

International Students

International students may apply for admission to Anna Maria College. Anna Maria College is a member of the Common Application. Alternatives to the Common App include either Anna Maria's own online application or a downloadable paper application. All may be accessed at www.annamaria.edu/admission. With the official application, international applicants must furnish original documents or official certified copies indicating the nature and scope of their educational program. Applicants must submit the following:

- Official secondary school transcripts are required (an official English translation of such may be requested and students will be notified if this is needed) and, if applicable, all college transcripts. Students submitting official college transcripts will need to submit an official course-by-course evaluation from a professional evaluation service (e.g., Center for Educational Documentation or World Education Services) for consideration of transfer credit.
- Students whose native language is not English may be required demonstrate their English proficiency. There are multiple ways to satisfy this requirement. Applicants should submit results of one of the following: TOEFL, IELTS, Cambridge Advanced English Exam (CAE) or the Pearson Test of English (PTE) exam and exam work from the Duolingo English Language test. The recommended scores for direct admission into undergraduate degree programs are as follows. TOEFL 72, IELTS 6.0, PTE 50, Duolingo 3.6-4.0 or higher, or the CAE 58.
- This English language requirement may be waived if the student has attended a U.S. high school or college for at least two years or if the student is a citizen of a country where English is the native language.

Countries Anna Maria College considers to have English as the native language include: Australia, Burundi, Botswana, Cameroon, Canada (except for the Province of Quebec), Commonwealth Caribbean Countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ethiopia, Eritrea, Gambia, Ghana, Ireland, India, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, New Zealand, Nigeria, Rwanda, Saint Helena, Seychelles, Sierra Leone, Somaliland, South Africa, Sudan, Swaziland, Tanzania, Uganda, United Kingdom (England, Northern Ireland, Scotland, Wales), the United States, Zambia, and Zimbabwe.

- An original 250- to 500-word essay detailing educational objectives must be submitted
- Official documentation from a financial institution certifying ability to meet all financial obligations for one academic year is required. The dollar amount is subject to change if tuition, fees or room and board charges are modified.

Re-admission to the College

Students who attended Anna Maria College within the past two academic years, have not taken any college-level coursework elsewhere, and would like to re-enroll in the same program in which they departed Anna Maria College should contact the Student Success Center.

Students who were previously enrolled as Nursing majors may only be re-admitted once to the nursing program. A leave of absence from the nursing program may not exceed two academic semesters of nursing courses and will be granted on space availability. Returning students must abide by the policies and guidelines of the Nursing Student Handbook for the class in which they re-enter.

Students who attended Anna Maria College **more than** two academic years ago and/or have taken college-level coursework elsewhere must reapply to the college and their previous program through the Office of Undergraduate Admission. Students must adhere to the transfer admission standards set forth in the College Catalog and the Office of Undergraduate Admission website.

Deposit

Once students have been admitted, a deposit of \$300 for commuter students or \$500 for resident students is required to hold their place in the entering class. Once the deposit has been paid, students will then be eligible to receive important documentation about enrolling at Anna Maria College. The payment will be credited to the student's tuition and fees balance.

Recommended Deposit Deadline

Fall Semester

Freshmen -	May 1
Transfers -	May 1, then 3 weeks after date of acceptance

Spring Semester

Freshmen -	December 15
Transfers -	December 15

Deferring Admission

New students (graduate and undergraduate) must email the Office of Admission to make a formal request to postpone enrollment by August 1st for the fall semester and by December 1st for the spring semester. Students admitted through Fall Freshman admission are permitted to postpone their enrollment for one year. An exception will be made for students who must complete two years of mandatory national military service; in these cases, a two-year postponement will be permitted. Students admitted through January Freshman admission are permitted to postpone enrollment for one semester.

If your postponement request is approved, it will be your responsibility to keep your contact information up to date during the postponement period. In the month of January preceding your new enrollment term, we will ask you to reconfirm your intent to enroll by paying an additional non-refundable \$300 commuter/\$500 Resident Enrollment deposit fee. There will be a \$100 Enrollment fee for Graduate students. This will provide us of your continued intention to enroll.

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International students that are not granted an F-1 Visa do not need to submit an enrollment deposit until they are approved for their F-1 Visa. Requests are approved only to pursue non-academic experiences; therefore, no academic coursework may be taken during the postponement period. A student may only postpone enrollment up to three semesters. There is no initial deposit to defer the first time. Any subsequent deferrals will require a non-refundable \$500 Deferral Fee.

