



**OFFICIAL POLICY**

12.1.6

**POLICY FOR APPLICANTS FOR UNDERGRADUATE  
ADMISSION: Degree and Non-Degree**

**02/24/2026**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN  
EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.  
THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR  
ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE  
CONTENTS OF THIS DOCUMENT, IN WHOLE OR PART, AT ANY TIME. NO  
PROMISES OR ASSURANCES, WRITTEN OR ORAL, WHICH ARE CONTRARY TO  
OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY  
CONTRACT OF EMPLOYMENT.**

**Policy Statement**

The purpose of this policy is to codify the undergraduate admissions policy of the College of Charleston. The major features of this policy are described separately in the College's undergraduate catalog.

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**Policy Manager and Responsible Department or Office**

Office of Undergraduate Admission

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**Policy**

**Undergraduate Admissions Policy Statement:**

In support of the statement of the institutional mission, the College of Charleston seeks applicants capable of successfully completing degree requirements at leading urban institution and pays particular attention to identifying and admitting students who excel academically. The College of Charleston serves a diverse student body from South Carolina and attracts students from national and international communities. The Office of Undergraduate Admissions carries out this mission by adhering to the following admission policies.

The College of Charleston encourages applications from all academically qualified persons. There is no discrimination in the admission process based on the applicant's gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veterans' status, genetic information, or disability.

### **First Year Admission**

A first-year applicant is a person who has completed less than 12 college-level credit hours at another institution. Applicants who attended a post-secondary institution while still in high school are classified as freshmen.

First-year applicants must have earned either a high school diploma, its international equivalent, or a high school equivalency credential prior to enrolling.

The College of Charleston maintains a holistic review process involving both quantitative and qualitative components which guide the office of admissions in reaching their final decisions. The admissions committee carefully weighs all information provided in all applications, including but not limited to: student's academic preparation (which includes grades, rank in class, and rigor of courses taken), SAT and/or ACT results if provided, personal statements and essays, leadership qualification, and special talents. Special circumstances are considered, and each application is reviewed and evaluated individually by admissions professionals.

Applicants for first-year admission must submit:

- A completed application form with a non-refundable application fee, or application fee waiver.
- Official or unofficial high school records complete up to the time of application.

Students who enroll must submit:

- Official final transcripts of secondary school or high school equivalency credential, including verification of graduation and receipt of a diploma. Official final documentation must be submitted prior to the first day of class for the admitted term.
- Students who have completed post-secondary coursework, including dual enrollment coursework while in high school, must submit the official final college transcript(s) even if the coursework is posted to their high school transcript and regardless of if they expect to receive credit.

- If applying with test score(s), official SAT or ACT test results must be sent directly from the testing agency.

To be well-prepared for the challenging academics at the College of Charleston, first-year applicants should take a rigorous secondary school program of study that includes a variety of subjects. The following curriculum shows the best preparation for enrollment at the College of Charleston. This curriculum also ensures that South Carolina students are in compliance with the course requirements from the South Carolina Commission on Higher Education for entry into South Carolina four-year colleges.

The College of Charleston admissions committee can consider applicants who have not taken all of these courses due to circumstances beyond their reasonable control. Students or their school counselor may address unmet coursework in a statement to the office of admissions.

English            4 units, including one unit of English literature and one unit of American literature. Two units should have strong grammar and composition components.

Mathematics    4 units. Includes Algebra I and II, and geometry. A fourth higher-level math selected from among Algebra III/Trigonometry, pre-calculus, calculus, statistics, discrete mathematics, or a capstone math course.

Laboratory Science    3 units (4 recommended). Two of the units must be in biology, chemistry or physics.

World Language    2 units in the same world language.

Social Sciences    3 units. Includes one unit of U.S. history. Government and economics are recommended.

Physical Education or ROTC or Marching Band with PE    1 unit

Fine Arts            1 unit. Appreciation of, History of, or Performance in one of the fine arts.

Electives            1 unit. A college preparatory course in computer science (programming, not keyboarding) is recommended. Other acceptable electives include college preparatory

course in English, fine arts, world languages, humanities, laboratory science, mathematics, and social sciences.

