



Transfer Students

Applicants who have previously attended another regionally accredited or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students. Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the Admissions Committee.

Unconditional Admission of Transfer Students

For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all **duly** accredited postsecondary institutions attended. Transfer students who meet requirements for admission to a course creditable toward an associate degree shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students.

Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the college prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeals process established at the institution for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL – ACADEMIC PROBATION. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.

General Principles for Transfer of Credit

1. Courses completed at other regionally accredited postsecondary institutions with a grade of C or better will be accepted for transfer as potentially creditable toward graduation requirements.
2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
3. A transfer grade of “D” will be accepted when the transfer student’s cumulative GPA is 2.0 or above.