

ADMISSION FOR TRANSFER, READMIT AND NON-DEGREE STUDENTS

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The Office of Transfer Enrollment offers the following services:

- Reviews and acts on undergraduate transfer, non-degree and readmission applications.
- Serves as liaison to the Department of State and certifies both F-1 Visas and J-1 Visas.
- Facilitates international student services and maintains associated records.
- Serves as university official regarding state domicile issues and provides relevant training.
- Evaluates and awards transfer, dual enrollment, advanced placement credit, CLEP, International Baccalaureate (IB) Program credit and University of Cambridge International Examinations.
- Reviews and processes all Request to Take Courses Elsewhere Forms and the Virginia Tidewater Consortium agreements.
- Reviews reclassification of Virginia domicile applications.

Priority Application dates for Transfer, Readmitted and Non-degree Students

The priority application dates to apply as a non-freshman are:

Fall Semester	March 1
Spring Semester	November 1

Degree seeking applications for all individuals, including applicants under the Senior Citizen's Higher Education Act of 1974, will be considered complete and ready for review once we have received all of the required documentation.

Transfer Admission Requirements, Degree-seeking

Admission to Christopher Newport University is competitive and increasingly selective. Space in each class is reserved for the best-qualified applicants. Selection for admission is also dependent on a student's preparation for their intended field of study. To be considered for transfer admission, priority is focused on those students presenting a minimum cumulative grade point average of 3.00 GPA, 15 hours of college level credit, and completion of one class in college level mathematics and a college level English course. Transfer Enrollment staff carefully review all application materials and inform applicants of the admission decision. In addition to weighing grades and test scores, the Transfer Enrollment staff may consider co-curricular activities, community involvement, letters of recommendation, and the

applicant's educational and career objectives. (Note: Priority is granted to those applicants presenting a cumulative GPA of at least 3.0 from each college attended.)

Transfer applicants must:

1. Maintain good academic and disciplinary standing and be eligible to return to the last college or university attended.
2. Submit the *Common Application* online which includes an online essay.
3. Submit the non-refundable application fee (fee-waiver not applicable).
4. Submit official college transcript(s) from all colleges and/or universities attended by the stated application/credential deadline to the Office of the Registrar. **Transfer Enrollment accepts electronic college transcripts through Parchment.** (*Partial transcripts or grade reports are encouraged for those applicants who are still in attendance at their current college.*)
5. Submit official high school transcripts regardless of the graduation year. (Home-schooled applicants must submit the Common Application School Report form and a detailed description of curriculum. See Transfer Enrollment website for details.)
6. Submit one letter of recommendation through the Common Application. (Two or more are welcome and may be faxed, scanned or mailed).
7. Submit Transfer College Report (Verification of Enrollment Form) certified by each college attended.

Recommended Actions

1. Submit SAT/ACT test results if graduation from high school was five years ago or less.
2. Schedule an interview with Transfer Enrollment Staff. Interviews are not mandatory but they are highly recommended.

Degree Completion Requirement

To receive a baccalaureate degree, transfer students must complete at least 45 semester hours of credit in residence at CNU.

Documents Required for Transfer Applicants

1. Transfer applicants must request that all colleges previously attended submit official transcripts and the Transfer College Report (Verification of Enrollment Form) certified by each college attended to the Office

of the Registrar. Transfer applicants who are enrolled elsewhere when they apply may be conditionally admitted upon review of a partial transcript; however, a final offer of admission will not be made without an official final transcript and the final Transfer College Report. If a conditional offer of admission was made based on an unofficial transcript, and the official transcript indicates a lower GPA or grades below *C*, or the conditional decision was made without the final Transfer College Report and the final Transfer College Report indicates code of conduct concerns the university reserves the right to rescind any offer of conditional admission and cancel registration. Once an offer of admission is made, please realize that the applicant is expected to maintain full-time enrollment (12 credit hours) each term.

