



POLICY TITLE

Transcript Requirements for Transfer Students

POLICY NUMBER

2-002

Responsible Unit: Office of Admissions	Effective Date: 05/24/2019
Responsible Official: Vice Chancellor for Student Affairs and Enrollment Management	Last Reviewed Date:
Policy Classification: Enrollment Management	Origination Date: 05/10/2019

I. POLICY STATEMENT AND RATIONALE

Transfer students are not required to submit an official transcript for admission to SUSLA unless the student requests that credits earned while attending another regionally accredited institution be applied towards a certificate or degree at SUSLA.

II. POLICY SCOPE AND AUDIENCE

These procedures are applicable to transfer students and former SUSLA students.

III. POLICY COMPLIANCE

SUSLA may reserve the right to require students to provide official transcripts upon request for audit purposes.

IV. POLICY DEFINITIONS

Definitions:

Re-admit Transfer Student - A re-admit transfer student is one who attended another regionally accredited institution after leaving SUSLA and has reapplied for admission.

Regular Transfer Student – A transfer student who enters SUSLA with at least a 2.00 cumulative GPA. Note: Student must meet the minimum GPA that might be required by specific programs.

Provisional Transfer Student – A transfer student who has applied for admission to SUSLA and has requested that credits earned at another institution be applied toward a certificate or degree, but his/her transcripts has not been received, these students will be admitted provisionally.

V. POLICY IMPLEMENTATION PROCEDURES

Procedures:

Transfer and re-admit transfer students who have applied for admission, paid appropriate application fee, and satisfied immunization requirements (shot records or waiver) may be granted acceptance to SUSLA.

Transcripts –Transfer and re-admit transfer students may request participation in the transfer articulation process (see below) at the time of admission. Earned transfer credits of “C” or better may be added to the student’s SUSLA record at the request of the student.

Non-traditional credits (military credit, Life Experience Credit, CLEP exams) that have been granted by another accredited institution of higher education may be added by the Registrar’s Office upon receipt of official transcript/exam results.

Transfer students transcripts will be logged into the student information system by the Center for Student Success who will be responsible for articulating and posting credits and thereafter used by Departmental faculty or Center for Student Success to register students for classes.

Readmit transfer students transcripts will be logged into the student information system by the Office of the Registrar. (See readmit policy for more information)

Transfer Articulation

- Transfer students may opt to include/exclude transfer coursework towards their degree at SUSLA at the time of admission. The student will complete a transfer articulation agreement, which indicates their desire to include/exclude transfer coursework. Students who opt to include transfer coursework may have all, or none of the transfer credits articulated in accordance with SUSLA’s transfer articulation policy.

- **Option to Include Transfer Coursework**
 - Transfer students will apply to the university and submit required admission documents and transcripts only if they are seeking transfer credit to be articulated.
 - At the time of admission, the transfer student must complete the “**Transfer Credit Request Form**” indicating their preference to include transfer coursework in accordance with SUSLA’s transfer articulation policy.

- Students who opt to include transfer coursework will have all credits reviewed for articulation. SUSLA's transfer articulation policy will dictate which courses are recorded.
 - Only courses with grades of "C" or are applicable toward your selected degree certificate program will be considered for transfer.
 - A degree plan will be developed for the transfer student by the departmental advisor (designee) or Success Coach in the Center for Student Success.
- **Option to Exclude Transfer Coursework**
 - **If a student opts to exclude previously earned credits earned at another institution, the admissions requirements will not include transcripts for acceptance.**

Louisiana 2-yr/4-yr Institutions:

- Use the Board of Regents Transfer Articulation Matrices for general education course equivalencies.
- If no course equivalency exists, or if equivalency cannot be determined using course description, consult with academic department to establish course equivalencies/substitutions. The Departmental Dean (designee) or Center for Student Success will build the equivalency/substitution in the student information system.

Out-of-state Institutions:

- Use transfer institution(s) course catalog already built in the student information system.
- If the catalog is not built, or if equivalency cannot be determined using course description, consult with the Departmental Dean (designee) to establish course equivalencies/substitutions.

Students admitted who opt to include transfer coursework can view their transfer articulation on their student information system via BannerWeb. Students who have not been admitted but desire a transfer equivalency worksheet can download a copy at www.susla.edu.

VI. POLICY RELATED INFORMATION

Not applicable

VII. POLICY HISTORY AND REVIEW CYCLE

This policy is an update to an existing 2018 policy. This updated policy shall be deemed effective upon the date of Board approval. This policy is subject to the five-year policy approval cycle.

VIII. POLICY URL

<http://www.susla.edu/page/transfer>

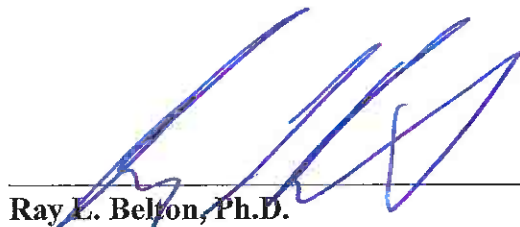
IX. POLICY APPROVAL



Rodney A. Ellis, Ed.D.
Chancellor - Southern University at Shreveport

5/24/19

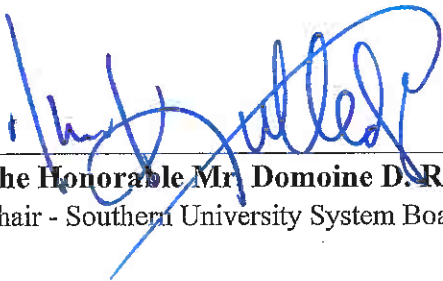
Effective Date of Policy



Ray L. Belton, Ph.D.
President - Chancellor, Southern University and A&M College System

5/24/19

Effective Date of Policy



The Honorable Mr. Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

5-24-19

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