

# ADMISSIONS POLICY

## Undergraduate Admissions Policy

### I. General Policy for Admission

The College of St. Scholastica admits qualified students from diverse geographical, cultural, economic, racial and religious backgrounds. When reviewing applications, the Admissions Committee looks for evidence that a student has the ability to succeed academically and socially at St. Scholastica.

### II. First-Year Students

#### A. Application Procedure

1. Required Application Items
  - a. Complete The College of St. Scholastica TargetX or Common Application for admission.
  - b. Submit an official high school transcript, and official college transcripts, if any.
2. Optional Application Items
  - a. ACT or SAT
    - i. ACT or SAT scores may be submitted via the transcript or sent separately.
    - ii. Essay

#### B. Admission to the College

1. Admission to The College of St. Scholastica is granted to first-year students on the basis of:
  - a. Graduation from an accredited high school or its equivalent (GED average 75th percentile or above).
  - b. High School Grade Point Average
  - c. Rigor of high school curriculum in relation to the particular high school the student is attending
  - d. ACT or SAT Score(s) and Essay, if submitted.
2. Selected applicants with CNX scores of less than 64 may be considered for admission through the Special Status Admission process. A subcommittee of the Undergraduate Admissions Committee reviews completed applicant files.
  - a. In addition to the previously submitted documents (application for admission, official high school transcript, and ACT or SAT test scores), students must complete:
    - i. Required essay.
    - ii. Two (2) letters of recommendation.
    - iii. An interview with a Student Affairs staff member or their designee.
  - b. The committee will also review:
    - i. Specific high school course, grade trends, and rigor of academic curriculum
    - ii. College level course work completed through Dual Enrollment
    - iii. Participation in a leadership role; extracurriculars, captain, student governance, community service, faith community, and other personal enrichment activities etc.
    - iv. Contribution to the cultural, gender, age, economic, racial or geographic diversity of the student body
    - v. Evidence of having overcome barriers to educational achievement
    - vi. Exceptional talent
    - vii. First generation college student
    - viii. Military service

- c. Students who are accepted through special status are required to participate in the Academic Plus Program, which is specifically designed to assist first-year students in acclimating to the rigors and expectations of college-level work.
- d. If the initial Special Status Admission application is denied by the subcommittee, the student may appeal the decision. Upon appeal, the entire Undergraduate Admissions Committee will review the file.

#### C. Post Acceptance Requirements

1. Students accepted for admission to The College of St. Scholastica enroll by submitting a \$200 enrollment deposit.
2. Students attend an on-campus orientation and register for classes.
3. Students submit housing contract or commuter request form.

### III. Traditional Transfer Students

A transfer student is a student who has 12 or more transferable college credit hours (semester) from a regionally accredited institution, or a student who is 22 years of age or older and has transferable credit.

#### A. Application Procedure

1. Complete The College of St. Scholastica application for admission.
2. Submit official college transcripts from all previous colleges
  - a. An official transcript from their high school or a GED certificate is required if applicants have fewer than 24 transferable semester credit hours or 36 transferable quarter credit hours.

#### B. Admission to the College

1. Admission to The College of St. Scholastica is granted on the following basis:
  - a. The transfer students must be in good academic standing at all previous colleges, having a cumulative grade point average of at least 2.0 (C) on a 4.0 scale. After admission to the College, complete the Decision Response form.

#### C. Special Status Admission:

A transfer applicant who has not achieved a cumulative 2.0 GPA at all regionally accredited post-secondary institutions he or she has attended may apply for special status acceptance by completing and submitting the following.

1. Completed College of St. Scholastica application for admission
2. Official college transcript from all institutions previously attended.
3. Applicant self-evaluation essay/form.
4. Two (2) recommendation forms from someone who knows you well (other than a friend or relative), such as a current or former professor/instructor, employer, supervisor, adviser, or counselor.
5. An interview evaluation from an Academic Support Services staff member or their designee.

A subcommittee of the Undergraduate Admissions Committee reviews complete applicant files. Transfer applicants denied special status acceptance may reapply for transfer to CSS after taking a minimum of 12 additional transferable semester credit hours at a regionally accredited institution. The 12 semester credit hours must be courses preapproved by the CSS Advising Department and the applicant must achieve a minimum 2.0 cumulative GPA for those 12 credits. Remedial courses do not transfer to CSS.

