

Requirements for Admission, Transfer, Veterans Readmission, and Withdraw

Admissions Policy

University Undergraduate Admissions

Candidates for undergraduate admission are considered on an individual basis. Candidates may gain admission to the University or a specific academic program as a high school student, transfer student, returning student or international student.

Each applicant's record is considered in its entirety. Official transcripts from high school, official ACT or SAT scores, and official transcript(s) from each college and university attended are required. College of Saint Mary utilizes the National Student Clearinghouse to confirm and verify an applicant's educational record reported on the application. Final selection of applicants to be admitted shall be made by the university, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

Criteria

Applicants for admission are evaluated on the basis of the following criteria to gain full admission. Applicants who do not meet the following criteria and show potential for success may be reviewed for conditional admission.

1. High school record of cumulative GPA of 2.0 on a 4.0 scale. An applicant for a degree program must have graduated or will have graduated with 16 high school units from an accredited high school. The college preparatory program is strongly recommended to high school students. Ordinarily this program includes four years of English and two years of social studies, science and mathematics.
2. ACT composite score of 18 or above or SAT Total of 970 (Evidence-Based Reading and Writing + Math) or above. Applicants who have received a high school diploma more than five years prior to application to College of Saint Mary who do not have ACT or SAT scores, or at least 12 semester credits from an accredited institution, will take the math and English placement tests and may have their files reviewed for Conditional Admission.
3. College/university record of cumulative GPA of 2.0 on a 4.0 scale, if applicable.

University Graduate Admissions

Candidates for admission are considered on an individual basis. Each applicant's record is considered in its entirety. College of Saint Mary utilizes the National Student Clearinghouse to confirm and verify an applicants' educational record reported on the CSM application. Final selection of applicants to be admitted shall be made by the university, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws.

Criteria

Applicants seeking admission to College of Saint Mary for a graduate program may be directed to apply using the CSM online application or The Central Application Service based on a program of study. Students utilizing The Central Application Service via CASPA or OTCAS will submit application materials to The Central Application Service. Official final transcripts may be requested and required to be submitted directly to CSM. Students may anticipate submitting the following:

- Official transcripts with the graduation date of undergraduate degree for master's programs and master's degree for doctorate programs. (Must provide certified translations for non-English transcripts.) Other college transcripts may be required as determined for certification or transfer credit.
- Proof of English competency for international students for whom English is not the first language. Programs may have specific requirements. Applicants must demonstrate English competency by accomplishing **at least one** of the following:
 1. Test of English as a Foreign Language (TOEFL): an Internet based score of 80 or above
 2. Test of Written English (TWE): a score of 4 or above; or ESL Language Center: completion of Level 9
- Résumé
- \$30 non-refundable application fee.
- Submission of program specific requirements.

Application materials for the graduate programs are processed by Enrollment Services and then submitted to the Program Director or Coordinator for review.

If an applicant has deficiencies in meeting the admission requirements for a graduate program, the Program Director or Coordinator may approve provisional admission of applicants who do not meet admission criteria or prerequisite requirements. Prerequisites must be completed for full admission.

The Graduate Enrollment Advisor and the Program Director or Coordinator will monitor the deficiencies to ensure the missing information is received by a predetermined date. If the provisional acceptance is based on future academic performance in a class or classes, the Registrar will provide academic performance information to the Program Director or Coordinator at the end of the appropriate term. The Program Director or Coordinator will then notify the student of the removal of the provisional acceptance or other consequences.

The applicant is notified of acceptance or non-acceptance in writing by Enrollment Services.

Transfer of Credits

Transfer credits are evaluated on the basis of the following:

1. The accreditation of the institution from which the student transfers.
2. The comparability in nature, content and level of credit earned to that offered by College of Saint Mary.
3. The appropriateness of the credit earned in relation to credit offered by College of Saint Mary and the student's educational goals.
4. The age of the credits, depending on the major.

