.

1. **Matriculated Students:** students who have completed the equivalent of a regular college preparatory program in high school or beyond and meet the normal entrance requirements of the program for which they have applied. They are considered to be candidates for a Manhattan College degree in the program for which they are enrolled at the college. In order to be matriculated, applicants must present to the Office of Admissions an application for admission with all supporting documents to indicate that they are qualified for matriculation to the college. Only the Office of Admissions can allow applicants to matriculate.
2. **Non-matriculated Students:** students who are academically qualified persons following one or more regular courses without the intention of earning a degree at Manhattan College. Applicants wishing to enroll as non-matriculated students must apply to the Office of Admissions and present evidence that meets requirements for admission. In exceptional circumstances, the Committee on Admissions may invite a candidate who does not qualify for matriculated status to enter the college as a non-matriculated student for a limited period of time. The student must, in turn, demonstrate adequate preparation and motivation to pursue the program of studies for which they have applied. Non-matriculated students may not pursue more than 9 credits at Manhattan College. The student’s program will be prescribed by the Dean of the school in which the student will be registered. Qualified non-matriculated students who wish to pursue more than 9 credits\* at Manhattan must apply formally to the Admissions Office for matriculation.

\* With the recommendation of the Dean or Provost, non matriculating students may receive permission to register for more than 9 credits of coursework. In such cases however, permission must be granted in writing from the Office of Admissions.

Non-matriculated students may fall into either one of the following categories:

1. **Non-degree Students:** students who are matriculated at another institution and wish to follow a course or courses for credit at Manhattan College. All such students must present to the Office of Admissions official correspondence noting good standing, together with an authorization to follow courses from a responsible official of the college at which they are matriculated.
2. **Auditors:** non-matriculated students may audit one or more course with the clear understanding that no college credit will be earned. All persons must apply to the Office of Admissions and present evidence that they are qualified to follow the courses which they request.

## International Students

An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. Students who are currently granted classification as Deferred Action for Childhood Arrivals (DACA) and students who currently reside in the United States on expired visas (undocumented students) are not considered as international students.

Persons in F-2 status may apply for admission to the College as non-degree or degree-seeking students. An F-2 dependent may study part-time in any approved program at an SEVP-certified school. An F-2 dependent is a spouse or minor child of the F-1 student who meets all of the following conditions:

- Has been issued a Form I-20, "Certificate of Eligibility for Non-immigrant Student Status";
- Holds F-2 immigration status; and
- Has been admitted to the United States in F-2 status or applied for and been granted a change of status to F-2 in the United States by U.S. Citizenship and Immigration Services (USCIS).

An F-2 dependent may enroll in a combination of online and in-person classes that is less than a full course of study as defined by regulations. At Manhattan College, full-time undergraduate equivalency is 12 credit hours or more per semester. Full-time graduate enrollment is 9 credit hours or more per semester.

## International Freshman Admissions

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

## International Transfer Students

Manhattan College welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.5 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at approved, accredited international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency.

## Application Requirements for International Students

1. Complete the online international student application for admission. The \$75 application fee is required. Manhattan College does not grant application fee waivers to international students.
2. Submit secondary (high school) records or national exams if applicable:
  - a. Transcript of courses with grades/marks; (with English translations as applicable.)
  - b. Students with British system O-level examinations must present a minimum of 5 passes with credit.
  - c. To meet admission deadlines, students who apply before completing the final term of secondary school will be admitted contingent upon satisfactory completion of secondary school. After completion of secondary school, documentation of graduation and/or completion of official examination results are required.
- Proof of English Proficiency (Submit one of the following):
  - a. IBT TOEFL of 80 or higher;
  - b. IELTS score of 6.5 or higher;
  - c. SAT score of 500 or higher in Verbal;
  - d. Successful completion of English Composition I and/or II courses at a US regionally accredited college or university
  - e. Duolingo English test of 105 or higher;
  - f. Successful completion of International Baccalaureate Diploma;
  - e. Successful completion of level 112 or higher at an accredited ELS English Language Center;
  - g. Successful completion of the IELP Level 6.

