

Admission of Transfer Students

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Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Southern Union may also require the transfer of student documents required of first-time college students.

Transfer Student Admission Requirements:

1. Admission Application
2. Primary ID
3. Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
4. Official transcript(s) – all college(s) attended

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students.

Applicants who have been placed on one-year academic suspension from another institution for academic or disciplinary reasons must wait one full semester before being considered for admission.

1. **Unconditional Admission of Transfer Students**

- a. For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited institutions attended, official high school transcripts (Students with an associate degree or bachelor's degree are not required to submit a high school transcript), and any other requested documents required for first-time college students.
- b. Transfer students will be subject to placement testing as detailed in the section “Policy on Placement Testing.” *If the student intends to obtain a degree or certificate from the College, transcripts from all institutions must be submitted for evaluation prior to applying for graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts must be submitted for evaluation prior to enrolling.*

2. **Initial Academic Status of Transfer Students**

- a. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
- b. Transfer students whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for native students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

3. **General Principles for Transfer of Credit**

- a. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Southern Union's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- b. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

- c. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of equivalent transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- d. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the institution where the "D" grade was earned. This does not apply to English courses.
- e. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.