### **Homeschool and High School Equivalency Students**

The College will respect each state's homeschool laws. If the state does not require an accredited homeschool curriculum, the College will abide by those rules for admission consideration. South Carolina homeschooled students must show proof of one of the three options for homeschooling in SC Code of Law §59-65. If no option is met, a high school equivalency credential (such as GED) is required.

For all homeschool and high school equivalency students, regardless of residency, the full academic history of all high school coursework and grades is required. Submission of the SAT or ACT is required for homeschooled students; this testing requirement may be waived for students who complete dual enrollment classes or Advanced Placement and/or International Baccalaureate classes. For applicants submitting a high school equivalency credential such as GED, HiSET, or TASC, the SAT or ACT are not required. However, submitting a standardized test score is strongly recommended if it has been less than one year since the student received their high school equivalency diploma.

### **Cougar Advantage Program**

First-year students at a public South Carolina high school in the top ten percent rank at the time of application will be automatically admitted to the College of Charleston.

### **First Year Impact (FYI) Program (Provisional Admission for First-Year Students)**

Some first-year students are required to participate in the FYI program as a condition of their admission. These students are identified during the admission review process and if selected, are notified in their decision letter. Upon matriculation, FYI students are assisted by special academic support services to ensure that they are given a solid foundation on which to build their academic success. The FYI program is managed by the Academic Success and Retention Office.

### **Gap Year**

First-year students who have been admitted are eligible for a gap period up to one academic year. A gap semester or year typically consists of a program or period of non-credit bearing experiential activities that are undertaken after high school graduation. All gap plans must be approved by the Dean of Admissions. Transfer and early decision students are not eligible for deferred enrollment or gap period. If a student enrolls as a degree-seeking student at another institution during their gap period, acceptance to the College will be voided and the student will be considered a transfer applicant.

### **College Coursework Elsewhere During Gap Period**

If a student enrolls as a degree-seeking student elsewhere, acceptance to the College will be voided and the student must reapply as a transfer student. Any credit-granting experiences will not be transferable.

Please note: a change in status from first-year to transfer will void any previously offered institutional scholarships. Additionally, South Carolina residents should be aware of the [LIFE](#) scholarship eligibility requirements once college coursework has begun.

### **iCharleston**

iCharleston is a one semester, international, residential program that gives selected applicants provisional admission to the College of Charleston. iCharleston consists of one semester of coursework at an international partner collegiate institution. iCharleston participants are identified and invited to participate through the College of Charleston's first-year admissions process.

### **Transfer Admission**

A transfer applicant is a person who has completed 12 or more college-level credit hours at another institution. Prior to the first day of class for the admitted term, a final official transcript is required from each college or university attended, regardless of if credit was earned or courses completed. Failure to provide information regarding each college or university attended or failure to submit transcripts may result in withdrawal of any offer of admission, restrictions on registration, and/or dismissal from the College.

Academic and/or disciplinary information from previous collegiate institutions is required whether or not a student was considered in attendance at that institution.

Transfer applicants must not be serving academic suspension at that or any other institution. Students who are serving disciplinary suspension or have other disciplinary or criminal violations, including pending charges, must disclose this information in the application. Subsequent documentation may be requested.

Transfer admission guidelines strongly suggest a minimum cumulative GPA of 2.400 from all previous institutions attended, calculated on a 4.000 scale. Special circumstances are considered, and each application is reviewed and evaluated individually by admissions professionals.

### **Admission to the Bachelor of Professional Studies (BPS) program**

To be admitted to the BPS degree program, students must meet transfer or readmission admissions requirements and have completed an associate in arts (AA) or an associate in science (AS) degree or have completed 30 transferable credits of college-level work (general education and electives) and be at least 21 years old.

### **Veteran Admission**

Students who have previously served active duty, in the reserves or in the national guard must apply as transfer students and submit an official or unofficial Joint Services Transcripts (JST) or Community College of the Air Force transcripts (CCAF) from their respective branch of service. Prior to the first day of class for the admitted term, a final official transcript is required from any college or university attended while in service, whether or not credit was earned or courses completed. Failure to provide information regarding each college or university attended or failure to submit transcripts may result in withdrawal of any offer of admission, restrictions on registration, and/or dismissal from the College.

