



**Interim Policy #04 (2020) Transfer Admission Requirements
(Applies only to the 2020 Spring Semester)**

Policy Title: Transfer Admission Requirements
Policy Type: Interim Policy
Policy Number: Interim Policy # 04 (2020)
Approval Date: May 18, 2020
Responsible Office: Office of Transfer Admissions & Services
Responsible Executive: Vice President for Operations and Chief Strategist for Institutional Effectiveness
Applies to: Transfer Applicants

POLICY STATEMENT

Norfolk State University supports transfer students by providing a high-quality and culturally diverse education. In furtherance of transfer student success, the University is modifying Administrative Policy # 21-07 (2015), *Transfer Admission Requirements* for the Spring 2020 semester. These actions are being taken because of the unprecedented public health emergency created by the COVID-19 pandemic and in recognition of the Governor’s declaration of a state of emergency for the Commonwealth of Virginia.

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DEFINITIONS

Admissions Criteria: A set of standards used in determining if applicants are eligible for admission to the university.

Transfer Student: A student who has attended a two-year or four-year college before matriculating to the university.

CONTACT(S)

The Office of Transfer Admissions and Services officially interprets this policy. The Vice President for Operations and Chief Strategist for Institutional Effectiveness as required by BOV Policy #1 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to The Office of Transfer Admissions and Services.

STAKEHOLDER(S)

Faculty, staff, transfer applicants, currently enrolled students, minors, Office of Enrollment Management, University Police, Graduate Admissions, Registrars, and Virginia Beach Higher Education Center.

Transfer Admission Requirements (Applies only to the Spring 2020 Semester)

Transfer credit is acceptable for coursework with a grade of “C” or better from regionally accredited institutions of higher learning. Courses taken on a pass (P or P+) basis will receive equivalent transfer credits. Classes with P- grades will not receive transfer credit, thus will not apply to major requirements and will only apply to general education requirements. If the student completed an associate’s degree at a regionally accredited institution, it fulfills the requirements of eligibility for the lower-division general education waiver. Grades of P/P+/P- are not calculated into the GPA. No more than 30 pass/fail semester credit hours may be considered for transfer credit.

EDUCATION AND COMPLIANCE:

The Office of Transfer Admissions and Services shall make available to all employees training on the requirements of this policy on an annual basis. Records of the training will be maintained in the Office of Transfer Admissions and Services.

The Office of Transfer Admissions and Services, in conjunction with the Division of Enrollment Management, will submit any reports required by state agencies such as the State Council of Higher Education of Virginia (SCHEV).



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PUBLICATION

This Policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval.
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

Next Scheduled Review: Expires on August 18, 2020

Approval by, date: University President, May 18, 2020

Revision History: *None new policy*

Supersedes: Administrative Policy #21-07(2015), *Transfer Admissions Requirements*. Upon expiration of this Interim Policy, Administrative Policy #21-07(2015) will be reinstated.

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS: