

General Transfer Admission

Applicants who have earned 26 college-level credits or 43 college-level quarter hours from another accredited college or university, have a minimum 2.0 grade point average (on a 4.0 point scale), and are in good standing at the institution last attended may apply as transfer students. They must submit the following documentation for consideration by the Admissions staff:

- Completed Undergraduate Application for admission, available in the Office of Admissions or online at www.shepherd.edu/admweb;
- \$45 application fee;
- Official transcripts from each college/university previously attended*;
- Student Personnel Record Form if requested;
- Students who have earned fewer than 26 college-level credits or 43 college-level quarter hours of course work at another institution must submit copies of their high school transcript and ACT or SAT scores in addition to the required university transcripts. Both high school and university credentials will be used in the admissions evaluation.

*Shepherd University does not, under any condition, disregard college or university courses/credits taken or credits earned elsewhere. Failure to report enrollment at another college or university and failure to have transcripts sent to Shepherd are considered falsification of the admissions application form. Applicants found to be in violation of University policy are subject to disciplinary action, which may include expulsion.

Credit earned at other regionally accredited colleges and universities will apply when applicable toward a degree at Shepherd University. A student who is on academic probation or suspension at another institution is not eligible for admission to Shepherd University. Students seeking transfer admission to Shepherd University must be academically eligible to return to their previous institutions. Individuals who have been out of school for a period of at least two full academic years (24 months) may be considered for admission on academic probation if their grade point average is less than 2.0. During the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance.

High school courses that have been accepted by a community college for credit under a special arrangement between a high school and a community college are not eligible for transfer. Transfer articulation agreements do not apply to these credits.

All grades and credits transferred to Shepherd University are posted on the student's permanent record exactly as received from all other colleges and/or universities with the following provisions:

- 1) plus and minus signs will be ignored,
- 2) 2) D and F grades can be replaced only if earned within the first 60 hours attempted, and 3) for admission purposes, all grades on the student's transcript(s) will be used in computing the grade point average.

Community College Collaborations

Shepherd University has collaborated with Blue Ridge Community and Technical College (BRCTC), Frederick Community College (FCC), Hagerstown Community College (HCC), and Lord Fairfax Community College (LFCC) to offer students unique educational opportunities provided by both institutions. To view specific admission criteria, visit unexpected.shepherd.edu/admweb/unexpected/apply.html.

Credit Hours Transfer Policies

Students who transfer from a regionally accredited junior or community college are allowed a maximum of 72 semester hours toward the 128 credit hour minimum for graduation from Shepherd University. In compliance with the West Virginia Higher Education Policy Commission, students who have completed more than 72 hours of course work may select the courses they wish to have evaluated as part of their semester hours of credit counted toward graduation. The total number of credit hours earned will be calculated in the student's overall grade point average. Credits from universities that do not have regional accreditation are assigned on the basis used by the state university in the state where the nonaccredited university is located.

After enrollment at Shepherd University, a student may not transfer to this institution any courses in major, minor, or teaching fields except by advanced permission of Shepherd faculty.

Advance permission will be required to take any course at another institution and transfer it to Shepherd University.