## IV. Accelerated and Online Students

### A. Application Procedure

1. Complete all steps outlined in the program specific checklist.
2. Request official college transcripts from all previous colleges.

### B. Admission to the College

Admission to The College of St. Scholastica is granted on the following basis:

- The applicant must be in good academic standing, having a cumulative grade point average of at least 2.0 (C) or higher on a 4.0 scale at all regionally accredited post-secondary institutions he or she has attended. (Applicants without previous post-secondary enrollment are required to have graduated from an accredited high school with a grade point average of 2.0 or better, or General Equivalency Diploma (GED) average 75th percentile or above). After admission to the College, complete the Decision Response form.

### C. Special Status Admission

An applicant who has not achieved a cumulative 2.0 GPA at all regionally accredited post-secondary institutions he or she has attended or who does not meet the established admission requirements may apply for special status acceptance by completing and submitting the following:

1. Completed College of St. Scholastica application for admission
2. Official college transcript from all institutions previously attended.
3. Applicant self-evaluation essay/form.
4. Two (2) recommendation forms from someone who knows you well (other than a friend or relative), such as a current or former professor/instructor, employer, supervisor, adviser, or counselor.
5. An interview evaluation from an Academic Support Services staff member or their designee.

A subcommittee of the Undergraduate Admissions Committee reviews complete applicant files. Applications and supporting documentation must be submitted for review at least two weeks before the first day of classes of the term for which the student wishes to enroll. If accepted, the student must maintain a cumulative GPA of 2.0 on all credits attempted at the College upon completion of the initial term. If these conditions are not met, the student may be placed on probation.

## V. International Student Admission

International students are students who wish to pursue an academic program or degree at The College of St. Scholastica and are interested in being in the United States on an educational immigration status. These students are not citizens, permanent residents or refugees in the United States (U.S.).

### A. Application Procedure

1. Complete The College of St. Scholastica student application that includes a written essay.
2. If the applicant has no college credit, submit original, official, or certified copies of all secondary course transcripts in English or with English translation. Transcripts can be WES (World Education Services) or ECE (Educational Credential Evaluators) evaluated.
3. If the applicant has college credit, submit original, official, or certified copies of all post-secondary course transcripts in English or with English translation, WES or ECE evaluated. Note: International Baccalaureate transcripts HL 4 & 5 credits are accepted.
4. If the applicant's primary language is not English, submit the required TOEFL (Test of English as a Foreign Language) test scores. The

British IELTS (International English Language Testing System) and Duolingo will also be accepted.

### B. Admission to the College

1. Admission to The College of St. Scholastica is granted on the following basis:
  - a. Completion of a college preparatory program in secondary school. This program should include coursework in the humanities, laboratory sciences, mathematics, social sciences, and history.
  - b. Required English language test scores. Scores from one of the following tests are accepted:
    - TOEFL test scores.
      - a score of 550 on the written test or
      - a score of 213 on the computer-based test or
      - a score of 79 on the iBT TOEFL test
    - The IELTS with a minimum score of 6.5.
    - Duolingo with a minimum score of 105.

### C. Post Admission Requirements

1. Make a minimum deposit of U.S. \$500, which will be credited toward fees and tuition.
  - a. The College of St. Scholastica requires a \$500 tuition deposit before issuing the Form I-20 which allows the student to apply for a visa to enter the U.S.
2. For students studying at a physical College of St. Scholastica campus, submit a completed "Certification of Finances" form (included in the application packet) with required additional documentation as listed. All documentation should be in English or with English translations and, as required by the U.S. Department of State, show evidence of adequate funds to cover one year's tuition and fees, adequate funds to cover room, board, health insurance and personal expenses.
3. For students residing in the U.S. and with a U.S. sponsor, provide an affidavit of support (USCIS Form I-134).
4. Enroll in The College of St. Scholastica's health insurance plan (not applicable to online students residing outside of the U.S.).
5. Submit a complete health record, including all immunizations, in English or with English translation.
6. Depending on the applicant's visa type, submit materials to be received no later than 90 days before the beginning of the semester, either:
  - a. Non-student visas (including H-1B):
    - i. Copy of visa or I-94.
    - ii. Copy of biographical page of passport.
  - b. Student visa (F visas; The College of St. Scholastica cannot accept M or J visas):
    - i. Copy of passport.
    - ii. Copy of biographical page of passport.
  - c. All other visas:
    - i. Please consult with your Admissions Counselor for guidelines and instruction.

