

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **TRANSFER STUDENT PRIOR CONDUCT REVIEW-Policy No. A017**

Supersedes Policy No. A017, Dated 8/31/88 & 8/26/91

Recommended for Approval By Dr. Glenda M. Lawhorn, Vice President for Student Affairs

Approved By Foster F. Diebold, President on September 2, 1994

Review Date: As Required

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### **INTENT**

Edinboro University of Pennsylvania seeks to enroll transfer students whose behavior meets the standards expected of students enrolled at the University. It is the intent of this policy to establish a process for assuring that students transferring to Edinboro University of Pennsylvania (hereafter called Edinboro University) meet those standards.

### **POLICY**

All students applying for admission to Edinboro University through transfer from another institution of higher education shall provide evidence of satisfactory behavior at the institution from which they are transferring, prior to being granted admission to Edinboro University.

### **PROCEDURE**

1. Each student seeking to be admitted to Edinboro University through transfer shall have the attached Student Standards Data Form submitted by the Student Affairs Officer from the institution from which the student is transferring.
2. The form is to be forwarded to the Edinboro University Admissions Office. If the completed form indicates that a possible student standards problem exists, the form will be sent to the Edinboro University Student Standards Office.
3. The Edinboro University Student Standards Office shall, after seeking any additional information it deems necessary regarding the applicant's prior conduct, recommend to the Edinboro University Director of Admissions whether the admission of the applicant is appropriate.
4. The decision to admit the applicant, in all such cases, will be made by the Edinboro University Director of Admissions.

attachment

TRANSFER STUDENTS ONLY

ATTACHMENT TO POLICY A017

RETURN THIS FORM TO:

Admissions Office

Edinboro University of PA

Edinboro, PA 16444

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STUDENT STANDARDS DATA FORM

NAME (please print) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

(Street & Number) (City) (State) (Zip)

HOME TELEPHONE \_\_\_\_\_

EXPECTED DATE OF ENTRANCE \_\_\_\_\_

PREVIOUS INSTITUTION ATTENDED: \_\_\_\_\_

DATES OF ATTENDANCE: \_\_\_\_\_

PREVIOUS INSTITUTION ATTENDED: \_\_\_\_\_

DATES OF ATTENDANCE: \_\_\_\_\_

STUDENT: In order to complete your transfer credentials file for enrollment at Edinboro University of Pennsylvania, this form must be completed by an authorized Student Affairs Officer at the institution you last attended. Your signature authorizes release of this information. Please send it directly to the appropriate official at your last institution of attendance.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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THE REMAINDER OF THIS FORM IS TO BE FILLED OUT BY THE STUDENT AFFAIRS OFFICER.

STUDENT AFFAIRS OFFICER: Please complete this form and return it directly to Admissions, Edinboro University, Edinboro, PA 16444. Where lengthy responses are necessary, please use the back of this form or a separate letter.

THE STUDENT:

1. has been subject to non-academic disciplinary action : No\_\_\_ Yes\_\_\_

2. has exhibited behavioral problems which were disruptive to the study of others : No\_\_\_  
Yes\_\_\_

3. could have permission for immediate re-enrollment in this institution : No\_\_\_ Yes\_\_\_

These responses are based on: record(s) \_\_\_\_\_; counseling contacts \_\_\_\_\_;  
personal acquaintance \_\_\_\_\_; casual acquaintance \_\_\_\_\_

COMMENTS:

Institution \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Telephone Number \_\_\_\_\_