Thank you for your interest in Saint Leo University!

Admissions Requirements
A complete summary of admissions requirements can be found in the University Catalog. Applicants should submit the following materials as far in advance as possible. (1) Completed application form, (2) Completed registration form, (3) $80 application fee, (4) A 3.0 or higher GPA in the last 60 hours of upper-division work that led to the bachelor's degree from a regionally accredited institution, or master's degree from a U.S. regionally accredited institution with a 3.0 or higher GPA, a GRE or MAT test score is not required. If the GPA is below 3.0, applicants must submit either GRE test scores or MAT test scores taken within the last 5 years during the application consideration period. (5) Current Resume. (6) Statement of professional goals. (7) Copy of professional teaching certificate. (8) Official transcripts from all post-secondary institutions previously attended sent directly from the former institution to the Office of Admissions. Graduates or former students of Saint Leo University do not need to submit transcripts if they have been previously submitted and are on file at the University.

Admissions decisions are competitive and based on consideration of all criteria. Non-degree seeking students may be admitted for up to 6 credit hours, as long as they provide proof of an undergraduate degree (copies of transcripts) or proof that they are in “good standing” in another graduate degree program, with a GPA of ‘B’ or better.

Transferring Credits
Saint Leo University recognizes credit only from regionally accredited institutions. Up to six credit hours of graduate coursework completed at other institutions may be accepted toward the master's degree requirements if such coursework is determined to be content equivalent to one or two of the required courses in the curriculum. Only graduate work in which the student earned a grade of B or higher will be transferred to fulfill degree requirements.

In order to receive transfer credits, you will need to submit a copy of your official transcripts along with a written request for transfer credit to the Office of Graduate Admissions. You will be notified if any other information is required to complete your transcript review.

Saint Leo University Refund Policy
Refunds of tuition for withdrawal from courses are given on the following schedule:
• 100 percent tuition refund if course withdrawal occurs by the end of the add/drop period.
• 75 percent tuition refund if course withdrawal occurs after add/drop and before the end of week two.
• No refund for any course with withdrawal after the end of week two.

Laboratory and special course fees are 100 percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted in writing to the Office of Student Financial Services, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Cohort Information
Although our classes are predominately scheduled to meet one night per week at the same time and location throughout the program, we reserve the right to change the meeting time, class size, day and/or location due to any unforeseen or extenuating circumstances including building closings.

Tuition Information
The 2012-2013 cohort tuition rate is $342 per credit hour for these off-campus and online Master's degree programs. In addition, a technology fee of $120 per online course will be charged. This price includes a 17% discount for educators and those pursuing an education degree.