



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-13-01</p>	<p>PAGE NUMBER Page 1 of 2</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Transfer Policies: Eligibility for Admission</p>	
<p>RELATED POLICIES: Transfer Policies</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: October 2, 2006</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Eligibility for Admission

I. POLICY

Transfer student who have earned a 2.0 GPA from an accredited college or university, or students who have earned a transferable AA or AS degree may be unconditionally admitted to ASC.

II. PURPOSE:

The purpose of this policy is to establish criteria for unconditional admission for transfer students.

III. DEFINITIONS:

- A. AA Degree: Associate of Arts Degree
- B. Admissions Office: The Office responsible for processing applications for admission to Adams State College.
- C. AS Degree: Associate of Science Degree
- D. Conditional Admission: A case in which specific conditions or criteria for performance are placed on a student in order for them to be admitted to the college.
- E. Course Equivalency: A course that is determined to have similar content and student learning outcomes as that of a course taken at another institution.
- F. Records Evaluator: The ASC staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is housed in the Records Office.
- B. Records Office: The ASC Office responsible for assessing and maintaining student records.
- C. Transfer Student: A student who has already completed more than 12 credits at another accredited college or university.
- D. Transfer Credit: The course(s) taken at another college or university that have been accepted for credit at Adams State College.
- E. Unconditional Admission: A case where no conditions or criteria for performance are placed on a student at the time of admission to the college.

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IV. PROCEDURES:

- A. The Admissions Office will process the student's application for admission and determine if acceptance is conditional or unconditional.
- B. Students admitted conditionally will be notified by the Admissions Office of the conditions of their admittance.
- C. Students admitted unconditionally will be notified by the Admissions Office of their unconditional admittance.
- D. The student will submit official transcripts from their previous institution(s) to the Adams State College Records Office.
- E. The Records Evaluator will assess the student's transcript and determine course equivalencies and general education credit.

IV. RESPONSIBILITY

- A. The Admissions Office is responsible for processing the student's application for admission and determining enrollment status.
- B. The student is responsible for submitting official transcript to the Records Office.
- C. The Records Office is responsible for evaluating the student's transcript and assigning ASC equivalencies for transfer courses.

V. AUTHORITY

- A. ASC 2006-2007 Catalog

VII. HISTORY

March 13, 2006

VIII. ATTACHMENTS: