Policy Statement

Undergraduate Admissions Policy Statement:

In support of the statement of institutional mission, the College of Charleston seeks applicants capable of successfully completing degree requirements at a liberal arts and sciences institution and pays particular attention to identifying and admitting students who excel academically. The College of Charleston serves a diverse student body from its geographical area and attracts students from national and international communities. The Office of Undergraduate Admissions carries out this mission, by adhering to the following admission policies:

The College of Charleston encourages applications from all academically qualified persons. There is no discrimination in the admission process based on the applicant’s gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veterans’ status, genetic information, or disability. Applicants who do not initially meet the College of Charleston’s admission requirements can be considered for admission when there is sufficient evidence to suggest the ability to do satisfactory work at College of Charleston. Admissions applications may be accessed and filed online or by mail, email or fax.

Freshman Admission:

A freshman applicant is a person who has not attended a university, college, or technical school. Applicants who attended a post-secondary institution while still in high school are also classified as freshmen.

Freshman applicants must have earned either a high school diploma or its equivalent, the General Educational Development Test (GED) prior to enrolling. The results of the GED will normally be used in place of the high school diploma only if the applicant left secondary school at least two years before intended enrollment at the College of Charleston. The minimum acceptable GED score for admission is the score used for awarding an equivalent secondary school diploma in the state where the test was taken. All students are required to submit final transcripts verifying graduation or, if a GED is submitted in place of a high school diploma, the most recent semester of high school attendance.
Both quantitative and qualitative components guide the office of admissions in reaching their final decisions. The admissions committee carefully weighs the student's academic preparation (which includes grades, rank in class, and rigor of courses taken), SAT/ACT results, personal statements and essays, leadership qualification, and special talents. A slightly higher profile is required of out-of-state students. Special circumstances are considered and each application is reviewed and evaluated individually by admissions professionals.

Applicants for freshman admission must submit:
1. A completed application form with a nonrefundable application fee.
2. Official high school records complete up to the time of application.
3. Results (including the writing assessment) of the SAT or ACT.
4. Students who have completed post-secondary work, including dual-credit, while in high school must submit official transcripts of their college work whether or not they expect to receive credit.

To be well prepared for the challenging academics at the College of Charleston, freshman applicants should take a rigorous secondary school program of study that includes a variety of subjects. The following curriculum shows the best preparation for enrollment at the College of Charleston. This curriculum will also ensure that South Carolina students are in compliance with the course requirements from the SC Commission on Higher Education for entry into S.C. four-year colleges.

The College of Charleston admissions committee can consider applicants who have not taken all of these courses due to circumstances beyond their reasonable control. Students must address these deficiencies in a statement to the office of admissions.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
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<tbody>
<tr>
<td>English</td>
<td>4 units, including one unit of English literature and one unit of American literature. Two units should have strong grammar and composition components.</td>
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<tr>
<td>Mathematics</td>
<td>4 units. Includes Algebra I and II, and geometry. Fourth higher-level math selected from among Algebra III/Trigonometry, pre-calculus, calculus, statistics, discrete mathematics, or a capstone math course.</td>
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<tr>
<td>Laboratory Science</td>
<td>3 units (4 recommended). Two of the units must be in biology, chemistry or physics.</td>
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<tr>
<td>Foreign Language</td>
<td>3 units. Two units must be from the same language.</td>
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<tr>
<td>Social Sciences</td>
<td>3 units. Includes one unit of U.S. history. Government and economics are recommended.</td>
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<tr>
<td>Physical Education or ROTC</td>
<td>1 unit</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 unit. Appreciation of, History of, or Performance in</td>
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one of the fine arts.

Electives 1 unit. A college preparatory course in computer science (programming, not keyboarding) is recommended. Other acceptable electives include college preparatory courses in English, fine arts, foreign languages, humanities, laboratory science, mathematics, social sciences.

Transfer Admission:

Students who have previously attended either a two-year or four-year college should apply as transfer students and submit an official transcript from each college or university attended. A final official transcript is required from each college or university attended, whether or not credit was earned or courses completed. Failure to provide information regarding each college or university attended or failure to submit transcripts may result in withdrawal of any offer of admission, restrictions on registration and/or dismissal from the college.

Transfer applicants to the undergraduate program must be eligible to return to the last institution attended. Transfer admission guidelines strongly suggest a minimum cumulative GPA of 2.600 (in-state), 3.000 (out of state) from all previous institutions attended, calculated on a 4.000 scale. Special circumstances are considered and each application is reviewed and evaluated individually by admissions professionals. Freshman credentials are also evaluated unless a student has completed 24 semester hours or more.

