



Saint Mary's College does not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, or disability in the recruitment and admission of students. This nondiscriminatory policy also applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the College, and to the administration of educational policies, scholarships and loan programs, student employment and other College-administered programs.

## ADMISSION REQUIREMENTS

Saint Mary's College seeks students who demonstrate academic achievement and want to contribute to the life of the College community. Admission is competitive and based primarily on the student's academic transcript, standardized test scores, essay, and recommendations. An informational meeting with an admission counselor is strongly recommended and may be arranged by contacting the Office of Admission.

Students should apply by February 15 of the year of entrance. Late applications are welcome if space is available. The following items are needed for completion of an application to Saint Mary's:

- An application for admission (Common Application), which is available at [commonapp.org](http://commonapp.org).
- An official high school transcript. The high school transcript should be accompanied by an explanation of the grading system.
- Secondary school report completed by a guidance counselor or administrator.
- Scores earned on the ACT or SAT (Unless applying Test Optional, see Testing Requirements).
- An essay.

Saint Mary's has a modified rolling admission policy. Students who did not apply for Early Decision and whose applications are complete on or before December 1 will be notified of their decisions by mid-January. Applications submitted in December or later will be evaluated two to four weeks from the date of completion.

Accepted students confirm their intention to enroll by submitting a \$400 enrollment deposit.

*Students enrolling at Saint Mary's College must have on file an official, final high school transcript as proof of high school graduation and a completed health form. These forms must be received before the start of the student's first semester of attendance to comply with federal and state of Indiana regulations. Students who have not submitted both forms prior to their arrival to the College will not be allowed to move into the residence halls or start classes.*

## EARLY DECISION PROGRAM

Students who have selected Saint Mary's as their first choice college may apply for admission under the Early Decision Program. In accordance with the National Association for College Admission Counseling guidelines, the application form requires the signatures of the student, parent, and high school guidance counselor. The Early Decision application deadline is November 15. Early Decision candidates will be notified by mid-December as long as applications are complete by the end of November.

Applications received after November 15 will be transferred into the regular admission program. The admission committee may transfer Early Decision applications into the regular admission program for further review. In such cases, the admission committee will ask the student to submit additional information, such as new test scores or updated grades.

These applications will be re-evaluated without prejudice, and the applicants will be notified of the committee's decision as soon as possible after receipt of the required information.

Early Decision candidates accepted by Saint Mary's must confirm their intention to enroll at the College by submitting a non-refundable \$400 enrollment deposit by January 15. At the time of submission of the enrollment deposit to Saint Mary's, they must withdraw any applications submitted to other institutions.

Early Decision applicants who wish to apply for financial aid must file the FAFSA no later than December 1 to receive a notification of financial aid offer before the January 15 deposit deadline. Regular decision students must also submit the FAFSA (Free Application for Federal Student Aid) to the Processing Center after October 1 but no later than March 1.

## SCHOLASTIC RECORD

Applicants for admission must complete a college preparatory curriculum that consists of a minimum of 16 academic units. One unit is often referred to as a Carnegie Unit and represents one full year of study. The minimum requirements are:

- Four units of English literature and composition.
- Two units of the same foreign language.
- Three units of college preparatory mathematics.
- Two units of laboratory science.
- Two units of history or social science.

Three additional units from among the above listed subjects are required. The following subject areas are considered complementary to the college preparatory courses and do not meet the criteria to fulfill the minimum unit requirement: religion, business, home economics, physical education, health, art and music.

## HOME-SCHOOLED STUDENTS

Home-schooled students are required to present evidence of completion of the aforementioned 16 academic units and submit the requirements listed on page 19. Home-schooled students are encouraged to apply for admission and should contact the Office of Admission with questions.

## TESTING REQUIREMENTS

Saint Mary's **SAT code is 1702** and **ACT code is 1244**.

Saint Mary's has adopted a Test Optional alternative for first year applicants. Students can choose whether or not to submit test scores as part of their academic portfolio. To apply test optional, students must have a 3.2 minimum cumulative GPA (on a 4.0 scale). In lieu of test scores, these applicants will be required to submit two additional submissions for their application: an academic writing sample and a teacher recommendation. Homeschooled and international applicants are still required to submit test scores.

For students who choose to submit test scores, Saint Mary's requires official scores from either SAT or ACT. The ACT writing test is not required. If a student submits both SAT and ACT scores, or scores from multiple dates, the highest subscores will be used for admission and scholarship consideration.

## CREDIT BY EXAMINATION

Saint Mary's College may award credit and/or exemption from college requirements based on official scores from College Board SAT Subject Tests, Advanced Placement Examinations, the College Level Examination Program (CLEP) or higher level International Baccalaureate courses. The College will accept up to 30 semester hours of credit by examination. Contact the Office of Academic Affairs and First Year Studies regarding advanced placement and the amount of credit granted or [saintmarys.edu/first-year-placement](http://saintmarys.edu/first-year-placement).

