School for Professional Studies Applicants

Admission Requirements

1. Age: 22 years or older.

2. Work Experience: at least three years or the equivalent.

3. Education: high school diploma or composite GED score of at least 2250.

4. Interview: successful completion of an admission meeting with an admissions counselor where all informal transcripts are reviewed.

5. Grade Point Average: A minimum transfer cumulative GPA of 2.0 (If you do not have a minimum cumulative grade point average of 2.0, you may be eligible for provisional admittance.)

Admission Procedures

Step 1 – Complete Application
Complete the entire application for admission. Application forms can be obtained on our website at professionalstudies.slu.edu or by calling 314.977.2330 or 800.734.6736. Applications are accepted and processed on a rolling basis. Students are encouraged to apply for admission at least one month before the term in which they wish to enroll.

Step 2 – Submit Application
Submit the Application online, via fax at 314.977.2333 or via U.S. mail to:

Saint Louis University
School for Professional Studies
221 North Grand Blvd.
St. Louis, MO 63103.

Step 3 – Obtain Transcripts
If you are an applicant seeking a degree or if you are seeking a certificate and you have not earned a bachelor’s degree, you must obtain official transcripts from all previous college course work. If you have never attended college or have less than fifteen college credits, you need to provide evidence of a high school diploma or GED.

If you are an applicant seeking a certificate and you have a bachelor’s degree, you need only provide an official transcript from your primary higher education institution or evidence of a high school diploma or GED.

Non-degree applicants only need to provide unofficial copies as needed for prerequisites.

Ask each school to mail your official transcripts directly to:

Saint Louis University
School for Professional Studies
221 North Grand Blvd.
St. Louis, MO 63103.

Step 4 – Meet with Admissions Counselor
Contact an admissions counselor to discuss the status of your application and your educational and career goals. You may schedule an appointment to speak with an admissions counselor over the phone or at any of our campus sites. Appointments are available during business hours, weekday evenings and Saturday mornings. Bring unofficial copies of your college transcripts to your admission meeting, or fax them to 314.977.2333. A writing and/or math assessment test may be necessary during or shortly after the admissions meeting if you are bringing in little or no transfer credits for these areas.
All students at SLU must have a record that a tuberculin skin test has been completed within the last year. You may complete this immunization through your health care provider or by scheduling an appointment with Student Health Services at 314.977.2323. Students taking strictly online courses are waived from this requirement.

Once admitted into the School for Professional Studies, you may begin taking courses in the next available term. If applicable, a letter identifying official acceptance of transfer hours will be forwarded when official transcripts have been received and evaluated. If you have questions about the admission process or the status of your application, please call 314.977.2330.

**Admission Categories**

New students are initially admitted under one of three categories:

1. **Conditional admission** may be granted when a student wants to enroll in classes, but has not yet forwarded all official transcripts. Conditional admission allows an applicant to enroll for one term only. In order to be considered for enrollment in future terms, the student must ensure that the University receives all requested documentation before the end of the first term. The student who does not meet these conditions will be blocked from future registration until all transcripts are received and evaluated. Until an official transcript evaluation can be completed, there is no guarantee that courses taken will apply toward a specific degree.

2. **Provisional admission** may be granted to a student who has met all admission criteria except the 2.0 minimum cumulative transfer GPA. The provisional student’s first four courses will be determined in conjunction with her/his academic advisor. In order for the student to gain clear admission status, the student must complete these courses with a SPS minimum cumulative GPA of 2.0 or higher. If the student’s SPS cumulative GPA is below 2.0, the student will be subject to dismissal at the end of the semester.

3. **Clear admission** applies when the student has met all admission criteria.

4. **Deferred admission** applies if, at any point during the admissions process, the School for Professional Studies determines that further information is needed in order to make a decision regarding a student’s admission into the program. In this case, SPS will defer an admission decision and forward a letter indicating what action the student must take before a final decision can be made. A deadline for completing these steps will also be provided. Students who have questions about deferred admission policies should contact their admissions counselor.

**Transfer Credit Policy**

1. Only college-level transfer courses with grade of “C” or above will be considered for acceptance and application toward a Saint Louis University degree.

2. The cumulative GPA for transfer courses is calculated on all grades from course work of all colleges attended.

3. In the case of repeated transfer courses, grades will be calculated according to the policy of the institution from which the two courses were taken.

4. Only transfer credits from regionally accredited institutions will be considered for transfer to Saint Louis University.

5. The maximum number of transferable community college hours is 64 and the maximum number of transferable credit hours from an accredited four-year institution is 90.

6. Developmental, secretarial, and highly technical courses of an applied nature may not transfer.

7. Transfer course work will be evaluated and accepted in relationship to the specific degree sought in SPS. In order for transfer credits to apply to courses within the major or minor fields, the transferring coursework must have been completed within ten years (excepting ENGL 190, or its equivalent, for which coursework must have been completed within five years). Classes that meet core curriculum and elective requirements will be accepted, regardless of age, unless the course is required for the student’s major or minor. Special considerations for specific classes will be examined on a case-by-case basis.
8. Due to Saint Louis University John Cook School of Business AACSB accreditation standards, SPS students may not apply more than 30 credit hours of "business related" courses toward their degree.

9. There is a standard of writing proficiency at Saint Louis University that students in SPS are required to demonstrate. To assure fulfillment, transfer credits in composition will be held in escrow. If below standard writing skills are demonstrated in SPS classes, students will be required to retake course work in writing to meet the proficiency requirement. Writing proficiency can be established through a written examination. If proficiency in writing is demonstrated, the transfer credit in composition will be accepted.

10. Official course evaluations will be performed after ALL official transcripts and supporting documents have been received. An official academic plan will then be completed to identify courses accepted toward the degree.

Download community college transfer guides at www.slu.edu/x10991.xml. We have transfer guides established with the following area schools and/or programs: Jefferson College, Lewis & Clark Community College, Mineral Area College, St. Charles Community College, St. Louis Community College and Southwestern Illinois College.

**Academic Advising**

Students work with an admissions counselor during the admission process and initial registration, and then with an academic advisor throughout their remaining coursework in SPS. Together, the admissions and advising team assist students with their admission, orientation, academic planning and registration.

The academic advising process is considered a very important aspect of a student's educational experience at Saint Louis University. Goals of the advising process are to assist students in their understanding of academic requirements, to nurture intellectual maturation and self-confidence, to encourage students to take an active role in the advisement process, and to foster mentoring relationships between advisors and students.

To make an appointment with an advisor, call the SPS office at 314.977.2330 or 800.734.6736. Advisors are available by appointment at the St. Louis, Belleville, Boeing and BJC Healthcare locations. Evening and daytime appointments are available.