A student who falls behind the "Minimum Required/Probation Level" progression at the completion of any semester is placed on academic probation for the following semester, regardless of GPA.

Academic Dismissal: Forced Withdrawal

The College reserves the right to exclude at any time any student whose academic conduct or standing is seriously deficient. A student may be forced to withdraw from the College for academic reasons when:

- The student has been on probation for more than two semesters.
- The student's semester or cumulative GPA is substantially below the 2.0 minimum requirement.
- The student has been found in violation of the College's Standards of Academic Conduct in the Student Code of Conduct.

Academic Warning and Probation

If a student's semester or cumulative GPA falls below 2.0, the student may be placed on academic warning or probation. At the end of each semester, the Vice President of Academic Affairs reviews all students with a CGPA below 2.0 and places them on academic warning or probation. Any student whose academic record reflects persistent academic deficiencies is also eligible for probation, suspension or dismissal. Please refer to the *Student Handbook* for policies related to student athlete eligibility.

Credits Attempted	GQPA	Decision
1-18	Between 1.51 - 2.00	Academic Warning*
1-18	Between 1.00 - 1.50	Academic Probation
1-18	At or Below 1.00	Academic Suspension
19-59	Between 1.75 - 2.00	Academic Probation
19-59	Below 1.75	Academic Suspension
60 and over	Between 1.85 - 2.00	Academic Probation
60 and over	Below 1.85	Academic Suspension

*A student may be placed on academic warning for only one semester.

Voluntary Withdrawal

Students who wish to withdraw are required to file an official date of withdrawal with the Vice President for Student Success before leaving the campus definitively. Students participating in college or federally funded loan programs must schedule an exit interview with the fiscal officer. Students withdrawing from college during any semester earn no credit. The last day to withdraw from the college with a grade of W is stipulated in the academic calendar. Students withdrawing after that date will receive F's for the semester. Students who voluntarily withdraw from the College while on probation will remain on probation if they are readmitted.

Readmission

Students who leave the College whether by the formal withdrawal procedure or otherwise and who wish to return in subsequent semesters, must contact the Program Dean/Director to discuss

potential eligibility related to their program of studies before attempting to register for classes. Please note that all regulatory agency requirements and/or current program requirements will need to be met for program completion.

Students who have been away from the College for two years or more or who have attended another college while away will need to reapply through the admissions office as well as being cleared by the Vice President for Academic Affairs.

Courses Taken at Other Colleges

Once enrolled, matriculated students who wish to take a course at a college outside Higher Education Consortium must first seek permission from their academic advisor. The academic advisor will submit a permission form to the Registrar's Office

Course Attendance

Required attendance at scheduled class meeting times is clearly defined by each instructor at the beginning of each term and is specified in the course syllabus.

Pass/Fail

Full-time juniors and seniors are permitted to take one non-required (elective) course each semester on a pass/fail basis. Students have eight weeks from the first day of class to complete the pass/fail request from the Registrar's office. A minimum grade of C- must be achieved to be considered a passing grade. The grade of P does not receive quality points and is not counted in determining the quality point average. The grade of F is included in the CQPA. Pass/Fail grades may not be changed to letter grades after the posted deadline.

Withdrawal from a Course

Students wishing to withdraw from a course after the drop/add deadline, published in the academic calendar, must meet with their academic advisor. The academic advisor will submit a Course Withdrawal form to the Registrar's Office using the in-house forms program. Once the change is processed, the student, the instructor and advisor will receive an email confirmation through their Anna Maria College email account. Students are not considered officially withdrawn until they receive a confirmation email from the Registrar's Office. A grade of W will be recorded once the student is withdrawn from a course. The Withdrawal period is stipulated in the academic calendar for each semester. Ceasing to attend classes or notifying the instructor does not constitute an official withdrawal. A student who fails to properly withdraw from a class will receive a grade of F for the course.

Grade Reports

Interim grades – After the seventh week of classes (in a traditional semester), student interim grades are accessible on the Anna Maria College web page.

Final Grades - At the end of each semester, the student's grade report is accessible on the Anna Maria College web site (www.annamaria.edu). An official printed grade report will be sent to the permanent home address only upon written request of the student.