



Transfer Student Policy

The College of St. Scholastica plays an important role in meeting the educational needs of community college graduates and other qualified students who wish to transfer to St. Scholastica.

Transfer applicants must:

1. Complete The College of St. Scholastica application for admission online at go.css.edu/app.
2. Submit official college transcripts from all previous colleges.
3. If transferring less than 24 credits, submit a high school transcript, which includes:
 - a. Coursework completed and grades.
 - b. High school rank if available.
 - c. Test scores – ACT or SAT (if test scores are not on transcript, a copy of the scores must be sent to the Office of Admissions).
 - d. Take the admissions committee approved placement exam if ACT/SAT scores cannot be provided.

Students will be notified of their admission status when all the credentials have been received and reviewed by the admissions committee.

Admission is granted to transfer students on the basis of:

1. Completion of 12 transferable semester credits at a regionally accredited institution.
2. A satisfactory cumulative Grade Point Average (GPA) from all previously attended post secondary institutions.

The admissions committee also evaluates, on an individual basis, any applicant who does not meet the minimum requirements. The final decision of the admissions committee is based on all available pertinent data.

Information for transfer students:

1. The transfer student must be in good academic standing at all previous colleges: i.e., has a grade point average of at least 2.0 (C) on a 4.0 scale.
2. Only courses with grades "C" and above will transfer.
3. Transferred courses are not included in computing the grade point average of the student at St. Scholastica.
4. The number of transfer students who can be accepted in some academic areas such as, but not restricted to, nursing, physical therapy, and education, is limited and some programs require students to transfer in at the sophomore level. Transfer students should contact the Office of Admissions early for specific information on their intended major.
5. 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. In order 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.