Transfer and Acceptance of Academic Credit

I. Policy Statement and Purpose

In accordance with Athens State University’s educational mission, this policy establishes the standards for the transfer and acceptance of academic credit earned at other institutions by Athens State University. These standards are based on comparable practices at other institutions of higher education, and also recognize the unique status of the University as an upper-division institution.

Since Athens State University is an upper-division institution, any student seeking admission to the University must have prior college level credit as documented on official transcripts. Therefore, the transfer and acceptance of credit from other institutions is essential to the University’s mission.

II. Transfer and Acceptance of Credit Earned at Other Institutions

The standard unit of college credit at Athens State University is the semester hour. Transfer credits earned in quarter hours will be evaluated on the basis that one quarter hour equals two-thirds semester hours (e.g., a 5 quarter hour course would equate to 3.3 semester hours).

Athens State University does not accept continuing education units (CEUs) for academic credit.

Undergraduate

For any student who meets admission requirements, Athens State University accepts credit for all coursework completed with passing grades (“D” or higher) from postsecondary institutions accredited by one of the 6 regional accrediting bodies. Accepted credit from such regionally accredited institutions may be included in the student’s Athens State academic records and may be applicable in satisfying certain degree requirements (see below).

Acceptance of credit with passing grades from postsecondary institutions accredited by other accrediting bodies recognized by the U.S. Department of Education will be considered only on a case-by-case basis. Official transcripts from institutions accredited by such other accrediting bodies must be submitted to the Office of Admissions for evaluation prior to admission to Athens State.

Graduate

A maximum of six (6) semester hours of graduate coursework from a regionally accredited institution may be transferred in to an Athens State University graduate program. All other graduate coursework must be completed at Athens State University.

All transfer coursework must have been completed within the last five (5) years.
III. **Applicability of Accepted Transfer Coursework towards Degree Requirements**

The University reserves the right to determine the applicability of any accepted transfer credit or coursework toward the fulfillment of a student’s degree or major requirements at Athens State.

**Undergraduate**

In general, accepted transfer credit and coursework must be relevant to the degree or major a student plans to pursue at Athens State. The content and level of instruction of transfer coursework is evaluated by the appropriate advisors to ensure that student competencies in the coursework are equivalent to those required by the State of Alabama general education coursework requirements, or to similar coursework offered at Athens State and required for the degree program.

There is no statute of limitations on the age of coursework accepted by the University from regionally accredited institutions. However, students should be aware that older coursework in certain disciplines (e.g., the sciences) may not be considered appropriate for fulfillment of degree or major requirements.

**Graduate**

In general, accepted graduate transfer credit and coursework must be relevant to the degree or major a student plans to pursue at Athens State University. The content and level of instruction of transfer coursework is evaluated by the appropriate advisors to ensure student competencies in the coursework.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements.

Only grades of A and B are eligible for transfer to Athens State University.

IV. **Responsibility for this Operating Policy**

**A. Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed.

**B. Responsibility for Policy Implementation**
The President has assigned the responsibility of implementing this policy to the Office of Admissions and the Registrar, under the direction of the Provost/Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Support Services, and the Assistant Vice President for Enrollment Management.