

UNDERGRADUATE ACADEMIC POLICIES

Admission Requirements and Procedures

Applicants for admission must demonstrate evidence of their ability to complete college-level work based on previous successful academic performance.

Undergraduate students are accepted to the University as first-time freshmen and transfer students for fall and spring semesters.

Non-degree seeking students are allowed to take classes by completing a "Special Student" application form.

Note that some academic programs require additional criteria and materials to be reviewed for admission to their academic major. These programs include Nursing, Nursing BSN Completion, Business Administration, and Health Care Management Online.

In the event any of the policies or procedures outlined in this catalog conflict with program-specific handbooks provided by some academic programs, the terms, policies and procedures of the program-specific handbook will govern.

Requirements for Admission as a Freshman Student

1. Graduation from a U.S. high school (or its equivalent abroad), or satisfactory completion of the GED (General Educational Development Test) as verified on the application for freshman student admission.
2. A college preparatory curriculum that includes a total of 17 units in the following academic subjects:
 - 4 units in English
 - 3 units in Mathematics (Geometry, one full year of Algebra I or its equivalent, and another course above Algebra I)
 - 2 units in Social Sciences
 - 2 units in Science (one with a lab)
 - 3 units in two of the following three areas: Foreign Language, Computer Science, and Music/Art
 - 3 units of Electives
3. A grade point average of 2.5 or higher on a 4.0 scale
4. Satisfactory scores from either the SAT (Scholastic Aptitude Test) or ACT (American College Test): a minimum composite SAT score of 1030 in the Evidence-Based Reading, Writing, and Math tests. (If the SAT was taken prior to March 2016, a minimum composite score of 1390 in the Reasoning, Math, and Writing tests is required) or a composite ACT score of 20.

Application Procedures for Admission as a Freshman Student

Applicants should submit the following:

1. a completed freshman admission application, which is available on the University website [stfrancis.edu](http://www.stfrancis.edu) (<http://www.stfrancis.edu>), or via the Common App (the Common Application)

2. official transcript(s) of credits sent from the high school (*please note that all transcripts become the official property of the University of St. Francis and will not be returned or issued to another institution or party*)
3. SAT or ACT scores

Applicants will be considered for admission as soon as they have completed the application process. Decisions are made on a rolling basis starting in mid-June. Except in unusual circumstances, applicants will be notified within two weeks of completing the process.

Test-Optional Application Procedures for Admission as a Freshman Student

(Test-Optional Admissions is approved until Fall 2024)

All students admitted to the university through Test-Optional will be required to fill out a Pre-Registration Form before registering for classes to determine if any support services are needed.

Applicant should submit the following:

1. a completed freshman admission application, which is available on the University website [stfrancis.edu](http://www.stfrancis.edu) (<http://www.stfrancis.edu>), or via the Common App (the Common Application)
2. official transcript(s) of credits sent from the high school (*please note that all transcripts become the official property of the University of St. Francis and will not be returned or issued to another institution or party*)
3. an SAT or ACT score is not required unless the student is requesting for the test score to be used for admission review

Applicants will be considered for admission as soon as they have completed the application process. Decisions are made on a rolling basis starting in mid-June. Except in unusual circumstances, applicants will be notified within two weeks of completing the process.

Provisional Admission of Freshman Applicants

Freshman applicants who are not directly admitted may be considered for provisional admission and may be asked to submit additional materials, such as a personal essay, letters of recommendation, updated transcripts, an interview, or other information. Provisional admission is granted on the basis of each applicant's individual record and potential as indicated in the required documentation. The Admissions Committee and Academic Resource Center will determine if extra support or conditions are necessary for all provisionally admitted freshman students to help them achieve academic success. The extra support and conditions may include:

- being limited to a maximum of 14 credit hours during the first semester at the University to avoid overloading and to allow the student to better concentrate on being successful in each class. A full-time class load ranges from 12 to 18 credit hours.
- being required to participate in the Academic Resource Center's "Academic Achievement Seminar," a course that examines the skills and behaviors that are essential to success in college. The class size is small, which allows students to experience frequent interaction with the instructor and other students.
- being required to participate in the Academic Resource Center's Academic Coaching Program. This program involves status check-ups throughout the semester to ensure that students are making steady progress in their studies.

