



# Santa Clara University

## TRANSFER ADMISSION AGREEMENT GUIDELINES & PROCEDURES 2011-2012

### Guidelines

1. Transfer Admission Agreements (TAAs) may be written for fall quarter admission only.
2. TAAs are submitted to Santa Clara University from January 1 to February 17th, which allows students to include their most recent transcript with fall term grades along with the TAA.
3. **Students must apply to SCU with the Common Application PRIOR to filling out a TAA with their community college counselor.** Students will need to provide proof (i.e. print out their confirmation number) that they have completed the Common Application and Supplement form to their counselor.
4. Required courses:  
*Note: See your school's most recent transfer guide for courses recommended for.*

#### College of Arts & Sciences:

- Two courses of English Composition
- One course of college-level mathematics (Bachelor of Arts) or two of college-level mathematics (Bachelor of Science)
- One course in Biological or Physical Science with a lab

#### Leavey School of Business:

- Two courses of English composition
- Two courses of Calculus
- One year of Accounting
- Macroeconomics
- Microeconomics

#### School of Engineering:

- Two course of English composition
- Two courses of Calculus
- One course of general Chemistry
- Two courses of calculus-based Physics

5. Additional required courses for particular majors:

Biology Major:

- One course of general Chemistry;
- One course of Biology listed on your school's Biology/Public Health Science Transfer Guide.

Chemistry Major:

- One course of general Chemistry

Physics Major:

- One course in calculus-based Physics

Mathematics and Computer Science Majors:

- Two courses in Calculus
- One course in calculus-based Physics.

Economics Major:

- One course in Calculus
- Microeconomics
- Macroeconomics

*Note: Santa Clara University offers an Economics degree in the college of Arts & Science and another through the Leavey School of Business. Please clearly specify "Business" or "Arts & Sciences" on the TAA.*

6. Grade Point Average: A minimum cumulative GPA of 3.3 in transferable courses is required for Arts & Sciences. The School of Engineering and the Leavey School of Business require a 3.5 GPA.
7. A student must earn at least 30 transferable semester units or 45 transferable quarter units, which must include the required courses listed above, by the end of the Fall term.
8. Students for whom English is not their first language must complete their two English composition and math courses with a B or higher by Fall term. If they have not satisfied these requirements, they must prove English proficiency. The minimum scores from one of the following exams are: TOEFL (PBT): 575, TOEFL (CBT): 230, iBT: 90, IELTS: 6.5, iTEP: 4.5, Pearson: 61, or SAT Critical Reading: 630.
9. Santa Clara University does not award academic credit for courses taken on a "Pass/No Pass" or "Credit" basis.
10. The following students are not eligible for TAAs:

- Students who have completed post-secondary coursework outside of the United States
- Students on academic probation who have been disqualified from another college or university
- Students who have completed a Bachelor's degree

## Procedures

1. Submit the Common Application no later than **February 1<sup>st</sup>**. A completed application includes the following: official transcripts from all college(s) and high school(s) previously attended, and one instructor evaluation. Students who are on F-1 visa must submit a Certification of Finances.
2. Student must show proof to his/her Community College Counselor of SCU application submission.
3. Community College Counselor will complete and submit the Transfer Admission Agreement.
4. Applications for TAA must include copies of transcripts from all colleges previously attended.
5. The completed TAA and transcripts are sent for approval to:  
  
Lisa Osteraas  
Transfer Advocate, Drahmman Center  
Santa Clara University  
500 El Camino Real  
Santa Clara, CA 95053-0513
6. The approved TAA will be returned with an admission decision directly to the student. Counselors will receive decision notifications via e-mail.