

UNDERGRADUATE TRADITIONAL PROGRAMS

General Admission Information

Candidates for undergraduate admission to Concordia University must be graduates of a regionally accredited high school or home school or hold the General Education Diploma (GED). Applicants must be persons of good moral character. First year students may apply for admission for fall or spring terms. Transfer students may apply for admission for the fall, spring, or summer terms. Early application is encouraged. The priority deadline for fall admission is December 1 and the final deadline is August 1. The final deadline for spring admission is December 1.

Academic Requirements and Procedures

Transcripts should demonstrate that candidates have successfully completed requirements in the following high school subjects: four years of English, two years of history/social sciences, two years each of mathematics and science, two years of fine arts, and one year of health/physical education. Applicants who have not had the college preparatory courses indicated above may be admitted upon examination of their academic records, provided they meet other admission criteria.

First-Year Students

To be admitted to the university, first-year students must:

1. Demonstrate a minimum unweighted high school 2.0 GPA.
2. Complete the Undergraduate Application for Admission (<https://www.csp.edu/apply/>).
3. Submit an official high school transcript (in-progress and final transcript after graduation).

Transfer Students

To be admitted to the university, transfer students must:

1. Demonstrate a minimum cumulative college 2.0 college GPA.
2. Complete the Undergraduate Application for Admission (<https://www.csp.edu/apply/>).
3. Submit official transcripts from all post-secondary institutions attended.
4. Submit a high school transcript if fewer than 12 semester college credits have been completed post-high school.

Students who fall below the minimum GPA requirement may be asked to submit additional admissions application materials or an academic success essay. Students who do not meet the minimum GPA requirement may be asked to submit additional application materials, such as an academic success essay.

Transfer students who have completed the Associate of Arts (AA) degree or the Minnesota Transfer Curriculum (MnTC) may satisfy Concordia's general education requirements, excluding 6 credits of religion and major-specific courses.

Some academic programs require a separate application or approval. Please review the program page or contact Admissions for details.

Acceptance to Concordia University

All prospective students will be notified by email of the action taken on their application. Materials submitted should demonstrate that applicants satisfactorily meet admission criteria set by the faculty of Concordia University. Exceptions are considered by the Undergraduate Admissions Committee. Appeals may be made to the Vice President for Enrollment Management.

Immunization Requirements for Traditional Students

Minnesota State Law (statute 135A.14) requires that traditional students must submit their immunization records to have on file at the university prior to attending their first semester. Students who do not submit these records will have a hold placed on their academic records until this requirement is met.

Concordia Admissions Department will inform students how to submit the immunization information, either electronic or paper documentation.

Required immunizations:

1. Tdap (Tetanus-Diphtheria-Pertussis) must be given less than 10 years ago.
2. MMR (Measles, Mumps, Rubella)

Recommended immunizations:

1. Hepatitis B series
2. Meningitis
3. Varicella (chicken pox)
4. Hepatitis A series
5. Human Papilloma Virus series
6. Annual Flu shot

Students living and studying in close contact are more susceptible to some illnesses/infections/diseases so please consider that when deciding on immunizations.

Exemptions

Minnesota Law provides these exemptions from immunizations:

1. Conscientious Objection based on held beliefs. This exemption must be received prior to the student's first term, signed by the student (or parent/guardian) and notarized.
2. A Medical Exemption may be issued because of a contraindication to an immunization based on some medical condition. Medical exemptions must be signed by a licensed medical provider.

If there is an outbreak of the disease of objection, the student will need to be immunized at that time or excluded from classes until the outbreak is over.

Unable to Locate Dates of Immunizations

If a student cannot locate immunization records the options are:

1. Get the required immunizations again and submit the date/s.
2. Have a blood test (titer) to determine the immune status and submit the information.

Post-Baccalaureate Students

Students who hold a bachelor's degree may apply for an additional undergraduate degree, licensure, or certification by submitting the undergraduate admissions application and selecting the appropriate student type.

Visiting Students

Concordia University welcomes students on a temporary basis who have been regularly admitted to another regionally accredited post-secondary institution. This enrollment is generally offered to provide special courses at Concordia University that may not be available at the other institution, to meet a temporary special interest, or to provide coursework in the student's present local environment.

In order to be admitted as a visiting student, a basic demographic information form must be completed by the previous college or university (where student was regularly admitted) as well as a form verifying the student's admission and giving the institution's approval for the student's registration plan.

Course requests are submitted to the registrar who acts as advisor to the student. If the student wishes to complete a program, regular admission procedures apply.

Re-Admission of Former Students of Concordia University

1. Apply for re-admission through the Office of Academic Advising. No application fee is required.
2. Submit information concerning activities since last attending Concordia University, send appropriate letters of recommendation if required, and include a statement of educational objectives.
3. Request official transcript of credits earned at other institution(s) to be sent to the Registrar.

International Students

International applicants must meet all undergraduate international admission requirements (<https://www.csp.edu/admissions/international-admissions-undergraduate/>) and provide the following:

1. Complete the undergraduate admission application.
2. Submit official transcripts. All international transcripts must be evaluated by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
3. Submit a copy of a valid passport.
4. Provide proof of English proficiency. Accepted exams and scores are listed here (<https://www.csp.edu/admissions/english-language-proficiency/>).
5. Submit a financial certification form and proof of funding for at least one academic year

I-20 is issued upon admission and enrollment deposit received.

Post-Secondary Enrollment Option Program (P.S.E.O.)

The PSEO program (<https://www.csp.edu/admissions/pseo/>) allows eligible high school juniors and seniors to take college courses at CSP tuition-free, earning both high school and college credit simultaneously.

PSEO Application Deadlines:

- Fall: May 1
- Spring: December 1

Application Requirements:

- Complete the PSEO application
- Official high school transcript demonstrating an unweighted minimum 3.0 GPA
- Completion of the Postsecondary Enrollment Options Notice of Student Registration Form (MN State Form)

Students admitted to the Concordia University PSEO program have the opportunity to take 100-200 level course. Upper-level courses are available only with the permission of the university's PSEO Coordinator. Religion courses, independent studies, and summer courses are excluded. Additional fees may not be covered by the PSEO program (i.e. technology fees, private music lessons, etc.)

Academic Disqualification – PSEO students who receive a cumulative GPA of less than 2.00 will be academically disqualified and dismissed from the Concordia University PSEO program. Students may appeal their academic disqualification to the university's PSEO Coordinator.

Advanced Placement Program

Concordia University will grant credit for most College Board Advanced Placement (AP) Examinations to students with a grade of three, four, or five. Students should have an official score report sent to Concordia University (code number 6114). Concordia University's AP credit policy is posted on www.csp.edu (<http://www.csp.edu>).

College-Level Examination Program

Concordia University will grant credit for most College-Level Examination Program (CLEP) results to students with a score of 50 or higher. Only those exams listed in the CLEP credit policy will be accepted. Students should have an official score report sent to Concordia University, Saint Paul – code number 6114. Information about the CLEP examinations can be found at www.collegeboard.com/student/testing/clep/about.html (<http://www.collegeboard.com/student/testing/clep/about.html>). Concordia University's CLEP credit policy is posted on www.csp.edu (<http://www.csp.edu>).