- being required to attain a 2.0 (“C”) cumulative grade point average in at least 12 credit hours at the end of the first semester at USF in order to continue to the next semester.

The conditions given above are designed to assist the student in meeting this goal. Once provisionally admitted freshman students have successfully completed their first semester, they are considered to have fulfilled the conditions of provisional admission and will henceforth be subject to all standard academic policies listed in this catalog.

Tuition Deposit

A \$100 tuition deposit is required by May 1 (December 1 for January admission) or 30 days after acceptance for those admitted after April 15. This deposit will be credited to the applicant’s bill. The tuition deposit is fully refundable until May 1 for students entering in the fall semester (January 1 for students entering in the spring semester).

Transfer Student Admission

The Office of Undergraduate Admissions and its admissions counselors serve students who are transferring from a community college or another 4-year college or university. Students who have earned a minimum of 12 credit hours or the equivalent from another accredited college or university beyond the secondary level are considered transfer students and may apply for admission as an undergraduate degree-seeking students to the University. Upon acceptance, transfer students may begin in the fall or spring semesters.

Requirements for Admission as a Transfer Student

All transfer students must meet the following requirements in seeking admission to the University:

1. Graduation from a U.S. high school (or its equivalent abroad), or satisfactory completion of the GED (General Educational Development Test) as verified on the application for transfer student admission
2. Demonstration of college-ready proficiency (grades of “C-” or higher in last three years) in:
 - a. English – through completed coursework equivalent to or higher than USF’s ENGL 111
 - b. Mathematics – through completed coursework equivalent to or higher than USF’s MATH 099
3. Possess a cumulative grade point average of 2.5 or higher from all previous college-level coursework
4. Eligibility for continued enrollment at the last post-secondary institution attended. Students who do not meet this requirement must submit additional proof of education or experience from any of the following:
 - a. military experience,
 - b. an explanation of interruption of schooling for one or more years,
 - c. work experience, or
 - d. previous academic performance.
5. Completion of all USF high school requirements, as noted under Freshman Student Admissions, for those transfers who have earned less than 24 credit hours of credit for 100 level or higher coursework.

Application Procedures for Admission as a Transfer Student

Transfer applicants should submit the following:

1. A completed transfer student admission application, which is available on the University website, [stfrancis.edu](http://www.stfrancis.edu) (<http://www.stfrancis.edu>).
2. Official transcripts
 - a. of all previous academic credit from any college and university attended
 - b. from high school for students with fewer than 24 credit hours or of whom specific coursework is required

Please note that all transcripts become the official property of the University of St. Francis and will not be returned or issued to another institution or party.

Transfer students will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis.

Provisional Admission of Transfer Applicants

Students who do not meet admission requirements or who have been previously dismissed may be considered for provisional admission and may be asked to submit additional materials, such as a personal essay, letters of recommendation, updated transcripts, an interview, or other information. Provisional admission is granted on the basis of each applicant’s individual potential as indicated in the required documentation. The Admissions Committee will determine if extra support or conditions are necessary for provisionally admitted transfer students to help them achieve academic success. The extra support and conditions may include:

- being limited to a maximum of 14 credit hours during the first semester at the University to avoid overloading and to allow student to better concentrate on being successful in each class. A full-time class load ranges from 12 to 18 hours.
- being required to participate in the Academic Resource Center’s “Academic Achievement Seminar,” a course that examines the skills and behaviors that are essential to success in college. The class size is small, which allows students to experience frequent interaction with the instructor and other students.
- being required to attain a 2.0 (“C”) cumulative grade point average in at least 12 hours at the end of the first semester at USF in order to continue to the next semester. The first two conditions given above are designed to assist the student in meeting this goal.

After successfully completing one semester at USF, provisionally admitted transfer students are considered to have fulfilled the conditions of provisional admission and will henceforth be subject to all standard academic policies listed in this catalog.