The University does not accept grades below C (2.0) for transfer or credits for remedial/developmental courses. Transfer credits are shown in semester credits on the CSM transcript but are not included in the grade point average calculation. Credit will not be given for duplication of courses. Students enrolling in a bachelor or associate degree program must complete 36 of their last 45 hours at College of Saint Mary. Students who study abroad may request special consideration from the Vice President for Academic Affairs if an exception is needed.

Transfer students are required to take a minimum of 12 credit hours of their major courses at College of Saint Mary. Individual programs may require a higher number of College of Saint Mary credit hours in the major field. It is the student's responsibility to contact the program director for specific program requirements. A maximum of the equivalent of 64 semester hours of transfer credit from accredited community colleges will be accepted toward the 128 hours required for a College of Saint Mary bachelor's degree. Specific program requirements may differ.

The University maintains articulation agreements with several area community colleges. These agreements enable a community college student to plan ahead for transfer to College of Saint Mary. Curricula designed in a specific articulation agreement takes precedence over all other program requirements.

Veteran Readmission

Military Service College of Saint Mary will readmit students who leave in order to perform military service with the same academic status as when the student left, as long as the absence is less than 5 years. Students should contact Enrollment Services to initiate the readmission process and should identify themselves as returning from military service. They will be readmitted under the same academic catalog requirements for their program as when they were called to military service.

Withdrawal from Academic Term/University

A student officially withdrawing from all classes during an academic term should fill out the "Withdrawal from Semester" electronic form located on MyCSM, Forms. It is recommended to contact the following offices:

1. Go to the Achievement Center to perform an exit interview.
2. Go to Financial Aid to discuss any repercussions with loans or other financial aid.
3. Go to Student Billing to discuss any financial repercussions.
4. Go to the residence hall (if applicable) to check out of residence hall.
5. Go to the Campus Information Center (return ID card).

The administrative offices listed above will contact the student if necessary before they sign the electronic form.

Refunds are determined by the date of the official withdrawal. A withdrawal is considered official when the written notice, after being signed by the designated personnel, is returned to the Registrar's Office.

Administrative Withdrawal

A student can be administratively withdrawn according to the following process. The administrative withdrawal grade of "AW" is used to withdraw a student from **one or more courses or all courses** when the student is unable to initiate the withdrawal herself due to extraordinary circumstances such as serious illness, accident, etc. This withdrawal could be done up until the last business day of the semester. An "AW" will not affect the GPA. Steps:

1. Faculty and/or administrative staff will gather the documentation to support the withdrawal.
2. They will give the documentation to the Registrar who will initiate the withdrawal form.
3. The Registrar will give the form and documentation to the VPAA who will authorize the withdrawal.

The administrative withdrawal grade of "FW" is used to withdraw a student who has **stopped attending one or more courses or all courses**. The student will be contacted to encourage her to initiate a withdrawal before this process is initiated. This grade can only be used up until the last day to withdraw. It will count as an F in the GPA calculation. Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) They will give the documentation to the Registrar who will initiate the withdrawal form. 3) The Registrar will give form and documentation to the VPAA who will authorize the withdrawal.

The Registrar's Office will notify Financial Aid, Student Billing, Residence Life, and the instructors of administrative withdrawals.

Withdrawal due to Major Medical Issues—Medical Hardship Policy

College of Saint Mary recognizes that major documented medical issues may make it necessary for a student to withdraw from one or more classes during a semester. If this situation occurs, the student should meet with the Director of Student Accounts to obtain information to develop a plan to manage the financial burden that may be incurred. If approved, this plan may allow her to re-take the same number of credits from which she withdrew with no additional tuition charge, provided these classes are taken during the same semester, within one year of withdrawal.

Documentation should be submitted to the Director of Student Accounts within two weeks of the official withdrawal. The Medical Hardship Committee will make the final determination about accommodations.

For additional information, see [Catalog](#).