Academic and/or disciplinary information on their service record or from previous collegiate institutions is required whether or not a student was considered in attendance at that institution.

### **International Student Admission**

International applicants, being defined as anyone who is not a citizen of the United States (U.S.) or a U.S. permanent resident, are required to provide additional documentation. U.S. citizens who are applying with educational credentials from outside of the U.S. may need to submit international documentation and testing, but are not required to provide the financial certification information. In addition to submitting first-year or transfer application materials, international students must provide proof of English proficiency, certification of adequate funds to meet their educational expenses, and the following documents:

These documents include but are not limited to:

- A copy of their current passport identification page and U.S. immigration document, if applicable. Additional documentation regarding citizenship and citizenship status may be required.
- An unofficial or official copy of secondary and post-secondary transcripts, with certified word-for-word English translations.
- A course-by-course evaluation of post-secondary work from any non-U.S. institution. For transfer credit to be evaluated, an official evaluation must be submitted from a NACES-approved credential evaluation agency along with English course descriptions/syllabi for each course. A current list of preferred evaluation services can be found on the website.
- Applicants must provide a certificate of finance that demonstrates specific information regarding their ability to meet the cost of attendance and living at the College. Details about the required financial certification and documentation can be found on our website.
- Demonstration of English proficiency via submission of one of the following six English proficiency exam scores. An unofficial or official copy of the applicant's English proficiency test score report is required. International applicants may qualify for an English proficiency exam waiver if English is the native language, if they have completed at least 24 credit hours at an accredited U.S. university, or based on academic performance in advanced-level English coursework.
- iBT TOEFL: minimum overall score of 80

- IELTS: minimum overall score of 6.5
- iTEP Academic Plus: minimum overall score of 3.8
- SAT Reading and Writing section: minimum score of 500
- ACT minimum Reading score of 18 and English score of 20
- Duolingo English Test: minimum overall score of 105

Special circumstances are considered, and each application is reviewed and evaluated individually by admissions professionals.

### **Readmit Students**

For undergraduate students returning after an absence from the College, a cumulative College of Charleston GPA of a 2.000 or greater is required for admission. If a student has attended another college or university in the interim, official transcripts must be submitted for review.

For students who left the College with less than a 2.000 cumulative GPA, the Academic Success and Retention Office will individually evaluate and make a decision on the readmission of the candidate based on their current potential for academic success.

### **Transfer Credit**

Students must submit official transcripts in order to be evaluated for transfer credit. Coursework successfully completed with a grade of “C” (2.000 on a 4.000 scale) or higher at a regionally accredited college or university can be considered for transfer credit.

The College of Charleston accepts up to 90 semester credit hours from regionally accredited 4-year institutions and up to 66 semester credit hours from 2-year institution, including all credits earned by examination (e.g., Advanced Placement, International Baccalaureate).

Students may decline transfer credit for one or more courses in order to complete a course at another institution as a transient or cross-registered student.

The acceptance of transfer credit ultimately resides with departmental or program faculty in the corresponding discipline. We participate in the South Carolina two-year college’s articulation agreement identifying courses that transfer among and between public colleges and universities in South Carolina.

The student assumes responsibility for presenting all documentation requested for transfer credit. An official transcript containing the requested transfer coursework from all institutions attended is required for transfer credit evaluation to the College of Charleston.

Regardless of the student's citizenship, applicants with coursework from a college or university outside of the U.S. must also submit official transcripts (academic records) with word-for-word English translations to a NACES-approved credential evaluation agency for verification and a course-by-course evaluation. Responsibility for the translation and evaluation of documents to meet deadlines, as well as all costs associated with these services, are the responsibility of the student applying for admission. Upon receipt of the official course-by-course evaluation and the English translations, the transfer credit evaluation can be conducted. Additional class descriptions and/or syllabi may also be requested in order to facilitate transfer credit. Complete information about international transcript evaluation, along with a list of approved credential evaluation agencies, is located on the website.

