

Transfer Students: Students pursuing a degree or certificate at Paris Junior College may be accepted on transfer from other regionally accredited colleges and universities. A student seeking to transfer to Paris Junior College must:

- Complete all admission documents.
- Submit transcripts that indicate all post-secondary credits previously earned. Required official transcripts and other admission documents must be on file within one semester of initial enrollment or subsequent admission will be denied.
- Continue on scholastic probation at Paris Junior College if student has been placed on probation at another institution. (See Probation and Suspension.)
- If on scholastic suspension from another institution, apply in person to the Director of Admissions to seek admission on strict probation.
- Complete at least 25 percent of coursework at Paris Junior College before he/she can graduate from this institution.
- Be able to verify TSI status prior to enrollment. College transfer work is used to determine an applicant's academic and TSI status for entrance to Paris Junior College. To be eligible for admission, a transfer student must meet the academic requirements of Paris Junior College.

If the transfer student's accumulated grade point average over all previous work attempted is 2.0 or better (on a 4.0 basis), academic status upon entering Paris Junior College will be one of good standing. If the accumulated grade point average is lower than 2.0 academic status upon entering Paris Junior College will be one of probation.

An applicant who is on academic suspension or academic dismissal from another institution must apply in person to the Director of Admissions to seek admission on strict probation.

### **Transfer of Credit**

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Paris Junior College from colleges and universities accredited through one of the following associations:

- Middle States Association of Colleges and Schools/Commission on Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools/Commission on Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Paris Junior College not to transfer credits received from any United States institution not so accredited. Students seeking credit from institutions outside the United States are required to present a transcript evaluation from an approved evaluation service. For more information, students may contact the Registrar. Students who have gained proficiency through completion of coursework from non-accredited institutions, or through life/work experience, should consult the Director of Counseling/Advising regarding credit by examination/experience. Paris Junior College will inform transfer students of the amount of credit which will transfer prior to the end of the first academic term in which they are enrolled.

Note:

Students who transfer to Paris Junior College are required to submit their transcript(s) from all previously attended institutions to the Admissions/Records Office prior to the end of their first semester of attendance.

Students are responsible for providing supporting documentation (school catalog, course syllabus/description, etc.) for transcript evaluation when necessary.

- The official transcript evaluation will be maintained in the student's permanent file in the Records Office.
- A copy of the official evaluation will be mailed to the student.
- A student wanting to appeal the transcript evaluation may direct his/her appeal to the Registrar within 30 days from the date of the transcript evaluation letter. The Registrar will then confer with the appropriate Vice President and notify the student within 30 days of the date of the appeal as to the decision.
- Transfer students intending to graduate from Paris Junior College should know that a minimum of twenty-five percent (25%) of their coursework applying to graduation must be completed at PJC.

Information on all college programs may be obtained by writing:

Director of Admissions

Paris Junior College

2400 Clarksville Street

Paris, Texas 75460

(903) 782-0425 • Toll Free US 1-800-232-5804