Tuition Deposit

A \$100 tuition deposit is required and will be credited to the applicant’s bill. The tuition deposit is fully refundable until May 1 for students entering in the fall semester (January 1 for students entering in the spring semester).

International Student Admission

International students at the undergraduate level must meet the same basic admission requirements as those required of incoming freshman or transfer students. Since there is variation in educational standards throughout the world, precise comparative standards and equivalencies are not always available and thus a credential evaluation is necessary.

Requirements for Admission as a Freshman International Student

International students seeking admission as incoming freshmen must submit the following:

- An application for freshman admission, either the traditional hard copy or online accessed on the University website, stfrancis.edu (<http://www.stfrancis.edu>)
- 2.5 cumulative GPA in all secondary (pre-college or university) coursework.
- SAT combined score of 1390 in Writing, Reading, and Math, if taken prior to March 2016; or SAT Evidence-Based Reading, Writing, and Math composite score of 1030 if taken March 2016 or later, **or** a composite score of 20 on the ACT. **Policy exception:** *When international applicants cannot or do not provide standardized scores, they can still be considered for admission but would not be eligible for academic scholarships.*
- Proof of English Proficiency as shown with either: TOEFL, IELTS, Pearson, Cambridge, iTEP, PTE, or with an ESL Certificate
 - TOEFL scores: 79-80 on the internet based test, 213 on Computer based test, 550 on paper based test
 - IELTS Ban score: 6.0
 - Pearson score 54
 - Cambridge 169-175
 - iTEP Academic Level 4
 - PTE General Level 3
 - Level 12 ELS Certificate or TLC Level 9 Certificate will also be accepted as proof of proficiency
- Official transcripts evaluated course by course with a grade point average equivalency, by a credential evaluation agency. This evaluation must be submitted before the I-20 will be issued.
- Students who meet all admission requirements including the minimum English language requirements will receive a letter of acceptance with no conditions.
- Students who meet all admission requirements **except** for the English language requirement will receive a conditional letter of acceptance requiring proof of English proficiency (either through a passing an English language exam as stated above or passing all Level III course work in the English Language for Academic Purposes program (ELAP).
- International students seeking admission to programs in which the university has entered into a Memorandum of Understanding will follow the requirements set forth in the terms of the Memorandum of Understanding.

International student applicants will be considered for admission once all required documents and test scores are received; decisions are made on a rolling basis. It is recommended that international students who want to begin in January, complete and submit all admission documents by Oct. 15. Students who want to begin in August, should complete and submit all admission documents by June 15.

Requirements for Admission as an International Transfer Student

International students who have completed academic work beyond the secondary level in a foreign country or in the United States are considered transfer students and must submit the following:

- A transfer student application for admission either the traditional hard copy or online accessed on the University website, stfrancis.edu (<http://www.stfrancis.edu>)
- 2.5 cumulative GPA in all College or University coursework.
- Applicants must show that they are English and Math ready. This means coursework equivalent or higher than Intermediate Algebra and College Writing I.
- Proof of English Proficiency as shown with either: TOEFL, IELTS, Pearson, Cambridge, iTEP, PTE, or with an ESL Certificate.
- TOEFL scores: 79-80 on the internet based test, 213 on Computer based test, 550 on paper based test
- IELTS Ban score: 6.0
- Pearson score 54
- Cambridge 169-175
- iTEP Academic Level 4
- PTE General Level 3
- Level 12 ELS Certificate or TLC Level 9 Certificate will also be accepted as proof of proficiency
- Official transcripts evaluated course by course with a grade point average equivalency, by a credential evaluation agency or USF internal equivalency. This evaluation must be submitted before the I-20 will be issued.
- Students who meet all admission requirements including the minimum English language requirements will receive an LOA with no conditions.
- Students who meet all admission requirements **except** for the English language requirement will receive a conditional letter of acceptance requiring proof of English proficiency (either through a passing an English language exam as stated above or passing all Level III course work in the English Language for Academic Purposes program (ELAP).
- International students seeking admission to programs in which the university has entered into a Memorandum of Understanding will follow the requirements set forth in the terms of the Memorandum of Understanding.

International student applicants will be considered for admission once all required documents and test scores are received; decisions are made on a rolling basis. It is recommended that international students who want to begin in January, complete and submit all admission documents by Oct. 15. Students who want to begin in August, should complete and submit all admission documents by June 15.

English Language Requirement

To ensure student success in the academic program, international students, for whom English is a second language, are required to provide proof of English language proficiency as part of the admission process.

Proof of English Proficiency as shown with either: TOEFL, IELTS, Pearson, Cambridge, iTEP, PTE, or with an ESL Certificate.

- TOEFL scores: 79-80 on the internet based test, 213 on Computer based test, 550 on paper based test
- IELTS Ban score: 6.0
- Pearson score 54
- Cambridge 169-175
- iTEP Academic Level 4
- PTE General Level 3

- Level 12 ELS Certificate or TLC Level 9 Certificate will also be accepted as proof of proficiency

Students who require additional English language preparation, can apply or will be directed to the English Language for Academic Purposes (ELAP) program at the University of St. Francis.

Native Speakers

Applicants from English speaking countries can be exempted from the proficiency test requirement if they originate from a country where English is the stand-alone language and if they have studied in a school that uses English as the language of instruction. In such cases, a writing sample may still be required to confirm proficiency.

Applicants from the following countries are eligible for exemption:

- Australia
- Canada
- Ireland
- New Zealand
- United Kingdom

ELAP International Student Admission Guidelines

Applying to ELAP Only Application requirements:

- High school graduate
- Completed ELAP Application
- TOEFL or IELTS score *if available*: (currently not required, but student should have at least an intermediate knowledge of English and should submit any previous record of English classes if available; if the student doesn't have a TOEFL score, they will be asked to complete a brief unofficial preliminary assessment to estimate their approximate English language ability; contact ELAP Dept. for that assessment)
- Ideal TOEFL scores: 50-78; IELTS Ban score: 4.5-6.0
- Copy of passport
- Current proof of financial support and completed Affidavit of Support form
- Official evaluated transcripts are **not** required if the student does not want to apply for provisional admission to a degree program

ELAP and Conditional Admission to a Degree Program

Application requirements

- All requirements for the undergraduate or graduate degree application
- High school graduate
- Completed ELAP Application which can be found at [stfrancis.edu](http://www.stfrancis.edu) (<http://www.stfrancis.edu>)
- TOEFL or IELTS score *if available*: (currently not required, but student should have at least an intermediate knowledge of English and should submit any previous record of English classes if available; if the student doesn't have a TOEFL score, student will complete a brief unofficial preliminary assessment to estimate their approximate English language ability)
- Ideal TOEFL scores: 50-78; IELTS Ban score: 4.5-6.0 for ELAP
- Copy of passport
- Current proof of financial support and completed Affidavit of Support form

- If the student wishes to apply for provisional admission to a degree program, official transcripts are required

The I-20

Once an international student is accepted to the University of St. Francis, an I-20 will be generated in order for the student to apply and receive their student visa. In order to receive the I-20, the following documents are needed:

- Affidavit of Support
- A copy of the bank statement of the student's sponsor showing funding for one year of tuition, fees and living expenses
- A copy of the student's passport with the student's picture
- Official transcript evaluation from a credential evaluation agency
- International student tuition deposit (this deposit will be credited towards the tuition)

International Student Tuition Deposit

Once a student is accepted to the University of St. Francis, a tuition deposit is required in order to generate the I-20. This tuition deposit is applied toward the cost of tuition. Questions regarding the tuition deposit should be directed to the Admissions office or the International Programs Office.

Additional Admission Requirements for Specific Undergraduate Programs Education Program

Transfer GPA from another institution

Incoming undergraduate transfer students intending to pursue a teacher license must have achieved an overall grade point average of at least 2.5 on a 4.0 scale – cumulative of all institutions previously attended. An associate's degree may not fulfill all of the Liberal Education requirements for a Professional Educator License. Preference will be given to applicants with an SAT composite of 1110 (26 writing), or an ACT composite of 22 (16 writing).

