

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

12.1.6	<b>POLICY FOR APPLICANTS FOR UNDERGRADUATE ADMISSION: Degree and Non-Degree</b>	10/10/18
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR PART, AT ANY TIME. NO PROMISES OR ASSURANCES, WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **Policy Statement**

The purpose of this policy is 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.

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### **Policy Manager and Responsible Department or Office**

Office of Undergraduate Admission

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### **Policy**

#### **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 may be considered for admission when there is sufficient evidence to suggest the ability to do satisfactory work at College of Charleston.

### **Freshmen 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 classified as freshmen.

Freshmen applicants must have earned either a high school diploma, its international equivalent, or 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. Applicants must provide information about their activities during the time that they were not enrolled in school. 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.

The College of Charleston maintains a holistic review process involving both quantitative and qualitative components which 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 academic profile may be required of out-of-state students. Special circumstances are considered and each application is reviewed and evaluated individually by admissions professionals.

Applicants for freshmen admission must submit:

1. A completed application form with a nonrefundable application fee, or application fee waiver.
2. Official or unofficial high school records complete up to the time of application.
3. Results of the SAT or ACT submission of the optional writing scores for either test is encouraged but not required.

Students who enroll must submit:

1. Official transcripts of secondary school work, including verification of graduation and receipt of a diploma, or GED results.
2. Students who have completed post-secondary work, including dual-credit, while in high school must submit official final transcripts of their college work whether or not they expect to receive credit, and whether or not the coursework is posted to their high school transcript.
3. Official SAT or ACT test results sent directly from the testing agency.

South Carolina homeschooled students must be registered with a fully accredited and recognized homeschool organization. If it is not, we require a GED. College of Charleston will respect each state's homeschool laws. If the state does not require an accredited homeschool curriculum, we will abide by those rules for admission consideration.

To be well prepared for the challenging academics at the College of Charleston, freshmen 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 or their school counselor may address these deficiencies in a statement to the office of admissions.

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

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, and social sciences.

### **Cougar Advantage Program**

Piloted for students applying for freshmen admission for the fall of 2016, public school students from eight counties will be automatically admitted based on a rank in class that places them in the top ten percent. Pilot South Carolina counties include: Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Clarendon, Colleton, Dorchester, Georgetown, Hampton, Jasper, Orangeburg and Williamsburg.

### **Impact Scholars (Provisional Admission for Freshmen):**

Some freshmen students are required to participate in the Impact Scholars program as a condition of their admission. These students are identified by the admissions staff during the admissions process. Upon matriculation, Impact Scholars are assisted by special academic support services to ensure that they are given a solid foundation on which to build their academic success. The Impact Scholars program is managed by the Center for Academic Performance and Persistence (CAPP).

### **Deferred Enrollment and Gap Year**

Freshmen who have been admitted are eligible for deferred enrollment or a gap period up to one academic year. A gap semester or year typically consists of a program or period of non-credit bearing experiential activities that are undertaken after high school graduation. Transfer students are not eligible for deferred enrollment or a gap period.

### **College Coursework Elsewhere during gap period**

If a student takes college coursework during their gap period, acceptance to the college will be voided and the student will be considered a transfer applicant.

Please note: a change in status from freshman to transfer will void any previously offered institutional scholarships. Additionally, South Carolina residents should be aware of the [LIFE](#) scholarship eligibility requirements once college coursework has begun.

### **Transfer and Bridge programs**

Students participating in transfer and bridge programs must successfully complete program requirements and then complete an application before enrolling at the College of Charleston for the subsequent semester. Additional information about transfer and bridge programs is available from the Office of Undergraduate Admissions.

### **Charleston Bridge**

Charleston Bridge is a one-semester, residential program that will give select South Carolina high school students admission to the College of Charleston, following a semester of work at Trident Technical College. Charleston Bridge participants are identified and invited to participate through the College of Charleston's freshman admissions process.

At the end of the fall semester, students who have met bridge requirements will be eligible to transfer to the College of Charleston in the January immediately following the end of the fall semester.