International Student Admission:

International applicants, being defined as anyone applying who is not a citizen of the United States, regardless of present residence, are required to provide additional documentation. In addition to submitting freshman or transfer application materials, international students must provide proof of their English proficiency and certification that they have adequate funds to meet their educational expenses. These documents include but are not limited to:

These documents include but are not limited to:

1) a copy of their current passport ID page, National ID card or VISA ID page.
   a. A copy of the H-type, R-type or J-type visa ID card is required, if applicable.
   b. A copy of the student's permanent residency card is required, if applicable.
   c. Documentation from the U.S. State Department regarding progress towards either a permanent residency card or naturalization proceedings accompanied by a personal statement from the student outlining the anticipated timeline for establishing residency is required, if applicable.

2) an official copy of secondary and post-secondary transcripts, with English
translations.

3) a course-by-course evaluation of post-secondary work (university-level course work or 13th year of secondary school) from any non-U.S. institution. For transfer credit to be issued an official evaluation must be submitted from a credential evaluation agency. The list of approved evaluation services include:
   a. AACRAO’s International Education Services
   b. World Education Services, Inc.

4) an official copy of the applicant’s TOEFL, IELTS or PTE for international students from non-English-speaking countries. Please take note of the following:
   a. for applicants from English-speaking countries such as the U.K. or Australia, an SAT or ACT may be required for admissions consideration. We encourage all students who have taken standardized testing (SAT and/or ACT) to submit those scores in addition to any other testing they wish to submit.
   b. English proficiency testing may be waived for applicants who have attended a U.S. university for at least one year. Grades received at the US institution will have an impact on the decision to waive the TOEFL, IELTS or PTE score.
   c. The minimum suggested score for the internet-based TOEFL is 88. Note: we may not offer admission if any score is below 20 on an individual exam component. The minimum suggested score for the paper-based TOEFL is 570. The minimum suggested overall band score for the IELTS is 6.5 (academic format only).

5) applicants must provide a certificate of finances that gives specific information on their ability to meet the financial demands of tuition, fees and cost of living at the College of Charleston. The documentation to be provided includes:
   a. the certificate itself, completed and signed appropriately by all involved parties.
   b. bank statements, wage statements, and/or letters from the bank confirming the ability of the applicant to pay.

Special circumstances are considered and each application is reviewed and evaluated individually by admissions professionals.

**Readmit Students:**

For undergraduate students returning after an absence from the College of Charleston, a cumulative College of Charleston GPA of a 2.000 or greater is required for admission. If a student has attended another college or university in the interim, official transcripts must be submitted for review.

For students who left the College with less than a 2.000 overall GPA, the office of undergraduate academic services will individually evaluate and make a decision on the readmission of the candidate based on their current potential for academic success. If a student has attended another college or university in the interim, official transcripts must be submitted for review.
Transfer Credit:

Students must present official transcripts to be evaluated for transfer credit. Coursework successfully completed with a grade of “C” (2.000 on a 4.000 scale) at a college/university accredited by a regional accrediting association can be considered for transfer credit.

The maximum number of transfer credit hours that may be applied to the requirements for a College of Charleston bachelor’s degree is ninety (90) credit hours, including all credits earned by examination (e.g., Advanced Placement, International Baccalaureate). The maximum number of transfer hours earned at a two-year institution that may be applied to the requirements for a College of Charleston bachelor’s degree is sixty (60) credit hours.

Students may decline transfer credit for one or more courses in order to allow for acceptance of one or more other transfer courses, without exceeding the maximum number of allowable credit hours. Students also may decline transfer credit for one or more courses in order to complete a course at another institution as a transient or cross-registered student.

The acceptance of transfer credit ultimately resides with departmental or program faculty in the corresponding discipline. We participate in the South Carolina two-year college’s articulation agreement that specifies transfer course credits from all two-year state colleges.

The student assumes responsibility for presenting all documentation requested for transfer credit. An official transcript containing the requested transfer coursework from all institutions attended is required for admission to the College of Charleston.

Regardless of the student’s citizenship, applicants with course work from a college/university outside of the United States must also submit official transcripts (mark sheets, academic records), with English translations, to a recognized credential evaluation agency for verification and a course-by-course evaluation. Responsibility for the translation and evaluation of documents in order to meet deadlines, as well as all costs associated with these services, is the responsibility of the student applying for admission. Once the course-by-course evaluation from an outside agency and the English translations of course descriptions are received by the College of Charleston, evaluation of the course work can begin for potential College of Charleston transfer credit. Complete information about international transcript evaluation, along with a list of recognized credential evaluation agencies, is located on-line at: http://admissions.cofc.edu/applyingtothecollege/transfercredits/internationalstudents.php.

