

# Transfer Credit

Credit for academic work completed with a grade of C (2.0) or higher may be transferred if the course is appropriate to the curriculum of Emory & Henry. (Transfer credit will be awarded for transferable courses in which a grade of P was earned, provided that the course bears not more than one semester hour of credit, and that the course grading scheme was P/F by election of the college, as opposed to election of the student.) The work must be completed at a regionally accredited college or university, i.e., accredited by the Southern Association of Colleges and Schools or a comparable association. (Credits from a U.S. college or university holding accreditation through some other agency are evaluated on an individual basis.) Grades for courses taken elsewhere may not be transferred, and a student's cumulative GP A is based solely on work attempted at Emory & Henry. The Registrar and appropriate department chairs evaluate all transfer credit and determine its applicability toward fulfillment of requirements at Emory & Henry.

For those students pursuing an undergraduate degree at Emory & Henry, a maximum of 75 semester hours may be transferred from a community college or other two-year institution and applied toward graduation at Emory & Henry. Credit for work done outside the United States, unless it is part of a study abroad program sponsored by Emory & Henry College, must be evaluated at the student's expense by an international transcript evaluator recognized by the National Association of Credential Evaluation Services (NACES) or evaluated by the American Association of Collegiate Registrars and Admissions Officers International Education Services.

In order to receive credit for the equivalent of a course numbered 300 or above at Emory & Henry, a student must have completed the course at a regionally accredited institution that grants a baccalaureate degree or must receive approval of the chair of the appropriate department at Emory & Henry. Transfer of credit from four-year institutions is subject to the graduation requirement that the following must be taken at Emory & Henry: the final 33 semester hours, half of the required courses in the major, half of the minor or the contextual and support area (if one is included in the student's major), and the Core 200 and Core 300 courses. Exceptions must be approved by the Provost. Each course must have been graded C (2.0) or better in order to transfer. The college does not grant credit for noncredit courses, for life experience, or for professional certificates. Courses accepted for transfer from other institutions are not used in the computation of grade point averages for academic good standing.

Students already enrolled in Emory & Henry who wish to take coursework at other institutions must seek advance approval from the faculty advisor, the chair of the department in which the course falls, and the Provost or Registrar. Approval forms are available in the Registrar's Office. Such applications, especially for courses to meet requirements, should be made only in exceptional circumstances and for convincing academic reasons. The chair of the department involved may specify that following the completion of a course at another institution, transfer of credit is contingent upon satisfactory completion of a departmental examination at Emory & Henry. The Committee on Academic Standards serves as a board of appeals for proposals which do not receive approval from any of the above academic officers.

Students are not permitted to transfer courses to Emory & Henry if those courses are taken concurrently with enrollment at the college, except with prior approval by the Provost. The college's limits with respect to course load apply also to courses taken at other schools, or at any combination of schools.