



**Undergraduate Admissions Policy for Transfer Applicants**

Responsible Official: Vice President for Student  
Life and Enrollment

Responsible Office: Admissions

**Policy Purpose**

This policy specifies the admission process to East Tennessee State University for an undergraduate transfer student.

**Policy Statement**

The Office of Admissions will consider a prospective transfer student's application for admission as an undergraduate to East Tennessee State University (ETSU). The Office of Admissions will issue a written Notice of Decision after reviewing a prospective transfer student's admission application and required supporting documentation as described hereinbelow. Admission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee.

This policy does not apply to International Applicants. International Applicants should review the Undergraduate Admission Policy for International Applicants.

I. Transfer Students.

The Office of Admissions will consider a prospective Transfer Student for admission to ETSU if the individual meets the minimum requirements as published on the Undergraduate Admissions website for grade point average based on the number of attempted college-level credits indicated on the individual's Official Transcript.

A Transfer Student who does not meet the standards outlined above and who has not been enrolled in an institution of higher education for three or more years prior to the term for which the individual is applying for admission may be admitted at the discretion of the Vice President for Student Life and Enrollment or their designee.

II. Accreditation.

The Office of Admissions will only accept official transcripts from regionally accredited organization.

III. Accommodations.

To the extent possible and subject to the approval of the Director of Admissions or their designee and the applicable department chair or their designee, the Office of Admissions may grant accommodations and other academic adjustments when necessary.

IV. Discrimination.

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

V. Appeals.

The appeals process is governed by the Undergraduate Admission Appeals Policy. If a prospective Transfer Student is denied admission to ETSU, the individual may qualify to file an appeal as indicated in the Undergraduate Admission Appeals Policy. The written Notification of Decision will detail the process by which the student may appeal the decision, if applicable.

VI. Residency.

A Transfer Student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: Focus Act, TCA 49-8-101 et. al.

**Defined Terms**

*A defined term has a special meaning within the context of this policy*

International Applicant      Any individual who applies to ETSU who is not a U.S. citizen or U.S. permanent resident.

Notice of Decision      A written communication from the Office of Admissions to a prospective student notifying of admission or denial to ETSU.

Official Transcript	A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.
Transfer Student	An individual who: (1) is not an International Applicant; and (2) has attended a regionally accredited after earning high school equivalent (HSE) diploma, GED/HiSET.

### Policy History

Effective Date:	March 24, 2017
Revised Date:	January 25, 2018 June 30, 2021
Previous Policy:	Undergraduate Admissions

### Procedure (s)

Individuals seeking to transfer to ETSU as an undergraduate student should review the Office of Admissions website before applying. The procedures for the application process, review process, and notification process are as follows:

I. Procedure for Applying.

The procedure for a Transfer Student to apply is as follows:

- A. submit a completed admission application;
- B. pay the application fee (if required); and
- C. submit supporting documentation.

II. Procedure for Review of Applications.

After an individual has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation, a member of the admissions team will review the application and required documentation. To determine whether to admit or deny the prospective student, a member of the admissions team confirms the individual meets the grade point average requirements based on the number of attempted college-level credits as currently published on the Undergraduate Admissions Website:

<b>Transfer GPA and Attempted Credits Scale</b>	
<b>Attempted Credits</b>	<b>GPA</b>
1-29	1.4
29.1-45.0	1.7
45.1-59.9	1.9
60+	2.0

Applicants who have enrolled for one term only at any other college or university without obtaining the required grade point average for transfer and who meet regular freshman admission standards may be admitted on appropriate academic probation.

III. Procedure for Notification of Decision.

**Procedure History**

(5) business days after an admission decision is made.

Effective Date: March 24, 2017

Revised Date: January 25, 2018  
June 30, 2021

**Related Form(s)**

N/A

**Scope and Applicability**

Primary: Academics

Secondary: Students