### **iCharleston**

iCharleston is a one-semester, international, residential program that will give selected applicants admission to the College of Charleston following a semester of work at an international partner collegiate institution. iCharleston participants are identified and invited to participate through the College of Charleston's freshman admissions process.

At the end of the fall semester, students who have met bridge requirements will be eligible to transfer to the College of Charleston in the January immediately following the end of the fall semester.

### **Transfer Admission:**

Students who have previously attended either a two-year or four-year college should apply as transfer students and submit an official or unofficial transcript from each college or university attended. Prior to matriculation, 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.

Students are considered in attendance at an institution if they are registered for classes after the end of the drop/add period. Academic and/or disciplinary information from previous collegiate institutions is required whether or not a student was considered in attendance at that institution.

Transfer applicants must not be serving academic suspension at that or any other institution. Students who are on disciplinary suspension or have other disciplinary or criminal violations, including pending charges, will be conditionally considered for admission in accordance with the College of Charleston policy 8.1.5 Admitting Applicants for Enrollment with a Criminal or Disciplinary History. These students as well as other applicants may be required to provide disciplinary records to the College of Charleston and give written consent and FERPA waiver(s), if applicable, to have College of Charleston officials discuss their disciplinary history and status with officials from their previous institution(s) and other relevant parties at the sole discretion of the College.

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. Freshmen credentials (high school record and SAT or ACT scores) are generally required for evaluation unless a student has completed 24 semester hours or more. Some students who have been out of high school for two or more years may have this requirement waived.

### **Admission to the Bachelor of Professional Studies (BPS) program**

To be admitted to the BPS degree program, students must meet transfer or readmission admissions requirements and have completed an associate in arts (AA) or an associate in science (AS) degree **or** have completed 30 transferable credits of college-level work (general education and electives) and be at least 21 years old.

### **Veteran Admission**

Students who have previously served active duty, in the reserves or in the national guard should apply as transfer students and submit an official or unofficial Joint Services Transcripts (JSTs) or Community College of the Air Force transcripts (CCAF) from their respective branch of service. Prior to matriculation, a final official transcript is required from any college or university attended while in service, 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.

Students are considered in attendance at an institution if they are registered for classes after the end of the drop/add period. Academic and/or disciplinary information on their service record or from previous collegiate institutions is required whether or not a student was considered in attendance at that institution.

### **International Student Admission:**

International applicants, being defined as anyone who is not a citizen of the United States or a U.S. permanent resident, are required to provide additional documentation. United States citizens who are applying with educational credentials from outside of the U.S. may need to submit international documentation and testing, but are not required to provide the financial certification information. In addition to submitting freshman or transfer application materials, international students must provide proof of English proficiency, certification that they have adequate funds to meet their educational expenses and following documents:

These documents include but are not limited to:

- A color copy of their current passport ID page and U.S. VISA ID page, if applicable.

Additional documentation regarding citizenship and citizenship status may be required.

- An official, copy of secondary and post-secondary transcripts, with certified word for word English translations.
- 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 evaluated an official evaluation must be submitted from a credential evaluation agency along with course descriptions/syllabi for each course. A current list of preferred evaluation services can be found on the website.
- Demonstration of English proficiency and official submission of standardized test scores directly from the testing agency. An official copy of the applicant's ACT, SAT, TOEFL or IELTS for international students from non-English-speaking countries is required. For specific scores requirements and additional information, please reference the website.
  - iBT [TOEFL](#) (code: 5113) minimum suggested score of 80
  - [IELTS](#) minimum suggested score of 6.5
  - iTEP minimum suggested score of 3.8
  - [SAT](#) (code: 5113) minimum suggested critical reading score of 500
  - [ACT](#) (code: 3846) minimum suggested Reading score of 18 and English score of 20
- 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. Details about required financial certification documentation can be found on our website.

Special circumstances are considered and each application is reviewed and evaluated individually by admissions professionals. Application requirements and deadlines can be found online. Students should allow 2-4 months for completion of these requirements.