## VI. Early Entry Admission (Minnesota Postsecondary Enrollment Options Program - PSEOP)

The College of St. Scholastica participates in the Minnesota Postsecondary Enrollment Options program (PSEOP). The following is

a complete guideline detailing the requirements for participation in the program and the procedures followed at The College of St. Scholastica.

#### A. Admission Requirements for PSEOP Students

1. The student must have junior or senior status in a Minnesota public or private high school, or have senior-level equivalency in a home school program, for the year they are applying.
2. The student must have a 3.5 GPA if applying for the PSEOP as a junior (part-time only) and a 3.0 GPA if applying as a senior in high school (full-time or part-time). Homeschooled students will be evaluated individually to determine eligibility for the program. Standardized test results are encouraged to help assess the eligibility of homeschooled students. Achievement test results or college entrance exam results are acceptable.

#### B. Application Procedure

1. The application deadline is May 1 for Fall semester and December 1 for Spring semester. PSEOP is not an option during the summer semester.
2. Students must complete and submit ALL of the following:
  - a. Online Application You will be asked to upload the following documents directly into the application (Click here to download the forms for a, b, c.):
    - i. The Early Entry Student Waiver
    - ii. The Early Entry Student Transcript Release
    - iii. Guidance Counselor Form (The high school guidance counselor must complete this form.)
    - iv. A completed, current Minnesota State Department of Education PSEO Notice of Student Registration form.
    - v. A written letter of recommendation from the student's high school principal, guidance counselor, or a teacher.
    - vi. A 500-word essay on why the student would like to participate in this program.
  - b. An official copy of the student's high school transcript. Send to The College of St. Scholastica Admissions, 1200 Kenwood Avenue, Duluth, MN 55811
3. The program coordinator reviews all applications. Students who have submitted complete applications and who meet the qualifications will advance to the interview portion of the process. The interview will be with the Postsecondary Enrollment Options Coordinator.
4. Students interested in on-campus housing are required to meet with the Director of Residential Life after the initial interview.

#### C. Acceptance to the Program

1. Availability in courses is limited. Participants will be selected from the pool of qualified applicants.
2. Students will be notified of the final admission decision upon completion of the interview and in writing.

#### D. Post Acceptance Requirements

1. Students attend an on-campus orientation. Dates for PSEOP student orientation will generally follow the last scheduled traditional student orientation. For Fall semester, June. For Spring semester, January.
2. Students meet with a CSS academic advisor for academic advisement and course registration.
3. Students register for courses AFTER degree-seeking students at the College have registered for courses. Prior to the registration process, PSEOP students must have determined which courses they need to fulfill high school graduation requirements with the assistance of their high school guidance counselor.

4. Students complete their section of the State of Minnesota form that documents courses taken each semester, and then ask their high school guidance counselor to complete the secondary school section of the form.

#### VII. Non-Degree-Seeking Students

- A person who is not interested in pursuing a degree at the College may take courses if he or she satisfies the College's admission requirements and is properly registered in the class.
- A non-degree seeking student must complete a non-degree seeking application before registering for a course. This form is available in the Office of Admissions.
- Upon completion of the academic work, the courses will be listed on the regular college transcript. Non-degree seeking students are not eligible for financial aid. A non-degree seeking student may apply to become a degree-seeking student by completing the normal application process.

#### VIII. College Credit Options

##### A. Advanced Placement

- The College participates in the Advanced Placement Program of the College Board. Advanced placement or college credit is given to qualified students on the basis of these examinations. To receive credit, a student must receive an Advanced Placement score of three, four or five.

##### B. International Baccalaureate Credit

- Students who have been formally admitted to The College of St. Scholastica may petition for up to four transfer credits for each International Baccalaureate (IB) course completed with a Higher Level Examination grade of four or above on a seven-point scale. The related Academic Department at the College will determine the acceptability of a course. To petition for credit, students must submit to the Registrar a written request for credit, a certificate for each Higher Level IB Examination completed and a syllabus for each course. The certificate will be copied and returned to the student. Documentation on an official transcript will also be accepted.

