

ADMISSIONS POLICIES

Application for Admission

Please review the General application information below and review the admission requirements under the respective prescribed program of study for application links and requirements. For additional information not found in this publication contact the Admissions Office for more information at (480) 858-9100, admissions@sonoran.edu, or visit our Admissions page (<https://www.sonoran.edu/admissions/>) on Sonoran University's website.

Applicant Selection

Sonoran University of Health Sciences selects candidates for admission who exhibit the necessary motivation, intelligence, perseverance, and character essential for becoming a healthcare professional. Applicants are considered on the basis of academic performance, occupational history, professional potential, maturity, concern for others, and emotional maturity. Prospective students who wish to enter the degree program in the 2023 - 2024 academic year must meet and adhere to all institutional admission policies and requirements as well as any admission policies and requirements for their prescribed program of study, see the Admission Requirements (<https://www.sonoran.edu/programs/college-of-naturopathic-medicine/prerequisites-requirements-application-process/>) page for the prescribed program of study.

Deadline for Application

Sonoran University accepts applications on a rolling basis until all spaces are filled. Application deadlines are listed below. Candidates are encouraged to apply on or before the early decision date.

Spring Start (early April)

Applicable for Master in Clinical Nutrition and Doctor of Naturopathic Programs.

- Early Decision Deadline – August 1, 2023
- Priority Deadline – December 1, 2023
- Application Deadline – March 8, 2024
- Admission Decision Deadline – March 15, 2024
- Deposit Deadline – March 20, 2024
- Document Deadline -- March 22, 2024

Fall Start (early October)

Applicable for all degree programs.

- Early Decision Deadline – November 1, 2023
- Priority Deadline – March 1, 2024
- Application Deadline – September 6, 2024
- Admission Decision Deadline – September 13, 2024
- Deposit Deadline – September 18, 2024
- Document Deadline -- September 20, 2024

Documents Submitted for Admission

Transcripts and documents from other institutions are the property of Sonoran University and, as such, are ultimately under the control of Sonoran University's Registrar's Office. Under the Family Educational Rights and Privacy Act (FERPA), a Sonoran University student has the right to view the documents in their file; the University is not required to provide (or allow the making of) copies of these documents. Transcripts submitted for admission or credit transfer become the property of Sonoran University and cannot be copied by or returned to the student or forwarded

to other institutions. Sonoran University reserves the right to contact references to verify letters or other documents submitted during any part of the admission and background check process.

Applicants and Students with Disabilities

Sonoran University welcomes applications from students of all backgrounds and does not discriminate on the basis of race, ethnicity, gender, socioeconomic background, religion, sexual orientation, gender expression or identity, age, disability, veteran status, nationality, thinking styles, or life experiences. Sonoran University is committed to complying with all applicable provisions, including amendments to, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

It is Sonoran University's policy not to discriminate against any qualified student or applicant with regard to any terms or conditions because of such individual's disability or perceived disability, so long as the student can perform the essential functions of the program. Consistent with this policy, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Sonoran University aware of their disability, provided that such accommodation does not constitute an undue hardship to Sonoran University. For more information see the Accessibility Office page ([https://my.sonoran.edu/ICS/Students/SCNM_Accessibility_Office_\(ADA_Accommodations\)/](https://my.sonoran.edu/ICS/Students/SCNM_Accessibility_Office_(ADA_Accommodations)/)) on MySonoran.

Persons with disabilities who possess the required abilities and meet all academic qualifications for admission are encouraged to apply. Applicants to the Doctor of Naturopathic Medicine program must also meet the technical standards, see Doctor of Naturopathic Medicine Technical Standards (<https://catalog.sonoran.edu/catalog/admissions-information/doctorate-program-admissions/#technicalstandardstext>) for details. Admitted individuals with disabilities who believe they need accommodations to perform the essential functions of being a student must contact the Accessibility Office at accessibility@sonoran.edu to make appropriate arrangements prior to beginning their program. An application for accommodation is initiated by submitting the Accessibility Intake Form and required medical documentation.

If a student, after following Sonoran University procedures, believes the University is not fulfilling its responsibilities under the ADA or other acts, they may email the Dean of Students (dos@sonoran.edu) for further advice and assistance. If the matter remains unresolved, the student may file a complaint with the Vice President of Student Affairs (compliance officer for the ADA and Rehabilitation Act).

Admissions Decision

It is the responsibility of the Admissions Committee to select applicants who are best qualified to complete the required training and most likely to succeed in the program for which the candidate has applied. Applicants are selected for admission to Sonoran University programs based not only on their scholastic achievements and ability, but also on their experience and their intellectual, physical, and emotional capabilities to meet the requirements of the program curriculum and have a successful career. The Committee recognizes that academic competency is essential for success in graduate and medical school. Intellectual curiosity and undergraduate grades help to demonstrate academic competency. The Committee exercises its judgment on behalf of Sonoran University. The Committee considers academic ability as well as character, extracurricular achievement, commitment to service, and overall suitability for the profession based on information in the student's application, letters of recommendation, and, for the Naturopathic Doctor program, personal

interviews. An interview may be required for Masters candidates at the discretion of the Committee.