Nursing Program

In addition to meeting the general requirements for admission as a freshman or transfer student as outlined previously, students pursuing a nursing major must also meet the following requirements for admission:

Nursing Admission Requirements

- **High school students** are also expected to have successfully completed high school Biology, Chemistry, Geometry, and two additional Math courses including one full year of Algebra I or its equivalent or any other Math courses above Algebra I. High school students are admitted as pre-nursing and must also meet the same admission requirements as outlined for transfer students.
- **Transfer students** anticipating enrollment as a nursing major should submit an application for admission to the University and have transcripts forwarded to the Office of Undergraduate Admissions and Enrollment Services. An evaluation of credits will then be completed.

Admission Requirements

- Minimum cumulative GPA of 3.00 in all college coursework
- Minimum Science GPA of 2.75 in the required science courses (see below for a listing of the prerequisites)

Prerequisites

- College Writing I and II
- Foundations of Chemistry¹
- General Biology¹
- Human Anatomy¹
- Human Physiology¹
- Microbiology¹
- Introduction to Statistics
- General Psychology
- Life Span Development
- Introduction to Sociology
- Nutrition

General Education (must complete 3 of the following 5 five courses **prior** to enrolling in the nursing program:

- History
- Philosophy
- Speech Communication
- Theology (must be taken at USF)
- One general education course that meets outcome in literary inquiry; select from
 - ENGL 200 Introduction to Literature
 - ENGL 201 Nature Writing
 - ENGL 202 Travel Writing
 - ENGL 203 Introduction to African American Literature
 - ENGL 204 Know Thyself

¹ These courses are used to calculate the Science GPA for admission.

The Nursing Admission & Progression Review Committee will review applicants on a rolling basis. Once admitted to the Leach College of Nursing, students must maintain a 2.75 GPA to remain in good standing.

Nursing BSN Completion Program

Registered nurses seeking admission into the Nursing BSN Completion program must meet the following requirements:

- Completion of the Associate Degree in Nursing or diploma program with a minimum of 60-64 credit hours of transferable credit (a minimum grade of "C" is required for transfer).
- Possess current licensure as a registered nurse in appropriate state
- Submit two letters of reference from employers
- Have completed a minimum of 15 credit hours of general education

Nursing students from affiliated ASS programs seeking admission to the BSN Completion Program must meet the following:

- Students must complete a USF online admission application for the BSN Completion Program at least 8 weeks before the semester they desire to commence this program.
- The USF admissions committee evaluates applicants under this agreement on the basis of their academic record. Cumulative grade point average, performance trends, strength of curriculum and performance in courses related to the intended area of study are considered for specific program admission.

- Applicants under this agreement must hold a 2.5 or better grade point average to be eligible for admission to USF.

International students must demonstrate English language proficiency by TOEFL examination or have completed both COM-101 and COM-102 at MVCC with grades of B or higher to meet the English proficiency requirements of USF.

Special Notes for all Nursing Students: All students must meet health, immunization, CPR, HIPAA and OSHA requirements prior to any clinical placement. A national background check and panel drug screen is required for all non-licensed and RN degree completion students prior to admission to the nursing program.

Adult Degree Completion Programs Health Care Management and Business Administration

Students applying for admission must meet the following criteria:

- Minimum of 64 credit hours of college credit from a regionally accredited institution or an Associate's degree from a regionally accredited institution with a minimum of 64 credit hours
- Business Administration applicants must have completed a minimum of 15 hours of general education (included in the 64 hours minimum)
- Business Administration students must be 23 years of age or older or have two years of significant experience
- Minimum of 2.0 GPA

Students must submit:

- An application for admission with application fee
- Official transcripts from **all** colleges attended

Admission to Undergraduate Certificate Programs

Admission to a certificate program is decided on an individual basis, based on a variety of factors depending on the program. The prospective student should apply online for the desired certificate program by submitting high school transcripts and a statement of purpose. The applicant may be asked to submit further supporting material at a later date (such as a resume, letters of recommendation, etc.). The Dean of the College where the certificate is housed (or their designee) will review the application, consulting with others in the college or admissions as appropriate. The dean will be responsible for communicating the decision on admission to the Office of Admissions.

