

# 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 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.
  - b. 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. ACT or SAT Score(s) and Essay, if submitted.
2. Selected applicants who do not meet the admissions criteria may be considered for admission through the Admission Appeal 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 coursework
    - 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 the Admission Appeal process 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 Admission Appeal is denied by the subcommittee, the student may appeal the decision. Upon appeal, the entire Undergraduate Admissions Committee will review the file.

### III. Traditional Transfer Students

A transfer student is defined as a student who meets one of the following definitions:

1. The student has enrolled in 12 or more semester credits after graduating from high school as noted on the official transcripts submitted for the application for admission.
2. The student has other transferable credit earned post-high school which can include military service, work experience, College-Level Examination Program (CLEP) tests, etc.

#### 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 12 transferable semester 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.

#### C. Admission Appeal:

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 enter the Admission Appeal process by completing and submitting the following.

1. Completed The College of St. Scholastica application for admission
2. Official college transcript from all institutions previously attended.
3. Required essay.
4. Two (2) letters of recommendation.
5. An interview with a Student Affairs staff member or their designee.

A subcommittee of the Undergraduate Admissions Committee reviews complete applicant files. Transfer applicants denied acceptance through the Admission Appeal process may reapply for transfer to The College of St. Scholastica after taking a minimum of 12 additional transferable semester credit hours at a regionally accredited institution.

### IV. Accelerated and Online Students

#### A. Application Procedure

1. Complete all steps outlined in the program specific application requirements.
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 2.5 or better, or General Equivalency Diploma (GED) average 75th percentile or above).

### C. Admission Appeal

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 enter the Admission Appeal process 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. Required essay.
4. Two (2) letters of recommendation.
5. An interview with a Student Affairs staff member or their designee.

A subcommittee of the Undergraduate Admissions Committee reviews complete applicant files. Transfer applicants denied acceptance through the Admission Appeal process may reapply for transfer to CSS after taking a minimum of 12 additional transferable semester credit hours at a regionally accredited institution.

## 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.
2. If the applicant has no college credit, submit copies of all secondary course credentials in English or with English translation. We reserve the right to request additional documentation.
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, evaluated by NACES and AICES member organizations. 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.

- ACT Score 18 minimum
- SAT Score 970 minimum
- The English language test scores requirement will be reviewed on a case by case basis if the applicant has significant English language experience, such as enrollment in a U.S. educational institution.

## 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 ([http://resources.css.edu/admissions/docs/forms/pseop\\_registration.pdf](http://resources.css.edu/admissions/docs/forms/pseop_registration.pdf)) 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.

- Students will be notified of the final admission decision upon completion of the interview and in writing.

#### D. Post Acceptance Requirements

- 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.
- Students meet with a CSS academic advisor for academic advisement and course registration.
- 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.
- 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 of St. Scholastica 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.
- 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:

- Only courses with grades "C-" and above will transfer. Some programs (majors, minors, concentrations, etc.) may require a grade that is higher than a "C-" in order to fulfill a program prerequisite or requirement.
- Grades recorded as "P" or any other notation of Pass, will be transferred only if verification is provided by the Registrar of the transfer institution that the work was completed with the minimum

grade required for earning a "P" (Pass) grade as noted in the grade definitions policy of the CSS undergraduate catalog in effect at time of transfer.

- Transferred courses are not included in computing the St. Scholastica cumulative grade point average but do count towards completion ratio for the purposes of Satisfactory Academic Progress (SAP).
- Credit may be awarded for college-level coursework completed where an institution is accredited by an accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or U.S. Department of Education.
- Credit may be accepted from specialized or special purpose institutions, including the U.S. Armed Services, as recommended by the American Council on Education (ACE) following (i) and (ii) of this policy.
- Courses must be college level to be accepted in transfer. Remedial or developmental courses do not transfer.
- Some occupational, technical and/or professional courses may be evaluated by the Office of the Registrar in consultation with academic program directors/chairs from the related academic department to determine acceptance of credits toward degree requirements.
- Students desiring transfer credit may be required to provide course and or exam information from the awarding institution so that the valuation of transfer credit may be made accurately. (e.g. syllabus, course descriptions, assessment criteria)
- Credit by Standardized Exam: Transfer credit is awarded for college-level examinations offered by the Advanced Placement (AP), College Level Examination Program (CLEP), DSST Credit-by-Exam Program, and International Baccalaureate (IB). An official transcript of exam scores must be submitted for the awarding of credit. Exam scores must meet the minimum requirement for credit awarding as determined by St. Scholastica. Minimum score needed for awarding of credit varies by exam and is published on the St. Scholastica website. The Office of the Registrar in consultation with the program directors/chairs from the related academic department will determine the acceptability of the exam toward meeting program or degree requirements.
- Transfer credits are recorded as semester credits. Quarter credits are converted to semester credits at a 2/3 conversion rate. (e.g., a 3 quarter credit course will equate to 2 semester credits and a 4 quarter credit course will equate to 2.67 semester credits)
- The maximum number of transfer credits allowed is the difference between the total number of credits required to graduate and the number of residency credits required to graduate.
- 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 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. The 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. NACES and AICES member organizations: at applicant's expense, original sent from the company, completed within two years of application.
  - b. Certified or notarized copy of official transcript or verified transcript from NACES and AICES member organizations
  - 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 Associate Vice President of Enrollment Management.

### 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).