The Admissions Committee makes the final decision regarding an applicant's admission. The decision may be one of the following:

- **Admitted** – all admission requirements are met
- **Admitted with provisions** – must meet admission requirements prior to matriculation
- **Application pooled** – admission decision pending review of additional information
- **Admission denied** – applicants who are denied may reapply after one (1) year

The Admissions Department will notify the applicant of their admission decision in writing. Applicants may also log into Sonoran University's Admissions Portal (https://naturalhealth.my.site.com/ERx_Forms__Portal_Login/?&_ga=2.173967459.1368164648.1692043696-1352983614.1684858648) to view their application status and decision. Admitted students must remit a non-refundable deposit and sign the Enrollment Agreement by the date stipulated in their Offer of Admission letter to hold a place in the class. The deposit is credited toward the first quarter's tuition.

All application files are the property of Sonoran University and cannot be returned. Sonoran University reserves the right to admit or reject applicants, at its sole discretion, at any point during the admission process. Sonoran University does not discuss Committee decisions regarding an applicant's file. The decisions of the Admissions Committee are final and are not subject to appeal.

Admission Before Receipt of Final Transcript

Students enrolled in other colleges/universities are considered for admission on the basis of meeting all admission requirements prior to matriculating, except for a final transcript. This final official transcript must be sent to the Admissions Office upon completion of coursework in progress. Only under these conditions will the student be allowed to register for and attend courses for their first quarter. Official documentation of completion of prerequisites must be received by the first day of registration for the second quarter, or the student may not be permitted to register, see Sonoran University's Admission Requirements page for your prescribed program of study to review specific requirements. In the event that the applicant does not qualify, the University reserves the right to cancel admission and registration and administratively withdraw the student.

Deferral of Admission

Applicants who have been offered either full or provisional admission may apply for a deferral of their entrance for up to one (1) term. Applicants with extreme circumstances may defer up to two (2) terms. Applications for deferrals are accepted on a space-available basis. An application for deferral will not be processed until the admission deposit is received. Students deferring admission must do so by the end of the first week of class in the quarter for which they were admitted. Students applying for a deferral of admission must meet any and all new admission requirements for the new entrance year and term.

Applicants who need additional time beyond two quarters must reapply with a full application and all application fees. A student who desires a deferral must complete the Deferral Application through the Admissions Portal (https://naturalhealth.my.site.com/ERx_Forms__Portal_Login/?&_ga=2.173967459.1368164648.1692043696-1352983614.1684858648).

A non-refundable Deferral Application Fee is required to transfer a deposit to a new entering class, see Tuition and Fees (<https://catalog.sonoran.edu/catalog/financial-information/#tuitionandfeestext>).

Reapplication Process

Applicants who have submitted an application for admission to Sonoran University and do not complete the process may reactivate their application for up to one year after the initial application. The applicant must submit the requirements outlined below directly to Sonoran University. Applicants who were denied admission to Sonoran University may reapply after one (1) year and must submit a new application see Application for Admission (p. 1). Below are the requirements for the reapplication process:

1. Application submitted through the Admissions Portal.
2. Non-refundable application fee.
3. Updated curriculum vitae/resume.
4. Official transcripts for any post-secondary coursework completed since the original application.
5. An in-person interview is required for Doctorate candidates (qualified applicants selected for interview will be contacted by the Admissions Office). An interview may be required for Masters candidates at the discretion of the Admissions Committee.
6. Any additional admission requirements for the prescribed program of study.

International Applicants

Sonoran University welcomes applications from international candidates. Transcripts from international institutions must be translated and evaluated by a professional transcript evaluation service who is a member of either the National Council on the Evaluation of Foreign Education Credentials (<https://www.naces.org/>) (NACES) or the Association of International Credential Evaluators (<https://aice-eval.org/>) (AICE). Fees for this service are the responsibility of the applicant. The applicant must request a course-by-course and degree evaluation. Before the applicant's evaluation can begin, the transcript evaluation service must mail the official report and transcripts utilized directly to Sonoran University's Admissions Office. Additional requested coursework materials, such as catalogs, course descriptions, and syllabi must be translated into English by a professional service. International applicants for the Doctor of Naturopathic Medicine program may substitute additional CLEP examinations for prerequisite requirements.

F1 Student Visa and U.S. Immigration and Customs Enforcement (SEVIS) Requirements

Sonoran University's ND program is approved by the U.S. Immigration and Customs Enforcement (SEVIS) to enroll international students on an F1 Visa. Sonoran University's International Student Services are handled by the Vice President of Student Affairs and the Dean of Students offices. International student resources can be found on MySonoran, International Student Information (https://my.scnm.edu/ICS/Students/International_Student_Information/). International applicants must submit a Financial Guarantee Form and provide proof of sufficient financial resources to the Admissions Office to cover anticipated costs of study. Anticipated costs of study include travel, tuition, school fees, books, other study expenses, and all living expenses for the student (and dependents, if applicable) for the first year of study. The Admissions Office will issue a Form I-20 to be used by the applicant to obtain a student visa only after admission to qualifying Sonoran University programs and confirmed

receipt of the admissions deposit. This request must be received no less than 60 days prior to planned matriculation.