Non-Degree Seeking/Special Student Admission

Students who wish to enroll in courses at the University who are not degree-seeking or who are only attending for special courses are classified as special, non-degree students and need not submit previous transcripts or an application for admission. Students in this classification should seek registration information from the Office of Undergraduate Admissions.

Note: Withholding information or giving false information on any admission application will invalidate the application and may result in dismissal.

It is the policy of the University of St. Francis not to discriminate on the basis of sex, age, race, religion, color, disability, or national/ethnic origin in

its admission practices, educational programs, activities or employment policies as required by the Federal Civil Rights Laws.

Re-admission of Former USF Students

Former University of St. Francis students who have ceased enrollment for less than one year and have not attended any college or university since leaving the University may simply contact their previous academic advisor or the Registrar's Office for registration.

Former University of St. Francis students who have not attended the University for a year or more must re-enter the University through the Office of Undergraduate Admissions and will be required to fulfill the requirement of the catalog in effect at the time of re-entry. Students must update their student information by completing the transfer student application and, if applicable, submit official transcripts of all academic course work completed after leaving the University. Students who have holds and/or financial obligations must resolve them prior to re-admission. Students will be notified of their re-admission status upon receipt of all necessary information and transcripts.

Undergraduate students who have been dismissed from the university for academic deficiency may only apply for re-admission after at least one semester. During that time away they must have completed at least a semester of academic work with a grade point average of at least 2.0 or have pursued work or other responsibilities that demonstrate a commitment to achievement. Application for re-admission is made to the Office of Admissions. The Admissions Committee will review the courses taken and determine whether the student has demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis.

Evaluation of Transfer Credit

The Advising Center will evaluate transfer credit of all new undergraduate transfer students admitted to the University according to the following University transfer credit guidelines:

- Transfer credit will be acceptable only from institutions that are accredited or are in candidacy status by one of the regional accrediting associations. A maximum of 70 credit hours will transfer toward the bachelor's degree from a community college. (Nursing BSN Completion Program, B.S. in Business Administration, and Health Care Management programs accept a maximum of 90 credit hours.)
- A maximum of 96 credit hours will transfer toward the bachelor's degree from a bachelor's degree granting institution or a combination of credit hours from the bachelor's degree institution and a community college. Courses in the major and general education areas will be accepted as approved by academic departments.
- Courses with less than a "C" grade in major or major supportive requirements are not acceptable.
- Teacher Education courses must have been taken within the last 7 years for transfer to Teacher Education Programs General Education and elective courses with less than a "C" grade are not acceptable unless the student is certified as having completed the IAI (Illinois Articulation General Education Curriculum), which became effective for students beginning their college studies the Summer 1998 (or thereafter) as degree seeking candidates. (see the following section on IAI Policy for further information)
- AP (Advance Placement), CLEP, DANTES, prior learning portfolio, and other proficiency credit evaluated by the previous accredited institution will require a reevaluation by the Advising Center. Students must turn in official documentation from the credit granting party.

- Courses that are remedial, developmental, or pre-college are not acceptable for transfer to the University.
- Transfer courses for major, concentration, or minor programs completed more than seven years prior to acceptance must be reviewed to determine if the course(s) may be applied to those programs. Undergraduate students must petition for this review through the Academic Advising Center. The Academic Advising Center will forward this request to the appropriate department chair or college dean (in colleges without departments) for approval.
- Transfer course grades are not computed into the GPA at the University of St. Francis.

