TRANSFER ADMISSIONS

General Requirements for Admission of Transfers

Individuals who have been enrolled in any postsecondary institution after graduation from high school and/or have attended West Chester University on a nondegree basis must apply as transfer students. Applicants whose secondary school credentials would not warrant admissions consideration as freshmen must complete 24 semester hours of credit prior to attempting a transfer. A minimum cumulative grade point average (GPA) of 2.00 is required for transfer consideration. However, the University gives priority to applicants with the strongest academic credentials. In addition, some academic departments have established prerequisite course work and specific grade point average requirements for admission. Special consideration is awarded to graduates of Pennsylvania community colleges and to students transferring from other universities in the Pennsylvania State System of Higher Education. Specific information may be obtained from the Office of Admissions (https://www.wcupa.edu/admissions).

How and When Transfers Should Apply

It is recommended that transfer applicants for the fall semester should complete the application process early in the preceding spring semester, preferably no later than April 1, and that spring semester applications should be completed no later than October 15; however, certain academic programs can close earlier. If enrollment limits are met before this time, admissions will be closed.

Applicants should apply electronically by accessing www.wcupa.edu and clicking Apply Now. Please follow all instructions and submit required materials. Additional information may be requested, including a personal statement, letters of recommendation, and/or updated grades. The Office of Admissions (https://www.wcupa.edu/admissions) should receive an official transcript from all institutions attended. If preliminary transcripts are submitted, the student must see that final transcripts are received at the end of the semester. If a student has withdrawn from an institution prior to receiving grades and a transcript is unavailable, the students must submit an official letter from the Registrar regarding enrollment.

If a student has completed less than 24 semester hours of credit at the time of application, he or she must supply SAT or ACT scores and an official, final high school transcript. If the applicant has been out of high school for 3 or more years, SAT or ACT scores are no longer required.

Any offer of admission is contingent upon successful completion of current course work with at least a C average as documented by transcripts of all work attempted or completed.

Transcripts are evaluated and course/credit equivalencies are determined by the Office of the Registrar (http://www.wcupa.edu/registrar) in accordance with the policies of the department to which the student seeks admission.

Transfer students denied formal admission to the institution are eligible to enroll in coursework through the non-degree program, assuming they meet the admission and prerequisite requirements.

Academic Passport

The Board of Governors of the Pennsylvania State System of Higher Education adopted an Academic Passport Policy (http://www.wcupa.edu/registrar/academicPassport.aspx) effective January 1999. The goal of this policy is to facilitate transfer to State System universities from Pennsylvania community colleges and other State System universities.

Pennsylvania community college students who have earned the associate of arts degree (A.A.) or the associate of science (A.S.) degree in a transfer program containing a minimum of 30 credits of liberal arts courses for the A.S. and 45 credits of liberal arts courses for the A.A. degree with a 2.00 GPA or above are considered to have an Academic Passport. Students completing 12 credits or more from another State System university with a minimum 2.00 GPA are said to have an Academic Passport as well. The transfer-credit provisions described in the Academic Passport are extended to community college students without an associate degree who transfer 12 or more credits to a State System institution. In addition, West Chester University extended the transfer-credit provisions to all transfer students from accredited institutions, effective January 1999.

The Academic Passport policy states

Up to a maximum of 45 general education credits and liberal arts course credits shall be used to meet lower-division university general education requirements, even if the receiving university does not offer the specific course being transferred or has not designated that course as general education. A course-by-course match shall not be required.

Transfer credit not applied to general education will be applied to major requirements and other degree requirements. Effective fall 2014, under the Academic Passport, incoming students with an associate of art (A.A.), associate of fine arts (A.F.A) or associate of science (A.S.) degree from a Pennsylvania community college will automatically have satisfied the first 45 credits of general education requirements. This includes English composition, mathematics, public speaking, interdisciplinary, distributive requirements, and student electives. The diversity and writing emphasis requirements are not included. Students also must complete any prerequisites and/or related major requirements.

Statewide Program to Program (P2P)

Statewide P2P permits students with specific associate degrees from participating Pennsylvania community colleges to pursue comparable bachelor-degree programs at West Chester University. As long as the student completes an approved P2P at the Pennsylvania community college, upon admission, he or she will have junior standing. Students will earn at least 60 credits from their associate degree in transfer. Students must meet the admissions requirements at the participating institution; this program does not guarantee admission. More information about eligible degrees and participating institutions is available on the Pennsylvania Transfer and Articulation Center (http://www.patrac.org) website.

Transfer of Credit

Credit may be awarded for equivalent courses completed at accredited institutions of higher education. A list of recognized accrediting organizations may be found on the Registrar’s website. Credit for work completed at an unaccredited institution, such as that from military training or other unaccredited organizations, may be awarded when accompanied by a transcript from the American Council on Education (ACE) or Joint Services Commission Transcript (JST). Credits from unaccredited institutions may also be granted on the recommendation of the student’s major department, in consultation with the college dean and transfer credit analyst. (See also “Admission to West Chester (http://catalog.wcupa.edu/general-information/admissions-enrollment/undergraduate-admissions)” and the section on “Taking Courses Off-Campus (http://catalog.wcupa.edu/undergraduate/academic-policies-procedures/transfer-ap-other-credits”).

Grades of D or above will be accepted for transfer. Grades in a course submitted for transfer as a major and/or minor program requirement must meet the minimum grade required by the department. For example, if a program requires that a student earn a B or better in a major and/or minor program requirement, then the student requesting transfer credit from another institution must have earned a minimum of a B in the parallel course. If a student earns a lower grade than the requirement, the department may require that the course be repeated at West Chester University.

If a student changes his or her major and/or minor, grades originally approved for transfer will be re-evaluated by the new major/minor department.
No course equivalency transfer credit will be given for WCU courses numbered at the 400 level, unless the courses are taken at an institution that awards baccalaureate degrees. Departments have the right to accept courses for their majors as 199 or TRN 199.

Transcripts will be evaluated by the Office of the Registrar (http://www.wcupa.edu/registrar) prior to enrollment. Students will be sent a copy of the evaluation.

**Transfer Credit Appeals Process**

All questions regarding the transfer of credit to West Chester University should be directed to the transfer credit area within the Office of the Registrar (http://www.wcupa.edu/registrar). If students want to appeal a transfer equivalency decision, they must complete the Transfer Credit Appeal form, which is available on the Office of the Registrar’s website. Students must complete and submit this form, along with a course description and/or syllabus, to the appropriate academic department for approval. If additional information is needed to further review the student’s appeal, it will be the student’s responsibility to provide this information. Please allow two to three weeks for departments to make a final determination.

**University Policies for Students Transferring from a Non-accredited Institution**

Applicants from collegiate institutions (including community colleges and junior colleges) that are not accredited by one of the six regional associations in the United States will be considered for admission if the applicant’s cumulative index is 2.00 (C) or better. High school credentials may be requested.

The evaluation of courses listed on transcripts from an institution not accredited by one of the six regional associations will be made by the student’s major department in consultation with the faculty dean and transfer credit analyst. All evaluations are subject to review by the provost and academic vice president.