### **Conditional Admission:**

Students who do not currently meet English proficiency standards may be offered the opportunity to begin study at the College of Charleston in the English Language Institute. Under specified conditions, these students may be allowed to take a limited number of credits and selection of courses in a degree-seeking program. Once English proficiency has been achieved, the student may be fully enrolled in a degree-seeking program.

### **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 Center for Academic Performance and Persistence (CAPP) 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) or higher 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 awarded to meet 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 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 identifying courses that transfer among and between public colleges and universities in South Carolina.

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 word for word 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.

### **Second Degree Admission:**

Students wishing to complete a second undergraduate degree will follow the transfer or readmission admissions guidelines, although most students who have earned bachelor's degrees will be offered admission. Transfer credit policies apply to students seeking a second degree.



## **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 their decision. The committee will only accept letters of appeal from the student. 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. Special circumstances are evaluated on a case by case basis by an admission professional.

### **Final Transcripts**

Final, official copies of all secondary and collegiate transcripts from each institution attended must be filed prior to enrollment. Failure to provide information regarding each institution attended or to submit official transcripts may result in withdrawal of any offer of admission, restrictions on registration and/or dismissal from the College. For some applicants, we may require additional documentation specific to application questions. Some non-degree students are not required to submit collegiate transcripts.

### **Eligibility to return to prior institution**

Applicants to the College must be eligible to return to the last institution attended and must not be serving academic suspension at that or any other institution. Students who are on disciplinary suspension or have other disciplinary or criminal violations, including pending charges, will be conditionally considered for admission in accordance with the College of Charleston policy 8.1.15 Admitting Applicants for Enrollment with a Criminal or Disciplinary History. These students as well as other applicants are required to provide disciplinary records to the College of Charleston and give written consent and FERPA waiver(s), if applicable, to have College of Charleston officials discuss their disciplinary history and status with officials from their previous institution(s) and other relevant parties at the sole discretion of the College.

### **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 or hybrid 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.

### **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”.

### **Privacy and Security Policies**

Information on the privacy and security policies governing applicants’ personal information can be found online at <http://policy.cofc.edu/documents/10.18.pdf> and <http://policy.cofc.edu/documents/11.1.pdf>.

### **Lawful Presence Verification**

Section 59-101-430 of the South Carolina Code of Laws, as amended in 2008, requires that, to attend a public university in the state, a student must be a citizen or national of the United States or an alien lawfully present in the United States.

Students must provide proof of lawful presence in the United States before being allowed enrollment at the College. The Board of Trustees of the College of Charleston has approved a verification process to comply with the law. [Verification policies and procedures](#) can be viewed on our website at: <http://registrar.cofc.edu/lawful-presence/cofc-lawful-presence-policy.pdf>

### **Students who are taking only online courses**

You must complete the original signed, notarized copy of the [Affidavit Regarding United States Citizenship](#). This original signed, notarized copy can be mailed to the Registrar's Office or delivered in person.

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 843.953.668 or send email inquiries to [lawfulpresence@cofc.edu](mailto:lawfulpresence@cofc.edu).

### **Disputes in Policy Application:**

Any dispute over the application of this policy shall be resolved by the Provost (or the Provost’s designee). The decision of the Provost (or the Provost’s designee) shall be final, except in those cases when a student petition on some matter under the authority of the Committee on Academic Standards, Admissions and Financial Aid is presented to the Committee for review and determination.

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**Departments/Offices Affected by the Policy**

Office of Undergraduate Admission  
Office of Financial Assistance and Veterans Affairs  
Summer Sessions  
School of Professional Studies  
Office of the Provost  
Office of the Registrar

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**Procedures Related to the Policy**

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**Related Policies, Documents or Forms**

*Faculty/Administration Manual*  
*College of Charleston Undergraduate Catalog*  
Policy 8.1.5 Admitting Applicants for Enrollment with a Criminal or Disciplinary History.

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**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 12.1.6

President or

Chairman, Board of Trustees

*Stephen C. DeLoach*

Date: 10/10/18