### **Second Degree Admission**

Students wishing to complete a second undergraduate degree will follow the transfer or readmission admissions guidelines, although most students who have earned bachelor's degrees will be admitted. Transfer credit policies apply to students seeking a second degree.

### **Non-Degree Admission**

Access into many of the College's undergraduate courses is facilitated through non-degree enrollment via the office of admissions. 60+ students, high school dual enrollment students, certificate students, visiting students from other post-secondary institutions as well as individuals who wish to obtain higher education for employment purposes, graduate school preparation or for personal interest are encouraged to participate. Non-degree students must submit credentials that are appropriate to demonstrate their ability to satisfactorily complete coursework at the College. Students may need to show proof that course prerequisites have been met.

### **The following policies and procedures are applicable to all applicants and matriculating students:**

#### **Appeal of admissions decision**

Every student that is not offered admission to the College has the right to appeal their decision. The committee only accepts student-initiated appeals. An applicant should only appeal if there is substantial new information that the committee was not aware of at the time of the original decision. An applicant may not appeal just to request a second review of their application. Special circumstances are evaluated on a case-by-case basis by an admissions professional.

#### **Disciplinary violations**

If reported, conduct and disciplinary information will be considered. The student's application is read and evaluated by an admissions professional and then if indicated,

the application moves to the Dean of Admissions for a second review. The Dean will include campus partners in a review if deemed necessary.

Additional documentation may also be requested from the student if deemed necessary. A decision is released to the student based on the totality of the application through the holistic review process, including academic information, extracurricular involvement, character, etc. The decision will be released with all other admission decisions as scheduled for each admission decision round.

### **Financial Aid**

Federal financial aid is only available to students in degree-seeking status.

### **Privacy and Security Policies**

Information on the privacy and security policies governing applicants' personal information can be found online at <https://charleston.edu/policy/policy-list.php>.

### **Applicant Requests to View Admissions File**

Applicants reserve the right to request viewing of their admissions file.

### **Lawful Presence Verification**

Section 17 of the South Carolina Illegal Immigration Reform Act (codified at S.C. Code Ann.59-101-430) requires South Carolina public colleges and universities to verify the lawful presence (i.e., A citizen, national or alien lawfully present of the United States) of their students prior to registration for classes.

Lawful presence verifications for U.S. citizens will be completed by the following:

- Verifying a submitted Free Application for Federal Student Aid (FAFSA), or
- Verifying official federal or state documents for proof of identity attached to the lawful presence form and submitted through the admitted student portal.

Additionally, section 8-29-10 of the South Carolina code of laws indicates that for an applicant who has indicated they are a non-U.S. citizen, eligibility to matriculate shall be made through the Systematic Alien Verification of Entitlement (SAVE) program operated by the United States Department of Homeland Security.

### **Disputes in Policy Application**

Any dispute over the application of this policy shall be resolved by the Provost (or the Provost's designee). The decision of the Provost (or the Provost's designee) shall be final, except in those cases when a student petition on some matter under the authority

of the Committee on Academic Standards, Admissions and Financial Aid is presented to the Committee for review and determination.

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### **Departments/Offices Affected by the Policy**

Office of Undergraduate Admission  
Office of Financial Assistance and Veterans Affairs  
Office of the Provost  
Office of the Registrar  
Center for International Education  
School of Business (Bachelor of Professional Studies)

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### **Procedures Related to the Policy**

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### **Related Policies, Documents or Forms**

Faculty/Administration Manual  
College of Charleston Undergraduate Catalog

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| <b>Issue Date: 03/6/2013</b><br><b>Revised: 11/16/2015</b><br><b>Revised: 08/23/2016</b><br><b>Revised: 10/10/2018</b><br><b>Revised: 02/20/2026</b> | <b>Next Review Date: 02/24/2031</b> |
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**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 12.1.6

President or  
Chairman, Board of Trustees

A handwritten signature in blue ink, appearing to read "André Haer", is written over a horizontal line.

Date: 2/24/2026