IAI (Illinois Articulation Initiative) Policy

The University of St. Francis is a participant in the *Illinois Articulation Initiative (IAI)*, a statewide agreement that allows transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the general education core curriculum at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied with the exception of 'mission specific' requirements such as theology and philosophy. This agreement became effective for students entering an associate or baccalaureate degree-granting institution as a first time freshman in the summer of 1998 (and thereafter). For more information on the *Illinois Articulation Initiative (IAI)*, refer to the website at [itransfer.org](http://www.itransfer.org) (<http://www.itransfer.org>).

Transfer students to the University of St. Francis who have completed the Illinois Transferable General Education Core Curriculum as approved by IAI and have been certified as complete by the sending institution will have completed the University of St. Francis general education requirements except for the 'mission specific' requirements of theology and philosophy. Certification of the Illinois Transferable General Education Core Curriculum must contain the following minimum requirements:

Illinois Transferable General Education Core Curriculum

Area	Number of Courses	Credit Hours	Special Requirements
Communication,	3	9	A two course sequence in writing and one course in oral communication
Mathematics	1 or 2	3	Prerequisite to approved math course: intermediate algebra and geometry
Physical and Life Sciences	2	7	One life science, one physical science, one course must have a lab.
Humanities and Fine Arts	3	9	One humanities, one fine arts, one from humanities or fine arts

Social and Behavioral Science	3	9	Two disciplines must be represented (disciplines include: Anthropology, History, Economics, Human Geography, Political Sciences, Psychology, Sociology, and Interdisciplinary Social/Behavioral Sciences)
Total	12-13	37-41	

Transfer students who have **not** completed the Associate of Arts (AA) or the Associate of Science (AS) degree or have not been certified as completing the Illinois Transferable General Education Core Curriculum as approved by IAI must complete the general education requirements as specified by the University of St. Francis. Courses satisfying general education requirements will be evaluated on an individual course basis. Any courses with less than "C" grades of students entering the University in this status will **not** be accepted.

Native students, students entering as first-time freshmen to the University of St. Francis, re-entry students to the University of St. Francis who have not earned a baccalaureate oriented Associate of Arts (AA) or Associate of Science (AS) degree prior to re-enrolling to the University or students attending another institution concurrently while attending the University of St. Francis must complete the University of St. Francis general education requirements. Concurrently enrolled students must seek approval from the academic advisor and Registrar on courses fulfilling general education and major program requirements. USF students may request to be certified as having completed the IAI requirements at St. Francis by completing an IAI Certification Review form in the Registrar's Office.

The following agreement is effective for transfers to the University of St. Francis who began their college studies the Summer of 1998 and thereafter as degree seeking candidates and have been certified by the sending institution to have completed the Illinois Transferable General Education Core Curriculum as approved by IAI:

- Transfer students who earn a baccalaureate oriented Associate of Arts (AA) or Associate of Science (AS) degree from an accredited Illinois institution prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 credit hours of philosophy and 6 credit hours of theology.
- Transfer students who have been **certified** as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI, minimum of 37 credit or 56 quarter hours, satisfactorily from accredited Illinois institutions prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 credit hours of philosophy and 6 credit hours of theology.
- In accordance with IAI standards, the University of St. Francis will accept courses with "D" grades in all applicable courses within the Associate of Arts (AA) or Associate of Science (AS) degree (excluding education and nursing majors). Courses with less than "C" grades that are major or major supportive requirements are **not** acceptable.
- The University of St. Francis will accept courses with less than "C" grades in courses acceptable for the Illinois Transferable General Education Core Curriculum of those transfers who have been **certified** as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI (excluding education and nursing majors). Courses with less than "C" grades that are major or major supportive requirements are **not** acceptable.
- AP, CLEP and proficiency credit as evaluated by the verifying institution as having fulfilled any Illinois Transferable
- AP, IB, CLEP and proficiency credit as evaluated by the verifying institution as having fulfilled an Illinois Transferable General Education Core Curriculum requirement will be evaluated after official transcripts have been received.
- Credit from a non-IAI participating institution evaluated by the verifying institution as having fulfilled any Illinois Transferable General Education Core Curriculum requirement will be evaluated after official transcripts have been received.