

**PERFORMANCE CRITERIA: UNDERGRADUATE ADMISSIONS,
PROGRESSION AND GRADUATION
FOR THE SCHOOL OF NEW AND CONTINUING STUDIES**

This policy applies to all certificate and B.A. degree-completion programs within the School of New and Continuing Studies.

I. Undergraduate Admissions

- A. Minimum requirements for admission to the School of New and Continuing Studies are as follows: applicants must be 22 years of age at the time of admission and cannot currently be enrolled in any Seattle University program outside of NCS. In addition, all certificate students must have passed a college-level composition course and a college-level math course. All B.A. degree-completion applicants must have the equivalent of at least 60 hours of quarter college credit and a minimum cumulative G.P.A. of 2.00. NCS applicants must be in good social standing at the past collegiate institutions attended in order to transfer to Seattle University. Students who do not meet these requirements can appeal to the Dean's Office and request provisional admission through a process that includes interviews and letters of reference. Since all admissions decisions are holistic, meeting the criteria listed above does not guarantee admission. All applicants are assessed in terms of the full range of their academic and personal achievements, viewed in the context of the opportunities and challenges each has encountered.

II. Change of Major

- A. A petition for a *Change of Major, Degree, or Specialization* from within the School of New and Continuing Studies will be evaluated and signed by the appropriate program director or designee.
- B. A petition for a *Change of Major, Degree, or Specialization* from outside the School of New and Continuing Studies will be evaluated and signed by the appropriate program director or designee. Students must meet NCS's standards for admission and cannot be simultaneously enrolled in any Seattle University program outside of the School of New and Continuing Studies.

III. Readmission

- A. Determination of readmission at Seattle University is outlined in Policy #79-10. Students who have been absent for more than two consecutive quarters will be withdrawn and will need to apply for readmission based on the policies in effect at the time of re-enrollment.

IV. Progression

- A. No course may be taken for credit without the student having successfully completed the stated prerequisites with a minimum grade of **2.0**.
- B. Courses may be repeated according to University Policy #77-2, *Repeated Courses*.
- C. Students should see department handbooks or the Undergraduate Catalog for other specific progression requirements.

V. Academic Probation

- A. Determination of probation and the probation process at Seattle University is outlined in Policy #2005-2, Academic Probation, Dismissal and Reinstatement for Undergraduate Students. This policy applies to all students in NCS.

VI. Dismissal

- A. Determination of academic dismissal and the dismissal process at Seattle University is outlined in Policy #2005-2, Academic Probation, Dismissal and Reinstatement for Undergraduate Students. This policy applies to all students in NCS.

VII. Appeals

- A. The appeals process at Seattle University is outlined in Policy #2005-2, Academic Probation, Dismissal and Reinstatement for Undergraduate Students. This policy applies to all students in NCS.

VIII. Graduation

- A. All certificates and B.A. degree-completion degrees offered by the School of New and Continuing Studies require a minimum cumulative G.P.A. of 2.0. In addition, a cumulative G.P.A. of 2.0 is required in the major discipline itself.

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