COPPIN STATE UNIVERSITY

CATALOG

2004 - 2006

2500 West North Avenue
Baltimore, Maryland 21216-3698

from community colleges, junior colleges or 4-year institutions are not awarded transfer credits for remedial or developmental courses. Credits are awarded for all courses that have been articulated by the appropriate academic department as approved by the established guidelines of the Academic Affairs Division or designated body.

Transfer credit is granted if a student has earned a grade of "C" or better. The grade of "D" is transferable only if it is part of a granted Associate of Arts degree or if the overall cumulative average from all sending institutions is 2.0 or greater. However, the grade of "D" in English courses or in courses required for the major is not transferable. All transfer credits from the institution not on the semester system will be converted to semester credits.

Coppin State University will accept up to 60 credits from two-year colleges and 90 credits from four-year colleges. In all cases, the applicant must complete the final 30 credit hours in residence at the CSU.

Evaluation of Transfer Credits

The Office of Admissions will provide a preliminary evaluation of transfer credits. The final transfer evaluation is available through the Admissions Office prior to enrollment and the Records Office after enrollment. After the first semester of enrollment, students should consult the Records Office regarding transfer evaluation updates.

GUIDELINES FOR READMISSION

Any previously matriculated student who does not attend the University for one or more semesters must apply for readmission to the University. Application forms are available in the Admissions Office. The priority deadlines for an admissions application for re-enrollment are June 15th for Fall and December 15th for the Spring semesters.

Students who have been suspended, withdrawn or on probation should apply in the same manner. However, readmit applicants should submit a letter explaining the relevant circumstances to the Student Academic Review Committee. Readmit applicants should submit all relevant documentation at least one month prior to the application deadline.

Readmit students must adhere to the criteria and guidelines of the Academic Advisement Office.

GUIDELINES FOR ADMISSION AS A NON-DEGREE STUDENT

A Non-Degree student is a student who is taking courses but is not formally admitted to degree-seeking status. Non-Degree seeking applicants must submit:

- A Non-Degree admissions application, and
- An official high school transcript verifying graduation or
- high school diploma or document,
- GED or high school equivalency or,
- a college transcript from an accredited institution verifying high school graduation Non-Degree Students are allowed to take courses not to exceed 55 credits before changing to degree-seeking status.

GUIDELINES FOR ADMISSION OF NON-DEGREE TO DEGREE-SEEKING STATUS

To obtain degree-seeking status, the Non-Degree student must follow the same procedures for admission as required for applicants seeking general admission to the University.

To be considered for admissions in a degree-seeking program, a non-degree student must:

- submit a complete admission application
- have a 2.0 or better GPA
- earn 12 credits
- re-apply for admissions consideration

GUIDELINES FOR INTERNATIONAL STUDENT ADMISSIONS

An international student applying for admission should submit a complete application with all documentation no later than April 15th for the fall semester or October 15th for the spring semester for priority processing. The following procedures should be followed by students applying for their bachelor's degree:

1. Obtain and complete an international application packet from the Office of Admissions.
2. Submit a non-refundable admissions application fee in U.S. dollars. A check from U.S. Bank or U.S. money order must accompany all applications.

2. Submit the following documentation:

a. Official or notarized secondary school academic records showing grades received annual mark sheets, examination certificates, and leaving certificate as they apply to the educational system in the student's home country. Records must be received for each of the last four years of secondary school or Advanced Level Scores.

b. Official or notarized record (transcripts) of all colleges, universities, post-secondary or professional schools attended.

c. A notarized English translation of all documents. Translations must be as literal as possible with no attempts to translate information into the United States System of Education. The University requires the use of American Association of Collegiate Registrars and Admissions Officers (AACRAO), or Association of International Educator (NAFSA) for course evaluation and admissions guidelines purposes.

d. Proof of English language proficiency of non-native English speakers by submitting either:

1. An official Test of English as a Foreign Language (TOEFL) results. All international applicants from countries whose native language is not English are required to take the TOEFL and earn a score of at least 500 (paper based) or 173 (computer based). Applicants must make their own arrangements for taking the TOEFL test. Inquiries should be made to TOEFL/TSE Services, P.O. Box 6151, Princeton, New Jersey 08561-6151, USA. The TOEFL website is www.toefl.org. The completed TOEFL form and the application fee must be sent to the ETS Office to insure timely receipt for processing at Coppin State University. The Coppin State University ETS code is 5122.

2. An official Scholastic Aptitude Test (SAT-I) or American College Testing (ACT) result as established by the University System of Maryland and Maryland Higher Education Commission. All students, who have not completed one full year of post-secondary school course work, i.e., 25 United States credit hours, must take SAT-I or ACT.

e. Financial certification. Applicants are required to provide official financial statements (i.e. bank statements) verifying that approximately US $22,000* is available annually in U.S. dollars to cover tuition, fees and living expenses. International students are required to pay out of state fees. (*Tuition and fees amount are subject to change. Contact the Office of Admissions for updated information.)

4. Visa Status

International students admitted to the University will receive from the Admissions Office the immigration forms needed to secure a student visa from the American Consulate. All admitted international students must notify the Counseling Center and Record's Office of his or her new local, campus (if applicable) and permanent mailing addresses. International students may only attend Coppin State University as a full-time degree-seeking student. Admitted international students should be prepared to pay all of their expenses for a minimum of one year prior to receiving an I-20. The University does not provide federal financial assistance for international students.

Applicants who have been accepted for admission will receive the Certificate of Eligibility I-20 form. This document is used by the student to apply for an F-1 student visa at an American Embassy or Consulate overseas. An I-20 is used for transferring from one institution in the United States to another. Undergraduate F-1 students will be expected to enroll as full-time degree-seeking students with a minimum of 12-semester hour credits. Immigration regulations forbid persons on student visas from accepting paid employment during their first year in the United States.

Applicants who hold permanent residence or parole visa status must list their alien registration number (A#) in the space indicated on the undergraduate application. They are processed for fee purposes as State residents if it is proven that they have established legal domicile in Maryland for one year. A copy of the applicant's alien registration card for verification must be submitted to the Office of Admissions.