## Conditional Admission

Students are eligible for conditional admission if they have completed and submitted all required admission materials with the exception of required proof of English proficiency.

## International Student Visa Requirements

To receive the I-20 form international applicants must submit the following documents:

- Official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at Manhattan College
- Certificate of Financial Responsibility
- Copy of valid passport

- Complete a Transfer Recommendation Form and furnish a copy of a valid visa and I-20 from the last school attended in transferring to Manhattan College from an institution in the U.S.

## **Intensive English Language Program (IELP)**

The Intensive English Language Program (IELP) provides academically qualified undergraduate students who do not meet English proficiency requirements conditional admission to Manhattan College. In addition to intensive language coursework, the Program includes tutoring, peer mentoring, and integration into campus life.

Students who wish to participate in this program must submit a completed application, \$75 application fee, essay, all secondary and post-secondary school transcripts translated into English, and an affidavit of financial support. Students may submit TOEFL or IELTS scores, however, they are not required for admission to the program.

The mission of the IELP is to bring non-native speakers up to college-level proficiency in English speaking, listening academic reading, and academic writing. Courses in this program are designed prepare students for the rigors of a college level curriculum with a particular focus on critical reading, speaking and presenting, listening, comprehension and grammar / vocabulary.

Students are tested upon arrival to campus and are placed into the appropriate course level based on their writing and speaking ability. Manhattan College offers two sections in beginner, intermediate and advanced level course curriculums. Students must successfully complete Level 5 for full admission into an undergraduate program and Level 6 for full admission to a graduate program.

## **Transfer Admission**

All of the below credentials must be on file in the Admissions Office before an application is reviewed for admission. With the information provided, the Committee on Admissions will make a preliminary evaluation of a student's record.

Generally, students transferring to Manhattan are expected to have a minimum 2.50 cumulative average at the institution where they are currently enrolled. Admissions standards will vary depending upon the space availability in the specific program. The applicant will be notified by mail of their acceptance or rejection. All acceptances for students who have work in progress at another college or university are conditional upon successful completion of work in progress with a minimum index of 2.50.

1. Official final high school transcript
2. Official college transcript(s) from all colleges attended
3. A list of courses presently being taken
4. Applicants must submit a brief personal statement or college essay
5. SAT and/or ACT Score Report (Applicants applying with less than 15 college level credits)
6. (If Applicable) A.P. and/or I.B Score Report



## **Additional Requirements**

### **Transfer Applicants to the Department of Radiological and Health Professions**

After an initial academic review, applicants to the Nuclear Medicine Technology, Radiation Therapy Technology or Radiologic Technology program may be required to interview with the program coordinator for their area of interest. Space is limited in these programs and students are encouraged to apply prior to May 1<sup>st</sup> for the fall semester (and before Nov. 15<sup>th</sup> for the spring term).

## **Transfer Credit Policy**

Within a few weeks of receiving an acceptance decision, students will also be informed of the number of transfer credits granted. Credit will be granted only for specific work when completed at accredited institutions whose quality and course content have been approved by the college. Ordinarily, transfer students must earn fifty percent (50%) of the credit necessary for graduation at Manhattan College. This will normally take four semesters of study in-residence. "P" grades may be accepted for credit but only if they represent a "C" or better as defined by the regulations of the institution of origin. Grades earned at other institutions will not be transferred to the student's record at Manhattan College. Additionally, there shall be no grades entered in the student's record for A.P., CLEP or I.B. credits.

## **Transfer Scholarship Opportunities**

All accepted transfer students will be considered for academic scholarships during the application evaluation process. Qualified students will receive a scholarship notification letter in the mail within a few weeks of receiving their initial acceptance decision.