Non-Degree Admission:

Access into many of the College of Charleston's undergraduate courses is available to citizens of the South Carolina Lowcountry and others and facilitated through non-degree enrollment via the office of admissions and the office of summer sessions. Senior citizens,
high school dual enrollment students, visiting students from other post-secondary institutions as well as individuals who wish to obtain higher education for employment purposes, graduate school preparation or for personal interest are encouraged to participate. Non-degree students must submit credentials that are appropriate to demonstrate their ability to satisfactorily complete coursework at the College of Charleston. Guidelines recommend an evaluation of transcripts from high school or previous colleges and test scores where appropriate. Students may need to show proof that course prerequisites have been met.

The following policies and procedures are applicable to all applicants and matriculating students:

**Appeal of admissions decision**
Every student that is not offered admission to the College has the right to appeal the decision. The committee only accepts student-written letters of appeal. An applicant should only appeal if there is substantial new information that the committee was not aware of at the time of the original decision. An applicant should not appeal just to request a second review of their application. The committee will review appeals only after the deposit deadline for each semester (May 1 for fall, January 1 for spring).

Transfer students may email an appeal request (with additional necessary documentation) at any time to transfer@cofc.edu. Freshmen students may email an appeal request to admissions@cofc.edu, and the subject must be marked "Appeal of admissions decision for {insert name of student}" with the appropriate name inserted as indicated.

**Financial Aid**
Federal financial aid is only available to students in a degree-seeking status.

**Distance Education**
Students, who take courses via mixed modalities, including distance education and online courses, must meet all appropriate admission requirements. Admissions applications for all students, including those intending to access coursework online, may be accessed and filed online or by mail, email or fax.

**Risk Management Assessment**
All applicants are required to answer questions relating to their criminal and disciplinary history, as outlined in College of Charleston, Policy 8.1.5 “Policy on admitting applicants for enrollment with a criminal or disciplinary history”.

**Personal Information Protection**
Online applications are managed online by CollegeNET, Inc. in Portland Oregon. A list of the firm’s Security FAQ and their security certification are attached (CollegeNET Security FAQ.pdf). This information can also be found on CollegeNET’s website at http://corp.collegenet.com/privacy.html.

**Privacy and Security Policies**
Information on the privacy and security policies governing applicants' personal information
Legal Presence Verification

Section 17 of the South Carolina Illegal Immigration Reform Act (codified at S.C. Code Ann.59-101-430) requires South Carolina public Colleges and universities to verify the lawful presence in the United States of their students prior to registration for classes.

The College of Charleston will attempt to verify student citizenship via legally authorized federal or state data bases before asking students to submit proof of citizenship. If a student’s status cannot be verified through one of these data bases, then during new student orientation and/or prior to registration of classes the student will need to do one of the following:

1. File a FAFSA (Free Application for Federal Student Aid ) to College of Charleston- our code number is 003428;

2. Present a valid South Carolina driver’s license issued after January 1, 2002;

3. Present a current U.S. Passport;


Please note that original documents must be presented for verification and that no photo copies are acceptable. However, we only need to view the original documents, and they will not be retained by the College of Charleston.

Questions about the College’s policy and procedures regarding this matter to the Office of the Registrar, 160 Calhoun Street, Lightsey Center, Room 281, by phone at 843.953.5670 or send email inquiries to lawfulpresence@cofc.edu.

Policy Manager and Responsible Department or Office

Office of Undergraduate Admission
Purpose/Reason for the Policy

To codify the undergraduate admissions policy of the College of Charleston. The major features of this policy are described separately in the College’s undergraduate catalog.

Departments/Offices Affected by the Policy

Office of Undergraduate Admissions
Office of Financial Assistance and Veterans Affairs
Office of Legal Residency
Summer Sessions
School of Professional Studies
Academic Advising and Planning Center
Office of the Provost

Procedures Related to the Policy

Not applicable.

Related Policies, Documents or Forms

Policy 8.1.5 Admitting Applicants for Enrollment with a Criminal or Disciplinary History. Materials published at the websites of the offices listed above.
| Issue Date: 03/06/2013; Rev. 11/16/2015 | Next Review: 10/01/2020 |