

An interview at the College is not normally required, but the Admissions Committee may request one in special cases. Applicants living close enough to the College to be able to come conveniently for an interview are strongly encouraged to do so, not only so they may be evaluated, but so they may have a personal contact and experience with the College.

14.3 Early Action Option

The Early Action Option allows the candidate to apply for admission based on six semesters of high school work; however, seventh semester grades should be submitted if available. Early Action applications must be received by December 1. Early Action is non-binding. Notification of academic scholarship is sent by December 15. Notification of financial aid is sent after the financial aid application and PPY tax returns have been submitted.

14.4 Application Procedure

A candidate for admission should follow this procedure:

1. Complete the online Application Form for admission.
2. Write one essay on responding to the questions given on the application form . This essay will be judged on its content, clarity, style, grammar, and spelling.
3. Send one (1) letter of recommendation testifying to the applicant's academic competence. Applicants are to use the letters of recommendation forms provided by the College on the website
4. Send an official copy of the high school transcript to the Director of Admissions.
5. Request that SAT, ACT, CLT scores be sent to the Director of Admissions. If forms are not available at your high school, a copy may be obtained by going to www.collegeboard.com (for the SAT), www.act.org (for the ACT) or www.cltexam.com (for the CLT exam). The examination code numbers for Christendom College are 5691 for the SAT, 4339 for the ACT (there is no code for the CLT).
6. Applicants should feel free to present additional materials, or to explain indicators which they believe do not adequately reflect their abilities.

14.4.1 Home Schooled Students

Home schooled applicants should follow the procedure listed above. Christendom College recognizes Kolbe, Mother of Divine Grace, Our Lady of the Rosary, Seton Home School, and other legitimate home schooling programs. However, if the student cannot provide an official transcript from an approved home-school program, documentation showing completed

course work should be sent to the Admissions Office. Home School Transcript Forms are available from the College.

14.5 Transfer Students

Students who have attended other colleges and universities must submit those credentials that are required of all applicants. In addition, they must have official transcripts sent from each college and university attended. Upon request, a prospective student's college transcript will be evaluated for credits transferable to Christendom College. The College will inform all transfer students upon acceptance, or no later than Registration Day, of the amount of credit that will transfer. Students with 24 or more transferrable credits are not required to submit a standardized test score.

Application for acceptance of credits earned from other institutions prior to matriculation at Christendom College should be made at the time of application for admission. The College's transfer credit policy follows:

14.5.1 Transfer Credit Policy

1. Accredited college-level courses in the humanities, mathematics, natural sciences, social or behavioral sciences, and theology may be eligible for transfer credit. However, normally distance learning courses are not accepted, because of the educational value the College places on regular, face-to-face interaction in a classroom. In unusual circumstances an exception might be made, when both the quality of the on-line course and the hardship for the student of fulfilling the Christendom College degree requirement in a traditional classroom setting are extraordinary. The decision of the Academic Dean is final.
2. Christendom accepts in transfer only those credits carrying grades of "C" (2.0) or above.
3. The College will count any non-repetitive liberal arts credits in the above categories toward the total number of credits required for either the [A.A.](#) or the [B.A.](#) degrees. Note that non-liberal arts courses are hereby excluded, e.g., mechanical arts, fine arts, vocational training and specifically pre-professional programs in such fields as business, agriculture, health services, etc.
4. The College will count against its core requirements only those credits in the above categories which match the said requirements in content and, at the discretion of the Academic Dean, for compatibility with the College's mission. Students must be prepared to give clear accounts of the content of any courses they wish to present in transfer to the College. Students should be aware that courses they have taken which match Christendom courses in terms of subjects covered may in some cases be disallowed in transfer because the point of view was so different as to fail to accomplish some of the important purposes, relative to the College's Mission, of the corresponding Christendom course.

