



TRANSFER ADMISSION AGREEMENT
GUIDELINES & PROCEDURES 2009-2010

Guidelines

1. Transfer Admission Agreements (TAAs) may be written for fall quarter admission only.
2. TAAs are submitted to Santa Clara from January 1 to March 31, which allows students to include their most recent transcript, including the fall term grades along with the TAA.
3. Required courses:
Note: See your school's most recent transfer guide for courses recommended for particular majors

College of Arts & Sciences:

- Two courses of English Composition
- One course of college-level mathematics (Bachelor of Arts) or two of college-level mathematics (Bachelor of Science)
- One course in Biological or Physical Science with a lab

Leavey School of Business:

- Two courses of English composition
- Two courses of Calculus
- One year of Accounting
- Macroeconomics
- Microeconomics

School of Engineering:

- Two course of English composition
- Two courses of Calculus
- One course of general Chemistry
- Two courses of calculus-based Physics

4. Additional required courses for particular majors:

Biology Major:

- One course of general Chemistry;
- One course of Biology listed in the transfer guide

Chemistry Major:

- One course of general Chemistry

Physics Major:

- One course in calculus-based Physics

Mathematics and Computer Science Majors:

- Two courses in Calculus
- One course in calculus-based Physics.

Economics Major:

- One course in Calculus
- Microeconomics
- Macroeconomics

Note: Santa Clara University offers an Economics degree in the college of Arts & Science and another through the Leavey School of Business. Please clearly specify “Business” or “Arts & Sciences” on the TAA.

5. Grade Point Average: A minimum cumulative GPA of 3.3 in transferable courses is required for Arts & Sciences and Engineering transfers. The Leavey School of Business requires a 3.5 GPA.
6. A student must earn at least 30 transferable semester units or 45 transferable quarter units, which must include the required courses listed above, by the end of the Winter/Spring term. Courses planned for the summer term will not be considered in the TAA.
7. Students for whom English is not their first language must complete the SAT I (Scholastic Assessment Test) and TOEFL (Test of English a Foreign Language). The minimum required score on the TOEFL is 213 (computer based). A minimum score of 530 is required on the verbal section of the SAT I and the composite SAT score must be 1100. Students who have completed the English composition and Math requirements, and have achieved at least B grades, are exempted from submitting SAT I. Students who have completed the English Composition requirement, and have achieved at least B grades, are exempted from submitting a TOEFL score.
8. Santa Clara University does not award academic credit for course taken on a “Pass/No Pass” or “Credit” basis.
9. The following students are not eligible for TAAs:
 - Students who have completed post-secondary coursework outside of the United States
 - Students on academic probation who have been disqualified from another college or university
 - Students who have completed a Bachelor’s degree

Procedures

1. Applications for TAA must include copies of transcripts from all colleges previously attended.
2. The completed TAA and transcripts are sent for approval to:

Marisela Rubio
Associate Director, Undergraduate Admissions
Santa Clara University
500 El Camino Real
Santa Clara, CA 95053-0513
3. The approved TAA will be returned within six to eight weeks unless it is incomplete or inaccurate.
4. If a TAA is approved for a student, the student must submit a completed official admission application to Santa Clara University by the April 15th deadline in order to be officially admitted.