



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/Organization	Enrollment Services
Policy Editor	Kristi Hayes
Request Type	New ☐ Amended/Edited ☒ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

The Transfer Student Policy outlines clear and consistent guidelines for admission and support of transfer students at Gordon State College (GSC). The policy clearly defines admission requirements, GPA requirements and defines academic support processes for transfer students admitted on academic probation.

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.)

Academic Standards of Progress policy:
<https://www.gordonstate.edu/documents/departments/institutional-effectiveness/academic-standards-of-progress-policy-2024.pdf>

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

Policy will be published on the GSC website and in GSC catalog .
Admissions personnel will be properly trained on evaluating applicants for transfer admission.

Authorizations

Chair/Dean/or Supervisor Signature and Date: Kristi Hayes 09/03/2025

Cabinet Sponsor (VP) Signature and Date: _____

President Signature and Date: Don Green 12.16.25

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



POLICY TEMPLATE

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:	Transfer Student Policy			
Responsible Cabinet Member:	Kristi Hayes	New		
Responsible Office:	Enrollment Services	Amendment/Revision	X	
Contact:	Kristi Hayes	Review Only		

1. Policy Statement

Applicants who have attended a postsecondary institution prior to applying to Gordon State College (GSC) are considered transfer students. Students earning less than 30 transferable credit hours are admitted to GSC based on Freshman Admission requirements. Students earning 30 or more transferable credit hours are admitted to GSC based on Transfer Admission requirements.

2. Reason for Policy

This policy ensures clear and consistent guidelines are followed for the admission of all transfer students to GSC. This policy clearly defines required documentation and admission standards for transfer admission. In addition, the policy outlines support procedures for transfer students admitted on academic probation.

3. Who Should Read this Policy

The following individuals should be knowledgeable of this policy: Enrollment Services personnel, Professional and Academic Advisors, and Transfer Students

4. Resources

GSC Academic Standards of Progress Policy - <https://www.gordonstate.edu/documents/departments/institutional-effectiveness/academic-standards-of-progress-policy-2024.pdf>

5. Definitions

Transfer Student: A student who has attended one or more postsecondary institutions and seeks to transfer to Gordon State College (GSC) with earned credit hours.

Academic Standards of Progress: Minimum GPA thresholds to determine Good Standing established by GSC based on cumulative earned credit hours (1000 level or higher).



6. The Policy (or “See Attached”)

POLICY:

See Attached