

School of Continuing & Professional Studies

Rosemary Osso, Assistant Dean

Mission Statement

The mission of the School of Continuing and Professional Studies is to prepare nontraditional students for success in diverse professional environments. SCPS is committed to creating and offering programs designed to serve the nontraditional student population with a particular focus on advancing their careers and/or fulfilling academic goals. The School of Continuing and Professional Studies is dedicated to offering programs in convenient and flexible formats.

Admission Requirements

The admissions committee process includes an ongoing review of student application materials to ensure prompt admissions decisions. Applicants will be assessed primarily based on the following criteria:

- An undergraduate cumulative grade point average (GPA) of 2.75 on a 4.00 scale is typically required for admission to SCPS graduate programs. However, other factors can be considered in the decision for admission.
- Official college transcripts. Sealed or official electronic copies of college transcripts should be sent directly to Manhattan College.
- Personal qualities (evident by the applicant's resume, which should include examples of academic, professional, and extracurricular achievement)
- Recommendations
 - Applicants must submit one letter of recommendation attesting to the applicant's intellectual ability, leadership potential, and ability to complete the program.
- Personal Statement
 - Applicants are required to submit an essay that reflects program interests as well as personal and professional goals.

Transfer Credit Policy

SCPS advising will review credits obtained from the following:

- An accredited institution of higher education,
- CLEP exams and/or
- Professional training credits accredited through NCCRS.

Your advisor will evaluate all credits from your previous academic experiences. However, only those credits applicable to your program will be transferred based on the evaluation completed by SCPS advising. The SCPS advising team receives official transcripts and assesses all credits completed. Once transfer credits have been determined and approved, the student will receive a transfer credit evaluation.

For graduate programs, credits must have a B or better and may transfer up to six credits. Once the transfer credits are approved, the Assistant Dean will confirm with the student who has requested credit assessment.