5. Transfer of credits toward a major at the College is determined by the appropriate department chairman on the recommendation of the Academic Dean, who may routinely act within limits which the respective chairmen have set for their departments. No more than nine (9) credits will be accepted in transfer toward a major at the College.
6. A maximum of ninety (90) semester hours may be accepted in transfer towards fulfillment of degree requirements at Christendom College.
7. Credits earned more than ten (10) years before matriculation at Christendom College will not be accepted. Academic credit is not granted for life experience.
8. In all questions about the acceptance of transfer credit, the decision of the Academic Dean is final.

14.6 Advanced Placement

The College may grant both placement and credit toward the undergraduate degree through the Advanced Placement Examinations of the College Entrance Examination Board.

Advanced placement credit may be given for American History, Art History, Biology, Chemistry, Computer Science, English Literature and Composition, European History, French Language, American Government and Politics, Latin, Mathematics, and Physics.

Acceptance of advanced placement credit is not automatic; petition for acceptance of AP credit must be made to the Academic Dean. A score of 4 or 5 in any of the above-listed fields will be granted liberal arts elective credit, to the limit of 3 AP scores, towards fulfillment of degree requirements. On the recommendation of the relevant department chairman, the Academic Dean may grant credit toward fulfillment of certain departmental major requirements.

Christendom does not award credit based on College Level Entrance Placement (CLEP) tests; however, in special cases CLEP test results may be considered by the Academic Dean in granting an exemption from a required course.

14.7 International Students

International students follow all of the same application procedures except that they do not need to take or submit standardized test scores in order to be admitted. Please note, though, that the College only gives academic scholarship to students with certain standardized test scores. If an international student wishes to receive an academic scholarship, he would be advised to submit standardized test scores. Applicants whose native language is not English should arrange to take the Test of English as a Foreign Language (TOEFL) from the Educational Testing Service and have the results sent to the Admissions Office of Christendom College. Tests of Written English (TWE) and of Spoken English (TSE) are also recommended, though not required. Further information about TOEFL, TWE, and TSE may be obtained from the Educational Testing Service. At the College's discretion, a test of its own composition may be substituted for the above named tests. The College may require its own English competency test of any applicant.

International students must be prepared to accept full financial responsibility for their studies and residence while at the College. An official bank statement indicating the availability of funds to support the student for one academic year must be sent with the completed application.

14.8 Part-time Students

Students are normally not admitted as part-time students and are never admitted on an audit-only basis. Part-time and audit status are reserved for continuing students who need to complete their degree requirements. Students enrolled full time are not permitted to drop to part-time status (fewer than 12 semester hours) without the permission of the Academic Dean and the Dean of Students. Continued enrollment as a part-time student must be approved each semester by the Academic Dean and the Dean of Students.

Part-time students may not receive scholarships or other financial aid from the College.

Students are not normally admitted on non-degree status. This status is normally reserved for those students who have already completed a bachelor's degree and who have specific and limited academic objectives. Continued enrollment as a non-degree student must be approved each semester by the Academic Dean and the Dean of Students.

14.9 Readmission

Students seeking readmission after [academic dismissal](#) must submit a written request to the Admissions Committee stating their reasons for wishing readmission and provide sufficient evidence of improved academic ability. Such evidence normally includes two semesters of college-level work in a sciences and humanities curriculum with a minimum GPA of 3.0. Students readmitted after academic dismissal are admitted on [academic probation](#), and must achieve a minimum 2.0 semester GPA to continue their studies at Christendom College.

Students seeking readmission after dismissal for student-life issues must submit a written request to the Admissions Committee stating their reasons for wishing readmission and provide sufficient evidence of improvement. The Admissions Committee, together with the Dean of Students, will consider the request and set conditions for re-admission.

Students in good standing who interrupt their matriculation at Christendom College for whatever reason must submit a written request to the Admissions Committee stating their reasons for requesting readmission. In evaluating the request, the Admissions Committee will take note of the student's past college performance and may request additional information and set conditions for re-admission.

Students are bound by the academic requirements of the Christendom College Bulletin in force at the time of their latest matriculation.

14.10 Deposit