

School of Continuing & Professional Studies-General Information

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Historical Note

In 1973, the College established the School of Continuing and Professional Studies (SCPS) to provide skills development courses for lifelong learners. SCPS evolved into an undergraduate degree completion program in 1997. This program offered professional students an alternate pathway to achieving their baccalaureate degree. Since then, SCPS has expanded its academic portfolio to meet the changing needs of adult learners. In 2012, SCPS launched its first-ever master's degree, the M.S. in Organizational Leadership. A year later, the School followed the M.S. with a B.S. in Organizational Leadership, featuring concentrations in general leadership studies and allied health administration. In 2015, SCPS established the organizational leadership master's online program, making the degree the College's first 100% program online. In recent years, SCPS has dedicated itself to strengthening the College's programming for second language learners, establishing the Camino Program in 2017. This program, the first associate degree at the College, provides native Spanish-speaking students an opportunity to complete their degree while improving their English language proficiency. The SCPS Non-Credit Division started in 2018, offering various courses for K-12 learners and working adults. The purpose of the non-credit programs is to provide learners, both young and old, with the necessary skills and tools to achieve their educational goals and needs. Our accelerated, blended, cohort-based programs have made SCPS the school of choice for thousands of employees from corporations such as Consolidated Edison, UPS, the MTA, and NYPD. These professionals have turned to the School of Continuing and Professional Studies to prepare themselves for leadership positions that not only impact their current roles but the roles they may seek in the future.

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 non-traditional 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.

Admissions Requirements

Applicants for any SCPS undergraduate program are required to provide the following:

- Official High School transcript or GED report and, if applicable, college transcripts. Sealed or official electronic copies of college transcripts should be sent directly to Manhattan College.

- Current resume demonstrating at least two years of professional experience or comparable competency after completing high school.
- Two letters of recommendation. Letters should be written by individuals who can write about your personal and professional qualities, such as a supervisor, colleague, teacher, clergy, or military personnel. In both letters, your references should clearly explain their relationship to you.
- Written personal statement (minimum of 500 words) sharing your educational, professional, and personal goals and a description of how your professional and life experiences make you a good fit for this program. You should also provide examples of how your experiences outside of your education have prepared you to be a student in the Continuing and Professional Studies program.

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 undergraduate programs, for credits to be accepted, they must have a grade of C or better. Students may transfer up to 75 credits. Once the transfer credits are approved, the Associate Dean will confirm with the student who has requested credit assessment.