**TRANSFER ADMISSIONS**

**General Requirements for Admission of Transfers**

Individuals who have been enrolled in any post-secondary institution after graduation from high school and/or have attended West Chester University on a non-degree basis must apply as transfer students. A minimum cumulative grade point average (GPA) of 2.00 is required for transfer consideration. 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/). Applicants whose secondary school credentials would not warrant admissions consideration as a first year student have an alternate pathway to apply as a transfer student. This requires the successful completion of at least 24 semester hours of transfer credit prior to applying as a transfer student.

**How and When Transfers Should Apply**

Applicants should apply electronically by accessing www.wcupa.edu/transfer (http://www.wcupa.edu/transfer/) and clicking Apply Now. Please follow all instructions and submit required materials. 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 If a student has withdrawn from an institution prior to receiving grades and a transcript is unavailable, the students must submit an official letter from the Registrar regarding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, they must supply SAT or ACT scores and an official, final high school transcript. If the applicant has been out of high school for 2 or more years, SAT or ACT scores are no longer required.

It is recommended that transfer applicants for the fall semester should complete the application process early in the preceding spring semester and that spring semester applications should be completed early in the preceding fall semester; however, certain academic programs can close earlier. If enrollment limits are met before this time, admissions will be closed.

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.

**Student Transfer Policy**

In 2016, the Board of Governors of the Pennsylvania State System of Higher Education adopted the Student Transfer Policy (http://www.passhe.edu/inside/policies/BOG_Policies/Policy_1999-01-A.pdf), which states that all college-level credits from regionally accredited institutions will be accepted and ensures unnecessary duplication of coursework. In addition, general education coursework will be accepted from regionally accredited institutions when comparable (though perhaps not identical) to West Chester University's general education. Students who transfer from another state system university with their general education program completed will have their general education requirements met. However, students may need to satisfy unique, signature West Chester University general education requirements if doing so does not extend the time to degree.

In the acceptance and application of undergraduate transfer college-level credits, West Chester University will first apply as many college-level credits as possible towards the satisfaction of general education requirements, then to requirements of the major, and finally to elective credits.

**Guaranteed Admissions**

Admission to West Chester University is guaranteed for undergraduate students transferring from a Pennsylvania community college with an associate's degree and for students transferring from a Pennsylvania State System of Higher Education university with a cumulative GPA of 2.0 or higher. Admission to a major is not guaranteed as some academic departments have specific course prerequisites and grade point average requirements. Criminal conviction of a felony offense or dismissal from a previous institution for disciplinary reasons may limit the ability to enroll at West Chester University or complete certain academic majors and may affect approval to live in university-owned or university-affiliated housing.

**Academic Passport**

Students who have earned an Associate of Arts (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 satisfying the following general education requirements: English composition, mathematics, interdisciplinary, distributive requirements, and first year experience. WCU also waives the following additional baccalaureate requirements for those students eligible for academic passport: speaking emphasis and ethics.

Students are still required to complete the following additional baccalaureate requirements: writing emphasis, diverse communities, and language and culture.

**Statewide Program-to-Program (P2P)**

This Pennsylvania statewide program-to-program articulation agreement provides a transfer credit pathway for Pennsylvania community college students to West Chester University with full junior standing in selected major programs.

Students must also meet the admissions requirements at West Chester University. Some academic departments have specific grade point average requirements for admission to the major.

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**

All college-level credits from regionally accredited institutions will be awarded transfer credit. A list of recognized accrediting organizations may be found on the Registrar's website. Credit for work completed at non-regionally accredited institutions, such as that from military training or other non-regionally accredited organizations, may be awarded when accompanied by a transcript from the American Council on Education (ACE) or Joint Services Commission Transcript (JST). Credits from non-regionally accredited institutions may also be granted on the recommendation of the student's major department, in consultation with the college dean and Registrar's Office. (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 their 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 (e.g., BIO 199) or TRN 199.

Official transcripts will be evaluated by the Office of the Registrar (http://www.wcupa.edu/registrar/). Students will be sent a copy of the evaluation immediately upon review.

**Transfer Credit Appeals Process**

All questions regarding the transfer of credit to West Chester University should be directed to the Registrar’s Office (http://www.wcupa.edu/registrar/). If a student wishes 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-Regionally 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.