Admissions Policy and Criteria

Applicants must submit their admission applications before the intended academic term. Applications for admission must be submitted no later than two weeks before the semester commences. If the student is a minor (under 18 years old), the signature of a parent or guardian is required.

Admission Requirements

Bachelor's Degree Programs

- Pay the Application Fee of $85 (non-refundable).
- Submit a copy of a valid government-issued photo ID.
- Applicants with **high school degree** only:
    - Submit a copy of official High School transcripts.
    - Submit a copy of the High School or GED diploma.
- Applicants with an **associate degree**:
    - Submit a copy of the official Associate Degree transcripts.
    - Submit a copy of the Associate Degree diploma.

Master's Degree Programs

- Pay the Application Fee of $85 (non-refundable).
- Submit a copy of a valid government-issued photo ID.
- Submit a copy of the Bachelor's Degree diploma.
- Submit a copy of official Bachelor's Degree transcripts.
- Submit two (2) letters of recommendation from supervisors, faculty, or professional associates.
- Submit a formal resume or curriculum vitae indicating education and complete work history.

Additional Requirements

- Online students must have access to high-speed internet.
- Upon acceptance, students must immediately pay the first tuition payment to enroll in their courses.
- Harson University offers its programs in Spanish. Applicants whose native language is other than Spanish must pass a proprietary language proficiency test successfully.

International Students

Harson University welcomes applications from international students. Since Harson operates as an online institution, students do not need to be physically present in the United States. Consequently, international students do not need to secure a visa when enrolling at Harson University. However, all international students must successfully fulfill the admission requirements.

To meet the university's minimum criteria, international students applying for Bachelor's degree programs should hold a foreign degree equivalent to a US high school diploma. International students applying to Master's degree programs must have earned a degree equivalent to a U.S. bachelor's degree.

Degree Equivalency Evaluation

Harson University evaluates the equivalency of foreign degrees during admissions to confirm that the applicant holds a degree comparable to the U.S. credential required for the intended program. Applicants must submit a copy of their foreign diploma at the time of application. Harson University determines equivalency through one of the following methods:

- **Internal evaluation.** When Harson University staff possess subject-matter familiarity with the educational system of the issuing country, the university completes the equivalency evaluation internally.
- **Articulation agreement.** When the issuing institution has an active articulation agreement with Harson University. Harson University accepts the degree as equivalent without further evaluation.
- **NACES evaluation.** When Harson University cannot determine equivalency internally and no articulation agreement applies, the applicant's diploma is evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES). Harson University pays the cost of the NACES evaluation.

After degree equivalency is confirmed, international applicants must submit official transcripts within the first (8-week) academic term.

Provisional Enrollment
Harson University recognizes that applicants may experience delays in obtaining official transcripts from prior institutions, particularly when documents originate from foreign institutions. To prevent unnecessary delays in beginning coursework, Harson University permits provisional enrollment under the following conditions:

- The applicant has submitted a complete admissions application, including a copy of the diploma and all other required materials
- Harson University has confirmed degree equivalency through internal evaluation, articulation agreement, or NACES evaluation.
- The applicant has provided documentation showing that the official transcript has been requested from the issuing institution

If the official transcript is not received by the end of their first (8-week) academic term, the student is referred to the Admissions Exception process or is administratively withdrawn from the university.

Transfer Students

A student wishing to transfer from another college or university must:

- Fulfill all requirements of the Admission process.
- Provide a course syllabus or a college catalog, if needed.

The Associate Dean will determine the course equivalency eligible for transfer; transferred courses must be from an accredited institution of higher education. Courses with a grade below "C" will not receive credit. Credits for internships and co-op courses with pass-fail or satisfactory-unsatisfactory grades are not accepted. It is the student's responsibility to confirm whether the university will accept the courses.

Transfer students may need to retake specific courses to help maintain satisfactory progress in their academic program.

International Transfer Credit

International applicants requesting transfer credit must complete a course-by-course evaluation in addition to the degree equivalency evaluation required for admission. The course-by-course evaluation establishes equivalency between specific courses completed at the foreign institution and Harson University courses.

Re-Admission

Former Harson University students, regardless of subsequent attendance at another institution, are re-admission candidates and should complete the re-admission application process.

Students seeking re-admission must:

- Pay $50 Re-Admission Fee.
- Submit a Re-Admission Application.
- Submit official transcripts from any institutions attended after Harson University.
- Students who do not meet satisfactory academic standing must submit a Personal Statement.
- Interview with the Re-Admission Committee if necessary.

Applications must be submitted at least two (2) weeks before the beginning of the semester. The student must submit all required documentation along with the application to become a student candidate. Students approved for re-admission must complete a new Enrollment Agreement and pay tuition and fees according to the rates at the time of re-admission. Students must also comply with the university's satisfactory academic progress policy as well as abide by the university's policies and procedures.

Disciplinary Re-Admission Policy

A student must apply for re-admission after being withdrawn for disciplinary reasons. The re-admission policy is as follows:

- Students will be on disciplinary probation for one (1) academic year.
- If there are no disciplinary violations, the student will no longer be on disciplinary probation in the following academic year.