## EARLY ADMISSION

Mature, well-qualified students who wish to enroll full-time in college after graduating from high school in three years, may apply for early admission to Saint Mary's College. Major factors in the evaluation of candidates for early admission include a strong academic record and supporting recommendations from teachers and counselors. An informational meeting with an admission counselor is strongly recommended. Admission decisions will not be made until final grades for the junior year are submitted and reviewed.

## DEFERRED ADMISSION

Upon request, Saint Mary's may grant a deferral for one semester or one year. Students who defer admission and complete college-level courses between the time of acceptance and enrollment must reapply for admission.

## STUDENT SUCCESS PROGRAM

Students offered admission through the Student Success Program enroll in EDUC 100 (2 semester hours) which provides extensive, comprehensive, college-level study skills and strategies that apply to academic, career, and life skill success.

## ADMISSION OF TRANSFER STUDENTS

Students who have earned 12 credits or more from a regionally accredited institution after graduating from high school are considered transfer students. Admission of transfer students is based primarily on the student's academic performance in college, standardized test scores, essay, and recommendation. Of the information submitted, the admission committee attaches the greatest importance to the applicant's academic record. Transfer applicants must be in good standing at the last college attended or the one at which they are currently attending. Applicants are expected to:

- have earned a minimum cumulative GPA of 2.7 (on a 4.0 scale) in transferable work while attending full time, or
- have completed their most recent two semesters carrying at least 12 semester hours of transferable work, and earned a minimum GPA of 2.7.

A personal meeting with a transfer admission counselor is strongly recommended and may be arranged by contacting the Office of Admission. Students wishing to transfer for the fall semester should apply by April 15 (or November 15 for the spring semester). Late applications are welcome if space is available. The following items are needed for completion of a transfer application to Saint Mary's:

- An application for admission (Common Application), which is available at [commonapp.org](http://commonapp.org).
- A final, official high school transcript showing date of graduation.
- Official college transcripts from each college attended.
- Catalogs or course descriptions from each college attended.
- A recommendation from a college professor or academic advisor who can verify good standing.
- SAT or ACT scores only for students who will have completed fewer than the equivalent of 24 semester hours at the end of the current term.
- An essay.

Transfer students will receive academic credit for all courses taken at an accredited institution in which they have earned grades of "C" or better and which are comparable in content to courses offered at Saint Mary's. Transferred courses are not calculated into the Saint Mary's GPA. During the admission process, transcripts will be evaluated to determine which completed courses will transfer to Saint Mary's. At the time of admission, transfer students will receive an evaluation of completed courses showing which have been accepted.

All transfer students must complete the College requirements for the degree outlined.

## ADMISSION OF INTERNATIONAL STUDENTS

Saint Mary's College encourages applications from international students. Admission is based on grades and curriculum in a secondary course of study, command of English as demonstrated through standardized testing, an essay and recommendation. Applications should be submitted as early as possible but are accepted on a rolling basis. A candidate's file will be evaluated when all information has been submitted. To be considered for admission, international students must submit the following items:

- An application for admission (Common Application), which is available at [commonapp.org](http://commonapp.org).
- A complete, official, and detailed copy of the secondary school record translated to English, including an explanation of the grading scale. Notarized copies are considered official.
- One recommendation from an administrator or counselor.
- The scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the SAT. Students whose native language is not English may take the TOEFL or IELTS instead of the SAT. Information on TOEFL test dates and centers may be obtained at [toefl.org](http://toefl.org). SAT information is available at [collegeboard.com](http://collegeboard.com). Saint Mary's TOEFL and SAT code is 1702. Information on IELTS test dates and centers is available at [ielts.org](http://ielts.org).
- An essay.
- The completed Certification of Finances Form.
- International applicants will be considered for need-based financial assistance through an evaluation of the certification of finances form.

As soon as possible after receiving her acceptance, the applicant should indicate her desire to reserve a place on campus by submitting a non-refundable USD \$400 enrollment deposit. Upon submission of the deposit and verification of financial responsibility, an I-20 Certification of Eligibility form will be sent to the student. The American Embassy, Consulate or Immigration Office nearest the student's home (if residing outside the U.S.) should be contacted for passport and visa information. If currently residing in the U.S., please contact the Coordinator of International Admission for specific instructions regarding a legal transfer to Saint Mary's College.

## DEGREE COMPLETION AND CONTINUING EDUCATION

Saint Mary's College welcomes women who wish to pursue an undergraduate degree after time away from the academic environment. Courses may be taken for credit that may apply toward a degree or license, or without credit for enjoyment and enrichment.

## NON-DEGREE SEEKING STUDENT

A student not seeking an undergraduate degree from Saint Mary's may enroll as a special student in classes which are not over-enrolled. Both men and women are welcome to take a part-time or a full-time load as special students. By special arrangements, non-degree seeking female students may apply for campus housing.

## READMISSION

A student who has officially withdrawn from Saint Mary's, has earned college credit from an accredited institution since leaving the College, and wishes to return, should complete an application for transfer admission. A student who has officially withdrawn from Saint Mary's, has not earned college credit from any other institution, and would like to return, should send a written request to the Office of Academic Affairs stating her reason for wishing to be readmitted. In either case, the student will be notified of her readmission status after her application or request has been evaluated.