



TRANSFER ADMISSION AGREEMENT CRITERIA FOR SAINT MARY'S COLLEGE OF CALIFORNIA & San Mateo Community College District

Transfer Admission Agreements must be signed and submitted to Saint Mary's College by December 1st for Fall semesters and March 1st for Spring semesters. Contracts may not be written for more than one (1) year in advance of the transfer semester and must be submitted for the Fall and Spring semesters only.

TAA Admissions Criteria

- Complete a minimum of 45 semester transferable units with a minimum 2.6 GPA by the time of transfer.
- Be in good academic standing in the last term, with a minimum GPA of 2.0.
- Earn a minimum 2.0 cumulative GPA in courses required for the major.
- Complete two years high school algebra or their equivalents and one year high school geometry with a grade of "C" or higher prior to enrolling at Saint Mary's College.

TAA Procedures

Student

- Initiates TAA with counselor
- Reviews and signs TAA form
- Submits TAA form to community college counselor
- Meets with Saint Mary's College counselor
- Submits Saint Mary's College application during appropriate filing period

Community College Counselor

- Reviews TAA form with student
- Enters information about units completed, coursework in progress and planned, any "Other" requirements
- Gathers transcripts (can be unofficial) and other documentation
- Indicates agreement by signing form
- Forwards agreement with all supporting documentation to Transfer Center Director

Community College Transfer Center Director

- Reviews TAA form and supporting documentation
- Indicates agreement by signing form
- Forwards agreement with copies of all transcripts and other documentation to:

Saint Mary's College of California
Associate Dean of Transfer Admissions
PMB 4800
Moraga, CA 94575

Saint Mary's College of California

- Reviews form upon receipt from community college
- Signs form or returns form for corrections
- Returns appropriate copies to the community college and the student
- Keeps agreement in Admissions Office pending receipt of application
- Upon receiving student application, give TAA applicants a high priority



Transfer Admission Agreement
Saint Mary's College of California and San Mateo Community College District

Name _____ Major _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone (____) _____

With this agreement, you are guaranteed admission to Saint Mary's College of California provided that you satisfactorily complete all requirements listed in (1), (2), and (3) below and file an application for admission while Saint Mary's is still accepting applications (by December 1st for Fall, March 1st for Spring) for the _____ term, 20_____.

Your eligibility requirements include the following:

1. At the end of the _____ term, 20_____, you have completed _____ transferable semester units with a minimum GPA of 2.6.
2. You are required to complete _____ additional units including the following courses:

Courses in Progress/Community College

Courses Planned/Community College

Total Units _____

Total Units _____

3. Other Requirements:

- a. Earn a minimum of 45 transferable semester or 67 quarter transferable academic units.
- b. You must be in good academic standing in your last term, with a minimum GPA of 2.0.
- c. You must earn a minimum 2.0 cumulative GPA in courses required of your major.
- d. Complete two years of high school algebra or their equivalents and one year high school geometry with a grade of "C" or higher prior to enrolling at Saint Mary's College.
- e. Other: _____

I hereby certify that the information which I provided to substantiate number (1) above includes any and all courses/units from all postsecondary institutions I have attended. I am aware that this agreement is null and void in case it is found that information I have so provided is not complete or is inaccurate. I further certify that I do not hold or have not earned a four-year degree from any institution of higher learning.

Student Signature _____ Date _____

SMCC Counselor signature _____ Date _____

Transfer Center Director Signature _____ Date _____

Saint Mary's College Representative _____ Date _____