



Transfer Students

To be considered for admission, transfer students must be eligible to return to the institution last attended. Applicants must submit official transcripts from all colleges and universities previously attended. Transfer students who have earned fewer than 30 semester hours of transferable credit must satisfy all requirements for admission as Entering Freshmen. Transfer students who have earned 30 or more semester hours of transferable credit (excluding non-traditional sources) must have a minimum transfer grade point average of 2.0 and have completed any learning support requirements and/or college preparatory curriculum deficiency requirements.

Transfer students must demonstrate proficiency in communication technology and information literacy. Competency must be demonstrated within one year of admission. Additionally, courses taken at previous institutions to satisfy deficiencies in CPC requirements will not transfer for credit in baccalaureate programs.

Students that transfer to CSU from an institution outside of the University System of Georgia will take the Regents' Test their first semester of enrollment. Students that transfer to CSU with up to 18 hours from an institution within the University System of Georgia will be permitted to take the test during their first semester of enrollment at CSU. Students that transfer more than 18 hours will be required to enroll in the Regents' Skills courses their first semester of enrollment at CSU.

Admission on probation. A student on academic exclusion or suspension from another institution must sit out the mandatory exclusion period as set forth by CSU (see [academic standing](#) section) and meet transfer admission requirements to be considered for admission on academic probation (see Transfer Student section). To be eligible for continued enrollment, the student must attain a minimum grade point average of 2.0 or higher for the probation semester.

Provisional admission. When all required transcripts have not been received in the Admissions Office, provisional admission may be granted for one semester upon receipt of a transcript from the last institution attended. This transcript must show that the student is eligible to return to the last institution. Provisional admission is granted on a case-by-case basis. Not all transfer students are eligible for provisional admission. No evaluation of transfer credit will be completed until all official transcripts are received in the Admissions Office. Provisional admission may affect Financial Aid. Check with the Financial Aid Office to determine how this affects your individual student aid.

Transfer Credit

The university makes every effort to transfer credit for academic work completed at other institutions. In general, courses completed at a regionally accredited college or university will transfer. Credit is allowed for English 1101 and 1102 if the grade in each course is C or better.

Recognition for placement in advanced courses will be given for previous work that is substantially equivalent to, and at the same level as, prerequisites at Columbus State University. Regardless of the total number of semester credit hours allowed in transfer, a minimum of 36 semester hours must be taken in residence at Columbus State University after the student has qualified as a junior.

Requests for transfer credit will be considered for persons who have gained admission as transfer students and will be based on official transcripts supplied by colleges previously attended. For use in satisfying requirements for a degree, all work evaluated as valid transfer credit is subject to approval by the dean or chair of the academic unit which offers the degree sought. Quarter hours are converted to semester hours by using the formula of one quarter hour equals two-thirds of a semester hour. Students may view their academic record showing transfer course work online by visiting CougarNet.

Non-Traditional Sources of Credit

The registrar will evaluate records of work completed through non-residential settings from any combination of the sources listed below, correspondence courses, and extension work. The credit, which may be used to satisfy degree requirements, is limited to 60 semester hours toward a baccalaureate degree and 30 semester hours toward an associate degree. Deans of colleges and department chairs determine the applicability of all evaluated credits toward degree requirements. Examples of non-traditional sources of credit include:

Standardized tests. Successful completion of the general examinations and subject examinations offered by the College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) may result in college credit. Students must provide official score reports before credit will be evaluated. Students with a SAT Critical Reading score of 650 or above and a writing sample approved by the Department of Language and Literature will be placed into ENGL 1102. Students will receive credit for ENGL 1101 by registering for ENGL 1101X their first term of enrollment. Courses taken by examination are identified on the student's academic record by an X following the course designation.

Military service experience. A maximum of 21 semester hours of credit for successful completion of work in military service schools is awarded for 12 consecutive months or more of active duty service. Students must provide a copy of their DD 214 or a military transcript (AARTS or SMART) for an evaluation of transfer credit. Wellness, to include physical education, requirements will be waived.

Professional certification. A maximum of 12 semester hours of credit for successful completion of recognized certification courses or examinations may be awarded. The professional certification courses or examinations must relate directly to the program or course of study the student is pursuing. Credit is granted on an individual basis with the determination of the appropriate number of hours of credit accepted toward a degree and the relevancy of the work to the degree program requirements made by the dean of the college awarding the degree.

Columbus State University credit examinations. To demonstrate educational achievement attained outside the traditional classroom, students may arrange to take credit examinations. Examinations are available for some courses in the core curriculum. Deans and department chairs may also approve the preparation of examinations for credit in other courses offered in their departments. Instructions for arranging credit examinations are available in the dean's office of the college offering the course. Courses taken by examination are identified on the student's academic record by an X following the course designation. A grade of K indicates the examination was passed; W indicates the examination was not taken or was not passed. In determining the enrollment status of students receiving veterans' benefits, credit-by-examination courses are not counted as hours taken.

Students whose secondary education was conducted in a language other than English may be awarded up to nine semester hours of foreign language credit toward a BA degree. Students who think they may qualify for this credit should contact the chair of the Department of Modern and Classical Languages. Tuition and fees will be charged for credit awarded.

Transient Students

A student who has taken work in an accredited or approved college or university and is eligible to re-enroll at that institution may apply for temporary admission at Columbus State University as a transient student. This student must be advised at their home institution prior to registering for courses at CSU. Applicants must:

- Submit a completed application for admission and pay the non-refundable application processing fee.
- Present an official statement signed by the registrar or other designated official of the institution in which the student is enrolled approving enrollment as a transient student. The student must be eligible for enrollment at the previous institution the same semester admission is sought at Columbus State University.
- Submit a completed immunization form.

When there is doubt about the qualifications of an applicant seeking admission as a transient student, the University may require the applicant to comply with all regulations for the admission of transfer students. Transient status is approved for one semester only. Applicants who wish to attend Columbus State University for more than one semester consecutively must follow application procedures for transfer students.