All payments to Sonoran University must be made in U.S. dollars. International students must maintain full-time enrollment at all times unless otherwise following the articulated program of study. All exceptions require approval from the Dean of Students. Prospective students with questions should contact the Admissions Office at admissions@sonoran.edu.

US Immigration and Customs Enforcement (SEVIS) Requirements

Sonoran University's MSNBL program is seeking approval from the U.S. Immigration and Customs Enforcement (SEVIS) to enroll international students on an F1 Visa. Sonoran University's International Student Services are handled by the Vice President of Student Affairs and Dean of Students offices. International student resources can be found on MySonoran's, International Student Information (https://my.scnm.edu/ICS/Students/International_Student_Information/) page. International applicants must submit a Financial Guarantee Form and provide proof of sufficient financial resources to the Admissions Office to cover anticipated costs of study for the duration of their on-site immersive component of the program. The Admissions Office will issue a Form I-20 to be used by the applicant to obtain a student visa only after admission to qualifying Sonoran University programs and enrollment in the program. This request must be received no less than 60 days prior to the planned on-site immersive component of the program. Anticipated costs of study include travel, tuition, school fees, books, other study expenses, and all living expenses for the student (and dependents, if applicable) for the on-site component of the program only. All payments to Sonoran University must be made in U.S. dollars. International students must maintain full-time enrollment at all times unless otherwise following the articulated program of study. All exceptions require approval from the Dean of Students. Prospective students with questions should contact the Admissions Office at admissions@sonoran.edu.

Transfer Applicants

Applicants who wish to transfer from another accredited (or candidate) equivalent-level degree program must meet all program admission requirements, including payment of fees.

- Transfer applicants are required to submit a completed Verification of Student Conduct form signed by the Dean of Students or the Registrar of the previously attended institution verifying that the student was in good citizenship standing and not subject to any disciplinary actions.
- ND transfer applicants, as part of their application, must submit a letter of recommendation from the Academic Dean of the school or program from which the applicant is transferring indicating the student is leaving in good academic standing.
- Transfer applicants studying in the U.S. on a visa must work with the institution they are transferring from to transfer their student visa to Sonoran University.

Transfer Credit Policy

Students entering Sonoran University who have completed coursework or have graduated from an accredited professional school or graduate-level program may apply for transfer credit evaluation. The awarding of transfer credit(s) is determined on an individual basis depending on academic standing, the type of program, degree, depth of course content, and courses completed. Coursework completed more than seven (7) years prior to matriculation at Sonoran University requires the applicant to pass

a competency examination with appropriate fees. The Registrar's Office, in conjunction with Sonoran University faculty, the respective program dean, and the Vice President of Academic Affairs, makes determinations of acceptable transfer credits. Transfer credit will not be considered after matriculation and is not subject to appeal. Transfer credits are counted toward the total hours required for graduation but are not counted toward the GPA. Transfer students are required to fulfill the same number of credits required in their program of study as outlined in the catalog.

Transfer status does not imply or guarantee that a student will graduate in less time than the student's prescribed program of study. Transfer students must complete their program in the time determined during the transfer evaluation and in accordance with the number of credits transferred (see Satisfactory Academic Progress for the prescribed program of study).

Transfer Credit Request

Transfer credit is determined during the admissions process. Admitted students seeking transfer credit must complete the Transfer Credit Evaluation Acknowledgement form and pay the non-refundable Transfer Evaluation Fee a minimum of ten weeks prior to matriculation. The Transfer Credit Evaluation Acknowledgement form is sent to all admitted students upon admission to their program. All admission and transfer fees can be paid directly on Sonoran University's Admissions portal. The fee and the transfer credit evaluation results are valid for one academic year. Admitted students must request and submit transcripts from all prior institutions, including military training transcripts for veterans, traditional college coursework, and vocational training.

Eligible Coursework

Only graduate-level coursework completed prior to matriculation at Sonoran University will be eligible for transfer credit, except for approved coursework taken while dual-enrolled at Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) or the Mel and Enid Zuckerman College of Public Health (MEZCOPH) at the University of Arizona. For more information see Program Partnerships (<https://catalog.sonoran.edu/catalog/admissions-information/doctorate-program-admissions/#programpartnershipstext>).

Transferring Credit to the ND Program

Only courses completed with a C or better will be considered for transfer credit. Clinical training credit cannot be transferred or earned through the completion of a competency exam, with the exception of 12 or fewer credits completed at another accredited naturopathic institution and less than five years' lapse in their completion.

Transferring Credit to the MS Program

Transfer credit limits are set in adherence with standards set by the Accreditation Council of Nutrition Professional Education (ACNPE). Only courses completed with a B or better will be considered for transfer credit. No more than 25% of total MS program credits may be transfer credits. For students concurrently enrolled in the MS and ND courses, no more than 12 transfer credits will be accepted for the MS program.