

Transfer Student Admission Policy

A student from an accredited college or university will be admitted without further requirements, provided he/she withdrew in good standing and has completed at least 16 hours of college work. Transfer applicants must request that their former institution(s) send an official transcript showing evidence of at least a 2.0 average in all academic work previously taken. If the student has fewer than 16 hours, he/she will be required to request a copy of their high school transcript be sent to Lee. Ministry students with Church of God School of Ministry credit are exempt from this requirement. Transfer students who have less than a 2.0 grade point average can be accepted on academic probation.

An official transcript must be sent from each institution attended, regardless of whether credit was earned or is desired. A student who fails to acknowledge attendance in any college or university where he/she has been previously registered is subject to dismissal from Lee University.

The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) has authorized each institution to review and decide for itself how much, if any, credit will be accepted from other educational institutions. Therefore, Lee University has adopted the following policy regarding the review process for transfer work from post-secondary schools that are accredited, non-accredited and outside the United States.

Transfer of credit shall not be denied solely on the basis of the agency or association that accredited such other institution of higher education if that agency or association is recognized by the Secretary of the Department of Education pursuant to Section 496 to be a reliable authority as to the quality of the education or training offered. Transfer of credit is the result of an academic review process that may include the Registrar, the Director of Academic Services, the Director of Enrollment Services, the Executive Director, and the Vice President for Academic Affairs.

Requests for transcript review will be submitted to the DAL Enrollment Services Office in a timely manner. During non-registration periods, at least one week will be allowed for review. However, during peak registration periods, at least two weeks will be allowed for the complete review process. Furthermore, if transcripts from multiple institutions are being reviewed, original transcripts from each institution will be required and all coursework will be reviewed separately and individually.

No credit or transcripts from Lee will be issued until all previous transcripts are on file in the Division of Adult Learning.

A student in good standing at an accredited college or university who wishes to enroll in the DAL may be considered for admission as a non-matriculated (transient) student. Such admission will terminate at the end of the term and does not presuppose acceptance by the university. A non-matriculated student may submit, in lieu of official transcripts of college credits, a statement of good standing from the Dean/Registrar Advisor of the last school attended. This statement must state that the student's institution will accept the credit from Lee University.

All work from previous schools is reviewed and evaluated for acceptance. The cumulative grade point average includes credit hours attempted on all accepted courses.

Removal of entrance conditions must be accomplished by the end of the first year.

Credit may be awarded for prior learning at an unaccredited institution provided Lee University has sufficient evidence of the quality of the prior learning experiences. Such credit will be placed on the Lee transcript only after the successful completion of a semester at Lee and will be subject to an evaluation of the appropriate application of such prior learning credits to the specific program of studies chosen by the transfer student.

All of the courses completed at an accredited junior college by a transfer applicant may be accepted provided the courses are submitted at the time of the original application. A junior college graduate, however, must complete a minimum of 60 additional hours at a senior level institution and the last 30 hours are required to be taken at Lee.