##### C. Transferring Credit

- The College of St. Scholastica accepts transfer credit on the following basis:
  1. Only courses with grades "C" and above will transfer.
  2. Transferred courses are not included in computing the St. Scholastica cumulative grade point average.
  3. College credits completed at institutions approved by a regional accrediting agency are acceptable for transfer provided they are comparable to courses offered at The College of St. Scholastica. For a course to be comparable, The College of St. Scholastica must either list the course in its current catalog or offer a significant number of course offerings (minimally four) within the school having primary responsibility for that general area of instruction. Generally, occupational/vocational college-level courses are not accepted at The College of St. Scholastica. Grades recorded as "P" for Pass, "CR" for Credit, etc., will be transferred only if verification is provided by the Registrar of the previous institution that the work was completed with a "C" or better grade. Students desiring transfer credit for courses completed at another institution may be required to provide a copy of the catalog description or the class syllabus from that institution so that the valuation of transfer credit may be made accurately. Limited or provisional credit also may be accepted from specialized or special

purpose institutions, including the U.S. Armed Services, provided the work is applicable to St. Scholastica's baccalaureate degree programs and is recommended in appropriate publications of the American Council on Education.

4. Students in a program at The College of St. Scholastica with a formal program articulation agreement with a non-regionally accredited institution may also be eligible for transfer. Only courses that are specified in the articulation agreement are eligible for transfer to The College of St. Scholastica.

## IX. Denial of Admission

The College reserves the right to deny admission to any person who, in the judgment of the Admissions Committee, does not possess the qualifications necessary to succeed at St. Scholastica.

## X. Deferred Admission

A student may delay his or her entrance to The College of St. Scholastica for up to one year. Students deferring entry to the College will be assured of positions in the class for which they apply. Students who wait longer than one year must reapply to the College.

## XI. Readmission to the College

A College of St. Scholastica student who has been absent from the College for one year or more and is in good academic standing must apply for readmission to the College. This application is available through the Office of Admissions. Official transcripts of all coursework completed while absent from the College will be required as part of the readmission process.

### A. Readmission to the College Under Academic Probation or Dismissal

- A student who left the College on academic probation or enforced withdrawal, must apply at least one month before the first day of classes of the semester for which the student expects to enroll and is advised to show evidence of positive life change or academic progress in support of the application. The decision made by the Vice President for Academic Affairs is final.

### B. Returning Student Fresh Start Program

- A student returning to The College of St. Scholastica after a minimum non-enrollment period of five years may petition for a fresh start of his/her GPA. The student must petition the Registrar for the deletion of his/her former GPA. The new record will show all past courses, grades and credits, without indicating honor points. The GPA would then be calculated only on the credits earned upon return to The College of St. Scholastica.

## XII. Falsification of Transcripts

Any applicant who submits falsified transcripts will not be granted admission to The College of St. Scholastica. If falsification of transcripts is determined after the student has enrolled, he or she will be dismissed from the College.

## XIII. Lawful Permanent Residents of the United States of America

In addition to the standard application submissions, lawful permanent residents of the United States of America are required to submit the following:

1. A notarized copy of green card (I-551) with application.
2. If I-551 is in pending status, a copy of Notice of Action (this may affect financial aid eligibility).
3. If the applicant has international college credit, submit:
  - a. ECE or WES Course-by-Course Evaluation: at applicant's expense, original sent from company, completed within two years of application.
  - b. Certified or notarized copy of official transcript or verified transcript from ECE or WES.
  - c. Certified or notarized copy of English translation of transcript.
 Note: International Baccalaureate Transcripts HL 4&5 credits are accepted.

## XIV. Criminal Background Checks

The College of St. Scholastica reserves the right to complete a criminal background check on any applicant it deems necessary. The College requires a special application review on prospective students planning to enter the College who self-disclose a criminal record. Applicants denied acceptance may appeal the decision in writing to the Vice President of Student Affairs.

### A. Acceptance of Individuals with Criminal Records

1. Applicants who have responded positively to the question on the application form: "Have you ever been convicted of, or plead guilty to, any felonies?" or, have a criminal record will be subject to the admissions review by the Felony Admissions Committee.
2. All admissible undergraduate applicants who have been convicted of a felony will provide the Felony Admissions Committee, on forms provided, the following information:
  - a. Detailed information about the felony.
  - b. A personal statement.
  - c. Release of Information from all service providers requested.
3. Applicants will be notified by registered mail of the Committee's decision.

## Graduate Admissions Policy

The policies surrounding admissions to The College of St. Scholastica's graduate programs are determined by individual graduate programs. Students interested in these programs are encouraged to contact [admissions@css.edu](mailto:admissions@css.edu).