

Section:	V.3.7
Title:	Categories of Applicants: First-year, First-year advanced standing, Transfer, Re-entry, Re-admit, Conditional Readmission , Non- Matriculation
Effective Date:	TBD
Approved By:	Director of Admissions
Responsible Unit:	Undergraduate Admissions (609-771-2131; tcnjinfo@TCNJ.edu)
History:	
Related Documents: Admissions Mission Statement and Guiding Principles ; Admissions Application webpage ; Conditional Readmission Policy ; Probation, Dismissal, and Academic Standing	

I. INTRODUCTION

Students applying to TCNJ must select the category that best defines their incoming status on their application, which determines requirements for admissions.

II. DEFINITIONS

1. First-year: A first-year applicant is defined to be either:
 - a. an applicant who is completing high school at the time of their application and has taken no courses for college credit, or
 - b. an applicant who has earned their high school diploma or GED within the previous year but has taken no college courses, which includes students who have taken a “gap” year after high school
2. First-year Advanced Standing: A first-year applicant is considered to have advanced standing if they have any of the following characteristics:
 - a. a high school student who has earned college credit from a two-year or four-year institution,
 - b. earned an associate’s degree from a two-year institution, and/or
 - c. earned Advanced Placement (AP) credit or IB credit.
3. Transfer: A transfer applicant is a person who has earned a high school diploma or GED and has earned 12 or more college credits at a two-year and/or four-year institution after completing high school.
4. Re-entry: A re-entry applicant is a person who has voluntarily left the College for two consecutive semesters or more and wishes to re-apply.
5. Re-admit: A re-admit applicant is a person who has been non-voluntarily dismissed from the College for academic or non-academic reasons and wishes to reapply for admission.

6. Non-Matriculation: A non-matriculation applicant is a person who is applying to the College for coursework but is not formally accepted into a degree or certification program.
7. International: An international applicant is any person who if accepted would have to apply for and be granted an I-20 immigration status to attend the institution.

III. POLICIES

1. Principles governing all re-entry and re-admit applicants

- a. Re-entry and re-admit applicants must meet all degree requirements as described in the Bulletin in place at the time of their return. The current-year Bulletin and curriculum at the time of return must be reflected in their academic record.
- b. Re-entry and re-admit applicants must have all prior coursework reviewed for currency within the chosen curriculum to ensure that they meet all degree requirements in place at the time of their return. Curricula and course content may have changed while the applicant was away from the College. Therefore, all previous coursework from TCNJ or any other institution must be reviewed for relevance to the program. Previously completed courses that are significantly different or deemed no longer applicable to the current degree will need to be repeated. Prior work must be evaluated by the program chair or coordinator and approved by the dean.
- c. Re-entry and re-admit applications will be reviewed on an individual basis by admissions, and the dean and chair overseeing the program to ensure there is capacity for the applicant.

2. Principles governing all re-entry applicants

- a. Re-entry applicants in good academic standing are reinstated into the academic major or program that was active on their record when they were last enrolled if there is capacity in that major or program.
 - i. If the applicant was in an undeclared or undesignated transitional status, the applicant is required to apply to a major. Admission will depend on available space within the academic program.
- b. Re-entry applications with a change of major request will be reviewed on an individual basis by admissions, and the dean and chair overseeing the program to ensure there is capacity for the applicant.

3. Principles governing all re-admit applicants

- a. Re-admit applicants can apply to any major, including the major from which they were dismissed if allowed by the program's policy. Applications will be reviewed by admissions, the department chair or program coordinator, and the dean, to determine if the student is in a position to succeed in the program.

4. Additional principles governing re-admit applicants who have been dismissed for

academic reasons

- a. An applicant who was dismissed for academic reasons and has completed 20 course units or less must have earned or be in the process of earning a minimum of at least 24 credits (or 6 TCNJ course units) at another institution prior to applying for re-admission.
- b. An applicant who was dismissed for academic reasons and has completed more than 20 course units, must separate from the college for at least one fall or spring term and their application must address their readiness for being successful at TCNJ, which must include relevant coursework taken at another institution.

5. Additional principles governing re-admit applicants who have been dismissed for non-academic reasons

- a. An application from a student returning from a non-academic dismissal will be reviewed by admissions, the dean of students, and the dean of the school to which the applicant is applying.
- b. The application must address the condition of dismissal.

6. Principles governing Non-Matriculation applicants

- a. A non-matriculated student is capped at 9 TCNJ Course Units (36 semester credit hours) before being required to matriculate into a degree program or formally declaring their intention to not pursue such a program at TCNJ.

IV. RELATED DOCUMENTS

1. Admissions Mission Statement and Guiding Principles
2. Admissions Application webpage
3. ~~Conditional Readmission Policy~~

V. HISTORY