



Administrative Policy | 03.60.01.01 (2025)

Talladega College Undergraduate Transfer Student Policy

Policy Title: Transfer Admission Requirements

Policy Type: Administrative

Policy Number: Administrative Policy # 03.60.01.01

Approval Date: August 11, 2025

Responsible Office: Division of Enrollment Services, Office of Admissions and the Office of Registrar Services

Responsible Executive: Associate Vice President of Enrollment Management and/or Designee

Applies to: Applicants (Transfer Student)

POLICY STATEMENT

The admissions criteria are specific to transfer students. Talladega College (TC) will consider transfer students with at least twelve (12) credit hours from an accredited post-secondary institution after completing high school or a General Education Development (GED) test. Students who have earned less than twelve (12) hours from a post-secondary institution will be considered transfer students if they provide documentation of successful completion of a high school diploma or a General Education Development (GED) test with less than twelve (12) credit hours. All transfer students must have a cumulative GPA of a 2.0.

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DEFINITIONS

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

Transfer Student: A student who has attended a two-year or four-year college before matriculating to the college. Students who transfer into Talladega College from other institutions of higher education must complete the regular application process and have all transcripts from previously attended institution(s) sent to the Admissions Office. Transfer students may be required to provide catalogs or syllabi from transfer institution(s), if necessary, to determine the transferability of courses. Students must meet the residency requirement of a minimum of thirty-six (36) residence credit hours, together with 50% of the course work required in the major must be completed at Talladega College. Exceptions can be made only by the Provost/Vice President or their designee.



TRANSCRIPT EVALUATION

The purpose of a transcript evaluation is to determine the amount of credit that is accepted from the transferring institution. The evaluation takes place only after applicants have been admitted to the college and have confirmed their intent to enroll. Evaluation of a transcript is made using only official transcripts bearing the official seal of the transferring institution. Transcripts must be sent directly to the Admissions Office from the transferring institution. A hand delivered transcript is acceptable provided it is in an officially sealed envelope.

Transcripts that are faxed, marked “student copy,” “issued to student,” or “unofficial” are not accepted as official transcripts. For credit to be awarded at Talladega College, transcripts must come from post-secondary institutions that are fully accredited by the following accrediting agencies:

- Middle States Commission on Higher Education (MSHE),
- Higher Learning Commission (HLC),
- New England Commission of Higher Education (NECHE),
- Northwest Commission on Colleges and Universities (NWCHE),
- Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC),
- Western Association of Schools and Colleges; Senior College and University Commission (WSCUC)
- Accrediting Commission for Community and Junior Colleges (ACCJC).

Transcripts accepted as official by Talladega College are evaluated by the school dean and department chair (if applicable) to determine courses that are accepted to a student’s major, general education courses, and elective courses. Transfer classes are evaluated on a course-by-course basis. A course must be equivalent to the Talladega College course with a grade of “C” or higher to be credited as the transferred course. Courses graded on a pass/fail basis are not accepted.

Transfer courses are posted with the grades earned, but the grades are not calculated in the student’s Talladega College GPA. There is no limit on general education courses; however, individual departments may impose limits on the age and grade level of departmental transfer credit. Transfer credit is not accepted by other institutions for the purpose of posting a repeat and grade change on a course already taken at Talladega College. There is a limit of sixty (60) hours to be accepted. Developmental or remedial courses will not be awarded credit at Talladega College but may be used for appropriate course placement. The transfer credit is subject to audit and reevaluation if the student changes their major.

**CONTACT(S)**

The Office of Admissions officially interprets this policy. The Associate Vice President of Enrollment Management and/or Designee is responsible for obtaining approval for any revisions as required by the College through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Admissions or the Associate Vice President for Enrollment Management.

STAKEHOLDER(S)

Faculty, staff, and students.

PUBLICATION

The policy will be published and disseminated to the College community at large. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the College community at large within fourteen (14) days of approval;
- Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval;
- Communicate with the Associate Vice President of Enrollment Management and/or Designee to post the policy on the Registrar Office and Academic Affairs Websites; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 8/11/2028
- Approval by, date: President, 08/11/2025
- Revision History: NA
- Supersedes: NA

RELATED DOCUMENTS:

There are no related documents associated with this policy.

FORMS: NA