TRANSFER ADMISSIONS

Policy Id:
AD. 005 – Admissions – Transfer

Contact:
Office of Admissions

Last Modified:
January 30, 2013
TRANSFER ADMISSIONS:

Matriculated Undergraduate Transfer Admissions Policy
Students who have attended another accredited college or university may transfer to John Jay College. Transfer students must apply for transfer admission through the University Application Processing Center (UAPC). Students who have earned at least 24 college credits and have a cumulative grade point average of 2.000 based on a scale of 4.000 will be eligible for admissions. Students with less than 24 college credits will be evaluated based on their high school record and cumulative college transcripts.

Matriculated Undergraduate Transfer Admissions Procedure
The Transfer Application can be completed online at the CUNY portal website. Paper versions of the application are not available. Applications are not accepted or processed at John Jay College.

In addition to completing the online application, students must also provide the following:
- Submit a non-refundable $70.00 application fee in the form of a check or money order made payable to UAPC,
- All official transcripts from previous colleges attended, and
- All official high school transcripts.
- If the student is a GED holder, photocopies of the GED scores and diploma must be sent to UAPC along with all high school transcripts.
- If applicable, request your Advance Placement course grades to be sent from College Board to UAPC.
- If applicable, request your College Now transcript to be sent to UAPC.

Students who are educated outside of the United States must provide the following:
- Photocopies of secondary school documents/transcripts, mark sheets, and/or diploma,
- Official transcripts for postsecondary work completed must be sent from the home institution to UAPC,
- Translations of all foreign language documents, and
- A copy of the TOEFL exam, if applicable.

Upon admission to the College, transfer applicants may be asked to provide official course descriptions and syllabi of work already completed at the postsecondary level for evaluation by the College.

Home-Schooled Applicants
Effective fall 2006, all New York State residents who are home-schooled must submit a transcript outlining all completed coursework with grades earned, if applicable. In addition, students must submit a letter from the superintendent of their school district confirming that all high school graduation requirements of the district have been met through home-schooling. If the student cannot obtain the letter from the high school district, applicants must take the GED, and send a copy of the score report and diploma.

Out-of-state residents must submit a state-issued diploma. If the student has not obtained a state-issued diploma, the student must take the GED.

Transfer Reactivation
Students that have been accepted to the College and do not attend are sent a letter and a reactivation form notifying them that they may reactivate their application for the following semester. Reactivation is not a
guarantee of admission. Admission to the College is based on current admissions criteria and space availability.

Students may mail or hand-deliver the reactivation form along with the following items:

- An updated official college transcript(s) mailed to the Admissions Office and
- If the original acceptance semester is more than one semester ago, application fee of $70.00 in the form of check or money order must be made payable to UAPC.

The application is sent to the University Application Processing Center (UAPC) so that the students’ record may be updated in their system. Once the application is processed at the UAPC, then it is returned to the college and the student’s information will be included in the pool of admitted students. These applications are sent to the UAPC weekly.

Transfer of Credits

Students are required to submit transcripts for all of the colleges they have attended prior to applying to admissions to John Jay College. John Jay College accepts credit from accredited institutions of higher education in the United States. Transcripts are evaluated by Office of Testing and Evaluation. Students receive a preliminary evaluation prior to registration and are invited to attend an academic workshop by the Office of Academic Advisement. Updated transcripts that are received are posted on the student's records throughout the semester. Students may transfer a maximum of 68 credits from community colleges and a total of 90 credits from any combination of external credits (military and professional training), community, and senior colleges.

Transfer Students and General Education Requirements

Effective fall 2013, students who received a Baccalaureate degree, an Associate in Arts (A.A.) degree, or an Associate in Science (A.S.) degree from any accredited institution will be deemed to have satisfied all the lower division undergraduate general education requirements of John Jay College.

Transfer Students Forgiveness Policy

Students who do not have a grade point average of 2.000 or higher on a 4.000 scale and have not previously attended John Jay College can apply if they have not attended a college in the past three academic years.

Transfer Admissions Appeal

The minimum grade point average requirement as a transfer student is 2.000. However, UAPC calculates transfer students’ grade point average based on the numerical values of grades A, B, C, D, and F only. If the UAPC grade point average calculation is below 2.000, the student is not eligible for admission to John Jay College. Since transfer students may have received grades such as A-, B+, B-, C+, C-, D+, and D-, the Undergraduate Admissions Office will recalculate the student’s grade point average with John Jay College’s numerical value of grades if the student is deemed ineligible for admissions based on UAPC information. If the student’s grade point average is 2.0 or higher with the college’s numerical value calculation, the student can be accepted to the college. Students can seek transfer admissions appeal at the Undergraduate Admissions Office. The appeal must be made prior to the beginning of the semester.

Admission Application Fraud Policy

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original,
obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

**Admissions Disclaimer**

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment will be based on an individualized determination taking into account any information the College has about the crime committed by the student and the particular circumstances of the College, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the College may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student’s application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the College will consult with a counselor or representative from said program.