

Transfer Information

REQUIREMENTS FOR ADMISSION OF TRANSFER STUDENTS

Any degree-seeking applicant who has attended another college or university shall be considered a transfer student. Admission of transfer students shall be consistent with the following criteria:

- Official transcripts from each school previously attended must be submitted to Admissions and Records. A student cannot register for a second semester without having submitted all previous college transcripts.
- The applicant's grade-point average on transferable courses must be at least equal to that which Pellissippi State requires for the readmission of its own students. Applicants who do not meet the College's standards will be admitted on scholastic probation.
- Applicants with college credit earned prior to fall 1989 are admitted without regard to the minimum high school unit requirements.
- Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants with an associate's degree (A.A., A.S.) designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.

AWARDING OF TRANSFER CREDIT

Upon completion of a student's file and the receipt of all college transcripts, Admissions and Records and the respective academic departments will evaluate courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are received by Admissions and Records. Transfer credit will not be computed in a student's grade-point average at Pellissippi State. Provided a grade of C or better was made in each course, transfer credit is awarded for individual courses that parallel Pellissippi State requirements for course content, level of instruction and preparation of faculty teaching courses for which transfer credit is requested. The following information may be required to evaluate the comparability of courses for the purpose of awarding transfer credit:

1. Course syllabus—photocopy of the syllabus used at the time the course was taken. A determination of the comparability of course content and level of instruction is made through a comparison of the following syllabus elements: course prefix, number and title; lecture/lab contact hours and credit hours; course description; prerequisite/corequisite courses; course objectives/ course goals; grading scale; required textbook and other instructional materials; and methods of evaluation. If the syllabus does not contain the information specified above, supplemental documentation (e.g., assignment schedules, grading policy statements) should be submitted along with the course syllabus.
2. Faculty credentials—verification that faculty teaching the course(s) for which credit is requested meet the following academic and/or professional experience qualifications:
 - Courses designed for transfer to four-year colleges and universities—master's degree and at least 18 graduate hours in the discipline.

- Courses not designed for transfer to four-year colleges and universities—master's degree and at least 18 graduate hours in the discipline or bachelor's degree and work experience in a related field.
3. If applicable, the name of relevant specialized or program agencies/boards may be submitted along with the above information.

The transfer credit appeal process may be used by students to request reconsideration of transfer credit decisions. Steps in the appeal process are as follows:

1. The student contacts Admissions and Records, (865) 694-6400, and requests a reevaluation of transfer credit. The student may ask that particular courses be reconsidered for approval.
2. Course descriptions, course syllabi and other documentation as described above must be provided by the student or by the institution where the courses were taken.
3. Copies of college transcripts and supporting documentation are sent to the appropriate academic dean for review.
4. The dean informs Admissions and Records of the transfer credit decision. Dean decisions regarding the awarding of transfer credit are final.
5. The Admissions and Records Office notifies the student of the transfer credit decision.

The appeals process is the same for students transferring from regionally and non-regionally accredited colleges and universities. Students transferring from international colleges and universities follow the same steps, with the additional requirement that supporting documents, e.g., course syllabi, must be provided with English translations.