- 2. Concealment of previous attendance at another college or university is cause for cancellation of the student's admission and registration. New transfer or readmission applicants who have been suspended or placed on academic probation from Christopher Newport University or any college or university for non-academic, social, or disciplinary reasons may be denied admission to the University. If offered admission, should CNU learn of conduct that would violate CNU conduct standards, the Transfer Enrollment Admission Committee will reconsider the admission decision and may withdraw the offer.**

Transfer Credit

Transfer Enrollment evaluates credit for applicants transferring from another college or university. Upon completion of transfer evaluation, a summary of transferable credits is posted to the student's web-based account called CNU Live, available by logging into 'CNU Connect' link on CNU's homepage. This is posted after the student is admitted to the University within the following guidelines:

1. A maximum of 92 semester hours of transfer credit will be granted for courses which carry a grade of *C* or higher and which are comparable to courses offered by Christopher Newport University. *Be advised that the minimum grade of C is not appealable.*
2. Of the allowable total of 92 semester hours of transfer credit, no more than 66 semester hours of transfer credit will be granted for junior or community college courses that carry a grade of *C* or higher. *Be advised that the minimum grade of C is not appealable.*
3. A maximum of 60 semester hours of credit, referred to as transfer credit, will be granted for work completed through the College Level Examination Program (CLEP), the College Entrance Examination Board Advanced Placement Program, the International Baccalaureate (IB) Program. (Note: with the exception of the portfolio accompanying certain AP scores, CNU does not typically award credit based on the presentation of a student portfolios.)
4. Unless otherwise authorized by Transfer Enrollment, all transfer students, including students who already hold baccalaureate degrees, will have the maximum allowable number of credits transferred and recorded on their CNU academic records. When the number of transferable credits previously earned exceeds the maximum allowable credit, the choice of credits to be transferred will be determined by the Director of Transfer Enrollment.
5. Grades from other colleges/universities do not transfer into the student's GPA at CNU. Only the course and credits are posted from previous colleges to the CNU transcript. Credit for developmental, remedial, and activity courses do not transfer to CNU.
6. Transfer credit policies pertaining to prior service in the Armed Services of the United States, the Community College of the Air Force and the ACE Guide are posted at cnu.edu/registrar/transfer/.

Readmission to the University

Students must apply for readmission if they do not enroll for two consecutive regular semesters (fall and spring). All academic records are considered, including work completed during the student's absence from CNU. Competitive admission standards in effect at the time of readmission are used. Readmission applicants must submit the *Common Application* online with the non-refundable application fee. The application/credential deadline for the fall semester is March 1 and November 1 for the spring semester.

Students who left the University while not in good academic standing are referred to the Suspension and Reinstatement Procedure section of this catalog. **Please note that an academically suspended student who has not reenrolled for two consecutive regular semesters (fall and spring) must be readmitted prior to seeking a *Second Chance Contract*.**

Degree seeking students who leave the University for a period of one full academic year or more must be readmitted and will be required to meet all liberal learning curriculum, major, minor and concentration requirements that are in effect (per the *Undergraduate Catalog*) when they are readmitted to Christopher Newport University.

Non-degree Admission

Students who do not wish to seek a degree or are taking classes for career enhancement or personal growth, may earn academic credit as a part-time student in the same way as degree-seeking students. Please note that all academic and administrative policies also apply to non-degree seeking students. Financial aid is not available and prerequisites must be met for individual courses. The application/credential deadline for the fall semester is March 1 and November 1

for the spring semester.

Categories of Non-degree students

1. Students who, at the time they enroll, do not wish to pursue a degree program.
2. Students who wish to take a course for personal enrichment or to explore the possibility of pursuing a degree at a later time.
3. Students who want to earn academic credit applicable to a degree at another college or university.
4. CNU employees using tuition waiver.

Non-Degree Admission Requirements

Non-degree applications for all individuals, including applicants under the Senior Citizen's Higher Education Act of 1974, will be considered complete and ready for review once we have received all of the following information listed below:

1. Applicants in this category must complete the Non-Degree Application, pay the \$65 application fee (non-refundable-see undergraduate general fees), and submit official high school transcript, official transcripts from all colleges and universities attended, and submit the Transfer College Report verification from **all** colleges and universities attended. **Transfer Enrollment does accept electronic transcripts through Parchment.** Please request all official college transcripts, official college Transfer Report Verification of Enrollment Form(s) from all colleges and official high school transcript be sent to the Office of the Registrar, ATTN: Transfer Enrollment. These credentials may be submitted at the time of application. **Students admitted as non-degree seeking are not permitted to enroll as full-time students.**
2. Applicants who enter as non-degree students must be academically eligible to return to all institution attended, and have a minimum overall GPA of at least 3.0 on **all** past academic work.
3. Students who begin at CNU in non-degree status and wish to change to degree-seeking status must reapply for admission to be considered for degree seeking status. Past academic credentials from high school and college will be reviewed and regular admission standards will apply.
4. Applicants must have met all prerequisites for courses in which they wish to enroll.