

CREDITS EARNED ELSEWHERE

Transfer Credit Policy

At least 48 of the 124 credits required for a degree must be residential credits earned from the College of Saint Benedict or Saint John's University. Residential credits include credits earned at CSB and SJU or one of its sponsored or approved study abroad programs. At least half of the credits required for the major, excluding supporting courses, must be earned from Saint Benedict's or Saint John's University.

Studies at Other Colleges

Students may complete out-of-residence courses and transfer them to Saint Benedict's and Saint John's provided the following conditions are met:

1. The college at which the coursework is completed is accredited by the appropriate regional accrediting agency at the time of enrollment.
2. Courses to be transferred are similar in content to courses offered for credit at Saint Benedict's and Saint John's. However, coursework already completed at CSB and SJU may not be taken again for credit. In addition, if a student has completed a higher level course or placed out of the course at CSB and SJU they may not earn credit again for the course.
3. A grade of C or higher is earned in each course.
4. The CSB and SJU Registrar's Office receives an official transcript directly from the college at which the courses were completed. An official transcript is a transcript marked with institutional security features, date, and appropriate signature. The College of Saint Benedict and Saint John's University accept official transcripts directly from another institution's Office of the Registrar or a secure authenticated designated party. The transcript must arrive at the CSB and SJU Registrar Office in an envelope sealed by the issuing institution or via an encrypted electronic method (adapted from AACRAO).
5. To graduate from CSB and SJU, 24 of your last 32 credits must be completed at CSB and SJU. Any concurrent credits taken elsewhere while enrolled at CSB and SJU would be considered part of the eight allowed.

It should be noted that:

1. Credits accepted for these courses are translated into semester credits according to the appropriate translation formula.
2. Grades earned for transferred coursework are not calculated into the student's cumulative CSB and SJU grade point average.

With advance approval, students may apply these courses towards Common Curriculum or Integrations Curriculum, major, minor or elective requirements. Coursework taken to complete Common Curriculum or Integrations Curriculum requirements requires advance consultation with and approval of the Registrar's Office or Academic Advising. Coursework taken to complete major requirements requires prior consultation and approval of the department chair.

For additional information, visit the Registrar's Office: Transfer Credits (<http://www.csbsju.edu/registrar/new-students/transfer-credits>) (<http://www.csbsju.edu/registrar/new-students/transfer-credits/>)

Upon completion of the transferable coursework, the student must request that an official transcript be mailed to:

CSB/SJU Registrar's Office
P.O. Box 5511
Collegeville, MN 56321

Colleges/Universities Outside of the U.S.

- Students who intend to transfer coursework from a foreign college or university must consult the Director of International Studies before beginning such study.
- You must have a professional transcript evaluation completed through World Education Services (WES, <http://www.wes.org/>) or a similar approved professional transcript evaluation service. The results must be sent to CSB and SJU for consideration.

Consult the Center for Global Education (<http://www.csbsju.edu/global/>) for further information.

Advanced Placement (AP)

Saint Benedict's and Saint John's participate in the Advanced Placement Program of the College Entrance Examination Board (CEEB). High school students who perform satisfactorily in advanced, college-level courses before college entrance and who demonstrate their achievement in tests of the Advanced Placement Program may have the results submitted for evaluation. Prospective students (both first-year and transfer) should send the results of AP examinations to the Admission Office prior to matriculation. Consult the Office of the Registrar or the Office of Admission for current policies (<https://www.csbsju.edu/registrar/new-students/transfer-credits/advanced-placement/>).

International Baccalaureate Program (IB)

Saint Benedict's and Saint John's participate in International Baccalaureate, a program assisting high school students to fulfill requirements of various national systems of higher education. High school students who have received the IB diploma and/or certificates are eligible for credit and/or advanced placement as determined by the appropriate academic departments. Prospective students should direct the International Baccalaureate Office to send testing results to the Admission Office prior to matriculation. Consult the Office of the Registrar or the Office of Admission for current policies (<https://www.csbsju.edu/registrar/international-baccalaureate-program-ib/>).

College-Level Examination Program

Saint Benedict's and Saint John's currently participate in the College-Level Examination Program (CLEP). CLEP provides examinations to evaluate nontraditional college-level education; it assists colleges to develop appropriate procedures for placement, accreditation and admission of transfer students; it assists adults who wish to continue their education to meet licensing and certification requirements. College credit will be given for successful subject examinations. The granting of credits is subject to approval by the appropriate academic department. Consult the Office of the Registrar, the Academic Advising Office or the Office of Admission for current policies (<https://www.csbsju.edu/registrar/new-students/transfer-credits/college-level-examination-program-clep/>).

Credit by Examination

Students may demonstrate that through previous experience or study on their own they possess the knowledge, skills and competencies normally

obtained by attending a certain class. This demonstration may allow students to be exempted without credit from a course so that they may enroll in a higher-level course. When appropriate, they may receive credit for the course. Students may consult with the chair of the department in which the course is offered to determine whether an appropriate examination may be arranged.