Link 1P4-2

Transfer and Admission Guidelines

Transfer students are degree-seeking students who have enrolled in an accredited college or university after graduating from secondary school and have not interrupted their college course work. A cumulative grade point average of 2.0-2.5 (or higher for some programs) for all college course work is required for admission. Admission into the University of Saint Mary does not constitute admission into any particular program (i.e., Nursing) or guarantee athletic eligibility. For more information, contact the Office of Admissions.

APPLICATION PROCEDURES

To be considered for admission, transfer students need to submit the following materials to the Office of Admissions:

1. A completed application for admission and a non-refundable application fee of $25.
2. Official transcripts from all colleges previously attended (some courses not accepted at one transfer college may be accepted at University of Saint Mary). Official transcripts should be mailed directly from the Registrar's Office of the college(s) previously attended to the Admissions Office at the University of Saint Mary.
3. An official high school transcript is needed for students who have earned fewer than 24 college credits may be required for course placement purposes and as a condition of admission.

TRANSFER GUIDELINES

Courses completed at other colleges or universities are evaluated for transfer according to the following general transfer guidelines:

- Official transcripts of all previous college course work are required for a final evaluation (unofficial transcripts can be used for an unofficial evaluation).
- Courses must be completed at accredited post-secondary institutions.
- Credit is given only for courses in which the grade earned is "C" or above. Exception: Students from accredited 2-year institutions who have earned an
- Associate's degree will be given full credit for all courses within the degree provided they meet other transfer guidelines listed here.
- Courses must be compatible with the University of Saint Mary curriculum detailed in the current Undergraduate Catalog. (Exception: for students with an Associate's degree, up to 18 semester hours of technical credit may be applied toward the university's 128 hour degree requirement.)
- Up to 64 semester hours of junior or community college credit and up to 90 hours of senior 4-year college credit may be applied toward the university's 128 degree hours

ADMISSIONS PROCESS FOR INTERNATIONAL STUDENTS

International students interested in attending the University of Saint Mary are encouraged to begin the admission process at least 90 days prior to enrolling in order to allow enough time for processing records, VISAS, etc. The following materials need to be sent to the director of admissions:

1. A completed application for admission and a non-refundable application fee of $50.
2. Formally evaluated transcripts of all coursework not through an accredited US institution through an approved evaluation agency.
3. An official copy of the TOEFL (Test of English as a Foreign Language) results, sent directly from the Educational Testing Service (minimum written score 550 or iBT score of 80 with reading, listening, and writing scores all at least 20.)
4. A declaration of financial support and bank statement providing evidence that the student's family or sponsor is able and willing to assume full financial responsibility for tuition, books, fees, room, and board.
5. All international students must be covered by health insurance and maintained during their entire terms of enrollment.
6. Students planning to transfer from a college in the United States need to first notify the designated school official at their present school of the intent to transfer, then contact the designated school official at the University of Saint Mary concerning issuance of a Form 1-20.

Once accepted, international students pay a tuition deposit and receive the Form 1-20 for the student to utilize to obtain a student visa from officials in his/her country. Formal acceptance into the University does not constitute acceptance to any particular program such as Nursing, Education, or our Doctoral programs. Please contact our International Admissions staff for specific programming questions.

ADMISSIONS PROCESS FOR SPECIAL NON-DEGREE STUDENTS

Students who are not degree-seeking may be admitted as special students on a part-time or full-time basis. Students admitted under this policy may enroll for a maximum of 15 semester hours prior to filing a formal application and sending transcripts. Prospective special students must submit a completed application for admission and a non-refundable application fee of $25. Transcripts of previous academic work are not required until the 15-hour, 5-course limit is reached.

ADMISSIONS PROCESS FOR HOME-SCHOOLED STUDENTS

Home-schooled applicants are reviewed on an individual basis. All applicants must provide evidence of successful completion of a high school level of study. Applicants may be requested to submit some or all of the following materials for consideration:

1. A completed application for admission and a non-refundable application fee of $25.
2. Official Secondary School Transcript / Portfolio, sent directly to USM.
3. Official transcript(s) of all college-level work completed.
4. G.E.D. Scores. Home-schooled students may be requested to complete the
7. General Education Development test.
5. Official ACT or SAT scores are required of all first-year student applicants who have attended secondary school in the United States. Scores must be sent directly from the testing organization (either ACT or College Board).

Home-schooled students who plan to participate in intercollegiate athletics at the University of Saint Mary will need to visit with the Director of Athletics to gain a full understanding of the NAIA (National Association of Intercollegiate Athletics) regulations regarding home-schooled student athletic eligibility. Admission to the University of Saint Mary does not guarantee athletic eligibility.

ADMISSIONS PROCESS FOR STUDENTS CURRENTLY ENROLLED IN HIGH SCHOOL

Qualified high school students may be allowed to take approved Saint Mary courses on a space available basis. High school students are limited to 15 semester hours (5 courses) taken at Saint Mary. To be admitted, students need to submit the special High School Student Application and Registration Form, obtainable from the high school guidance counselor. The form must be signed by the student, high school counselor, and parent/guardian.

ADMISSIONS PROCESS FOR SENIOR CITIZENS

Senior citizens may take credit and non-credit courses on a space available basis. Records of previous academic work are not required, nor is there a 5-course limit for senior citizens.

ADMISSIONS PROCESS FOR RETURNING STUDENTS

Former Saint Mary students who have interrupted their enrollment at Saint Mary for a year or more must reapply for admission. Ordinarily they will be eligible for readmission if they were in good standing at Saint Mary at the time of their last attendance and they have a minimum cumulative grade point average of 2.0 for college course work taken

since leaving Saint Mary. Students who have not interrupted their enrollment at Saint Mary for a year or more must contact the Registrar‘s office to notify USM of their intent to re-enroll.

Returning students who must reapply are not required to submit an application fee. All returners, regardless of status, must submit official transcripts from all colleges attended while not enrolled at USM.