**Cheyney University of Pennsylvania**

**Policy Template**

****

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Policy Title: Undergraduate Transfer Admissions**

**Policy Number:** **Adopted:**

 **Effective Date: Amended:**

 **Related Policies: Undergraduate Transfer Admissions Last Reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Policy Statement:**

Undergraduate students who attend another institution of higher education (post high school graduation, but not including the summer after senior year) who have attempted/earned 12 or more credits, and now want to attend Cheyney University (CU) as a degree seeking student are considered a transfer applicants.

And

Undergraduate students who attend CU and then take a semester (fall or spring only) off, who are in good academic standing, and then attend another institution for a semester (fall or spring only) or more, and want to return to CU as a degree seeking student are considered transfer applicants.

And

CU graduates returning to take undergrad courses or CU undergraduate students looking to earn a **2ND** undergraduate degree are considered transfer applicants.

All of the above must complete a transfer admission application; submit the application fee, and transcripts from all institutions attended by the stated deadline to be considered for admission.

1. **Reason for Policy**:

This Policy is intended to assist students to know which application to complete as well as the timeline it must be submitted by in order to be considered for admission.

1. **Appeal Statement/Process:**

There is no appeal process.

1. **Definitions:**

**Good Academic Standing -** No academic holds on account, above a 2.0 cumulative GPA

1. **Keywords: Please identify keywords for search tools.**

Transfer, Readmit, post high school classes

1. **Related Policies:** Undergraduate Readmit
2. **Other Relevant Information:**

If a student leaves CU and takes courses at another institution, they are considered a transfer student, but if a student takes a break from CU and does not attempt courses elsewhere, his/she is considered a readmit student.

1. **Enforcement Body:**

Office of Admissions

Revised 7/30