

## **Spelman College – Transfer Policy**

### **Transfer Admission**

Transfer applicants with more than one year or 30 semester hours of credit must indicate a choice of major. In some cases, the College may require departmental approval for entry into a major. Transfer applicants must be in good standing and eligible to return to their previous institutions.

### **Transfer Applicants**

Transfer applicants must submit the following materials to the Office of Admission by March 1 for fall semester and November 1 for spring semester enrollment:

1. The application form and the nonrefundable application fee of \$35 (paper) or \$25 (online).
2. An official copy of the high school record, including GPA, class rank and graduation date. All high school coursework must be listed.
3. An official postsecondary transcript from each institution attended. Transfer applicants must have a minimum cumulative grade point average of 2.0, although most admitted applicants have earned grade point averages of 3.0 or higher.
4. Two recommendations from instructors (preferably teachers in the applicant's intended academic major) at the last school attended.
5. SAT I or ACT scores, if transferring with less than 30 semester hours.

### **Transfer Admission Deadlines**

#### **Fall Semester**

- Application due: March 1
- Decision Notification: May 1
- Confirmation Deposit: June 1

#### **Spring Semester**

- Application due: November 1
- Decision Notification: December 1
- Deposit: December 15

### **Spring Semester Applicants**

Transfer enrollment in the spring semester is contingent upon space availability. Consideration will be given to applicant credentials, the number of hours being transferred, the intended major, and the fulfillment of academic prerequisites.

### **Transfer Credit**

The College will award transfer credit for comparable work in which the student has earned grades of "C" or better, provided that the institution at which the credit was earned is accredited by its regional accrediting agency.

The College's registrar evaluates the transcripts of incoming transfer students to determine course equivalents for general and divisional requirements. Department chairpersons evaluate transcripts of incoming transfer students to determine course equivalents for departmental requirements.

Students are required to take math and foreign language college placement examinations, if they do not transfer credit in those areas.

The College honors advanced-placement, International Baccalaureate and CLEP credits earned by entering transfer students in accordance with college policy.

The maximum allowance for transfer credit earned at any institution is 60 semester hours, including AP, IB, CLEP and summer school.