



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Transfer Student Policy
Department	Student Affairs
Policy Editor	Ric Calhoun/Victor Vilchiz
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Transfer_Student_Policy.pdf

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Once review and updates are approved by the President or designee, an email will be sent to all faculty/staff including the revised approved policy. Additionally, students will be notified of the revised policy through an announcement in D2L for a period of 2 calendar weeks.

Authorizations

Dean or Supervisor Signature and Date:

Victor Vilchiz

Digitally signed by Victor Vilchiz
Date: 2021.03.31 21:24:38 -04'00'

Cabinet Sponsor (VP) Signature and Date:

C. Jeffery Knighton

Digitally signed by C. Jeffery Knighton
Date: 2021.06.15 13:52:43 -04'00'

President Signature and Date:

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.06.17 09:46:31 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: Transfer Student Policy

POLICY:

Applicants are considered transfer students if they have enrolled in at least one other college or university prior to applying to Gordon State College irrespective of the college credit received. Transfer students must submit the following documents/information before a final admissions decision can be made:

1. Application for Admission,
2. Final, Official Transcripts from all Colleges and Technical Schools/Colleges Attended,
3. Immunization Record(s), and
4. Verification of Lawful Presence, and
5. High School Transcript (required for applicants with fewer than 30 transferable credit hours).

Although item (5) is required only for applicants with fewer than 30 transferable credit hours, all applicants are strongly encouraged to submit a high school transcript with their initial application. Submitting these documents with the initial application will reduce the potential for a delay in the acceptance/registration process.

Failure to list and submit an official transcript from any institution previously attended subjects the applicant to strict disciplinary action, including expulsion.

To qualify for admission to Gordon State College, a transfer student with 30 or more transferable credit hours must be eligible to return to the most recent college or university attended or have approval from the Gordon State College Admissions Committee. Applicants with fewer than 30 transferable credit hours from other institutions are required to meet the admissions requirements of beginning freshmen. For Limitations on Transfer Credit please refer to the Transfer Credit Policy

PROCEDURE:

*Policy Approval Form must be submitted with this form.