Transfer students who receive one of our Presidential, Dean's or Chancellor's Awards have demonstrated exemplary scores with college level course work. To be eligible for renewal of their merit scholarship, recipients must maintain a minimum grade point average of 3.0 while in attendance at Manhattan College.

## **Certificate Program Admission: Radiological and Health Professions**

### **(Nuclear Medicine Technology and Radiation Therapy Technology)**

All of the below credentials must be on file in the Admissions Office before an application is reviewed for admission. With the information provided, the Committee on Admissions will make a preliminary evaluation of a student's record. Space is limited in these programs and students are encouraged to apply prior to May 1<sup>st</sup> for the fall semester (and before Nov. 15<sup>th</sup> for the spring term).

Generally, students entering one of the certificate programs are expected to have a minimum 2.50 cumulative average at the completion of their undergraduate degree program. Admission standards will vary depending upon the space availability in the specific program. The applicant will be notified by mail of their acceptance or rejection. All acceptances for students who have work in progress at another college or university are conditional upon successful completion of work in progress with a minimum index of 2.50.

1. Official college transcript(s) from all colleges attended
2. A list of courses presently being taken (if applicable)
3. 350-500 Word Essay – Explain short and long term career goals
4. Resume
5. Interview with the Program Coordinator
6. A \$75 application fee is required

### **Credit Policy**

Credit will be granted only for specific work when completed at accredited institutions whose quality and course content have been approved by the college. Grades earned at other institutions will not be transferred to the student's record at Manhattan College. Additionally, there shall be no grades entered in the student's record for A.P., CLEP or I.B. credits.

## **Veteran Admission**

For all branches excluding the Air Force, if the only coursework completed (aside from high school) is that work listed on the Joint Services Transcript, you should apply to the college following the freshman applicant guidelines.

Applicants that have served in the Air Force and have a CCAF/Air Force University or Joint Services Transcript and anyone that has completed college level coursework online or at a college campus prior to/during/after your military service, will apply to the college following the transfer applicant guidelines.

While a majority of the coursework from the Joint Services Transcript will not be transferrable, we do require that you submit the document for review. The letter of recommendation can be completed by a commanding officer, high school teacher, employer or college professor.

After an acceptance decision is made, students should submit the DD214 and Certificate of Eligibility to the Admissions Office as soon as possible. The Office of Financial Aid Administration, is responsible for arranging any V.A. benefits. Veterans should bring a copy of their DD 214 form to the office with their letter of acceptance. The eligibility for the V.A. benefits is for the semester or session for which they are in attendance. To continue to be eligible for these benefits in subsequent semesters, veterans must report to the Office of Financial Aid Administration to renew the certification of attendance at the beginning of each semester for which they are registered.

The following information is important:

- a. Veterans are paid benefits for actual credit hours in attendance. Twelve semester hours is considered full time for V.A. benefits.
- b. Any change of status—withdrawing from a course, non-attendance in a particular semester, failure to register for a subsequent semester—must be reported by the student to the Office of Financial Aid Administration immediately.

## **Readmit Students**

Any student who unofficially or officially withdraws from the College must be readmitted through the Office of Admissions. Credits earned at other institutions after leaving Manhattan College will be evaluated according to existing school policies.

Students returning after an official leave of absence will be readmitted by the Dean's Office that initially granted the leave. Only students making satisfactory progress will be granted an official leave of absence. With approval, a student can take a leave of absence not to exceed one year. Students transferring to another school within the College must first seek clearance from the original Dean.

## **Programs of Credit by Examination**

Credit by examination will be awarded only for courses in consonance with the prescribed or elective courses applicable to the degree. Such credit is awarded and will be so identified on the student's record after they have registered and are attending class. The academic Dean concerned determines courses which are equivalent to the examinations taken.

Total credit by examination to entering, as well as to enrolled students, in any or all programs in which the college participates, may not exceed one-fourth of the total number of credit hours normally required for the degree. No grades are assigned to courses credited.