# UNDERGRADUATE TRANSFER ADMISSION POLICIES

## Admission and Degree Completion for Transfers

Benedictine College will make every effort to facilitate the entry of transfer students to the programs of the College. Transfer students will be treated on the same equitable basis as all enrolled students. The College will provide each transfer student with an evaluation of previous studies, as well as the counseling necessary for satisfactory academic progress at Benedictine. Transfer students may be offered admission for either fall or spring semester.

Students may transfer a maximum of 64 credit hours from a two-year college towards a bachelor's degree from Benedictine. The final two semesters (30 credit hours) must be completed at Benedictine College.

A maximum of 98 hours will be accepted in transfer—64 hours of which may come from two-year colleges and the rest from 4-year colleges/universities.

A transfer candidate presenting less than four semesters of college-level work and those transferring from unaccredited institutions are subject to review by the Registrar to determine the number of hours transferred and class standing.

Transfer candidates presenting 60 or more hours of approved credit and/or an Associate of Arts or Associate of Science degree will be granted junior status with the understanding that:

1. Only courses comparable to those offered at Benedictine College will be accepted for transfer. Credit is not transferred for most technical courses.
2. Request to transfer courses from institutions that are not regionally accredited will be evaluated on a course-by-course basis. Students need to be prepared to provide course description, course syllabi, information about the instructor's qualifications, and possible other information in order to evaluate the course.
3. Credit for transferable courses will be awarded for all such courses in which a grade of 'C–' or better was earned.
4. Thirty hours of upper-division credit are required for graduation.
5. Grades earned at other institutions will not be computed into the student's grade point average at Benedictine College.
6. Students in their first two semesters at Benedictine College will be subject to the academic standing rules for freshmen; subsequently, they will be subject to the requirements for upperclassmen. In order to graduate, all students must meet the graduation requirements of a 2.0 GPA (both overall and in their major) regardless of when they transfer to Benedictine College.
7. A minimum of 28 hours of general education is required. (See the General Education section for details.)
8. Credit from a college/university on the quarter system is converted to semester credit hour class by dividing the quarter hour class by 1.5.

**To be considered for admission, transfer candidates must submit the following documents to the Office of Admission, Benedictine College, 1020 North Second Street, Atchison, Kansas 66002-1499:**

1. **A completed application for undergraduate admission for transfer candidates**;
2. **Official transcripts** are those that are printed on security paper and come directly via US mail from another institution's records/registrar office to the Office of the Registrar, are electronically delivered to the Office of Academic Records and Registration via a secure 3rd party method that has been verified by the sending university, or are presented to the Office of Academic Records and Registration in a sealed envelope with a stamp across the seal. All other transcripts are considered unofficial and will not be accepted or processed.

   *All applicants who matriculate to Benedictine College must submit official final college transcripts from all colleges and universities where credit has been earned; and*
3. If the student has fewer than 24 transfer hours, an official report of scores earned on the ACT, CLT, or SAT; and an official high school transcript are also required.

In order to be admitted on a regular basis, transfer students must meet the following criteria:

1. Possess an overall grade point average of at least 2.0 in all college-level work;
2. The student must demonstrate satisfactory academic progress at the institution from which he or she is transferring. Satisfactory academic progress is defined as successfully completing the minimum twelve (12) academic hours each semester with at least a 2.0 grade point average. Benedictine College defines academic hours as those non-activity courses one pursues in the various disciplines to move toward a degree.

The Admission Committee will consider each transfer applicant who does not meet the above criteria.

If the decision of the Admission Committee is favorable, the applicant will be required to submit a $400.00 enrollment fee prior to May 1. This fee is refundable through May 1 for fall semester applicants, and October 1 for spring semester applicants.

Benedictine College reserves the right to rescind a favorable admission decision for any reason.

## Reverse Transfer Agreement Procedure

As a member of the Kansas Independent College Association, Benedictine College and the Kansas Community Colleges wish to increase the educational attainment of Kansas college students, enhance the number and quality of learning options at the institutions, and provide a more seamless transfer process for students. This process is called reverse transfer. These institutions have entered into a Reverse Transfer Agreement.

Transfer students who transfer in a minimum of 45 credit hours of coursework from a Kansas community college or combination of 45 accumulated hours from other accredited institutions and a Kansas Community College are eligible to take part. Such students need to contact the Office of Academic Records and Registration early within their first semester at Benedictine College to request information regarding opting in to this process that may enable them to complete their associate's degree at their former community college.

Other students who transfer in a minimum of 45 credit hours of coursework from an accredited community college or combination of 45

accumulated hours from other accredited institutions and an accredited community college, although not covered by the previously mentioned Reverse Transfer Agreement, need to contact the Registrar within their first semester at Benedictine College to see if a similar arrangement can be available to them.