

Policy Title: Transfer of Credit

Policy Type: Academic **New/revised:** Revised

Old Policy #: No TBR policy or guideline. Undergraduate catalog, graduate catalog

Approval level: ☒ Board of Trustees
☐ President
☐ Vice President
☐ Other (specify here)

Purpose: The purpose of this policy is to address conditions whereby a student may transfer credit into an ETSU undergraduate degree program or graduate certificate or degree program.

Policy:

- I. Transfer of Undergraduate Credit
 - A. ETSU will review for possible credits earned from all institutions of higher education previously attended.
 1. Consideration for transfer of courses will be given to the appropriateness and applicability of the credit earned to the courses offered at ETSU.
 2. Credit earned from institutions of higher education accredited by the Southern Association of Colleges and Schools (or corresponding agencies for other states and regions of the United States) will be evaluated for direct application toward a degree.
 3. Credit earned at institutions outside of the United States that are recognized by the corresponding country's Ministry of Education or similar agency will be evaluated for direct application toward a degree.
 4. Credit earned through non-regionally accredited institutions or non-accredited international institutions of higher education will be reviewed for possible transfer credit on a case-by-case basis at the request of the student. In order to have the credit considered, the student must file a petition with the appropriate academic department. Credit will be recorded on a student's record only after the appropriate academic department(s) and the dean have reviewed the course(s) and determined it to be equivalent in content to an ETSU course(s) and approval is issued by the Vice Provost for Enrollment Services.
 5. The Office of Admissions will evaluate credit for university-wide use based on historical precedent, course descriptions and titles, current articulated program information and/or review by the appropriate ETSU college dean and faculty.
 6. Credit earned in remedial or developmental courses is not transferable for college-level credit.
 7. A student who completes a Tennessee Transfer Pathway (TTP) at a Tennessee community college is guaranteed that ETSU will accept those courses taken in fulfillment of the TTP.

8. Courses that have no direct ETSU equivalent will be transferred as either lower division or upper division general elective credit and may, as appropriate, be applied as elective credit toward the student's degree.
- B. Prior Learning Credit
1. When awarding credit for prior learning the university will use generally accepted principals and best practices, and recognized guides to ensure appropriate awarding procedures are followed.
 - a. Procedures for awarding credits based on prior learning have been developed in accordance with the Southern Association of Colleges and Schools Commission on Colleges principles and policies related to the transfer of credit and the Recommended Standards in Prior Learning Assessment Policy and Practice of Tennessee Public Colleges and Universities (August 7, 2012).
 2. ETSU will review for possible credit evidence of prior learning as provided through standardized exam scores, training provided by non-collegiate institutions, or experiential learning. Possible sources of prior learning assessment include:
 - a. Service in the armed forces
 - b. Dantes – Subject Standardized Tests
 - c. Advanced Placement Exams (AP)
 - d. ACT/SAT credit for first-year English
 - e. International Baccalaureate Exams
 - f. College Level Examination Program (CLEP)
 - g. Cambridge exams
 3. Departmental course challenge exams may be available for undergraduate courses, for which a fee is charged. To be eligible, admitted or enrolled students with satisfactory academic standing, as determined by the appropriate academic department, may request a comprehensive challenge examination. Students may not take the challenge exam in a course previously taken for credit. A grade of "P" for pass (satisfactory performance) or "F" for fail (unsatisfactory performance) is determined by the academic department and entered into official records.
 4. ETSU may award credit for experiential learning for applicants to approved degree programs on well-documented activities and experiences at the appropriate educational level and evaluated based on clearly developed outcomes for the courses or program for which credit is awarded.
- C. When awarding credit to students who are veterans or military service members the university will reference the Joint Services Transcript (JST), DD-214, and/or transcripts from the Army/American Council on Education Registry Transcript System (AARTS), Community College of the Air Force (CCAF) and Coast Guard Institute (CGI). The university will use the American Council on Education (ACE) for awarding credit for military experience, educations, and/or training obtained during military experience.
1. If military experience, education and/or training are equivalent to a course offered by ETSU the credit will be applied for the equivalent course. Otherwise, appropriate course credit will be granted for elective credit.
 2. Should credit not be captured through ACE recommendations, veterans and service members have the opportunity for prior learning assessment through other means. (refer to 1. above)

3. Military veterans and service members have the opportunity to request that excessive credits applied to transcripts which may affect their financial aid eligibility be removed from the transcript.
- D. Prior learning credit awarded by another Tennessee public institution will be recognized by ETSU.

II. Transfer of Graduate Credit

- A. Students may petition the Dean of the School of Graduate Studies (Application for Transfer of Graduate Credits) for the transfer of a maximum of nine (9) semester credits of graduate credit earned from ETSU or other regionally accredited U.S. and approved international institutions, if grades of "B" (or equivalent) or higher were earned ("B-" grades do not transfer.) In order to qualify for transfer, requested courses will be evaluated with respect to content, learning outcomes, and credits. Students may be required to submit documentation (e.g., syllabus) prior to transfer credit being approved. ETSU coursework solely is used to compute the grade point average; non-ETSU transfer work is not computed in the GPA.
- B. All non-ETSU transfer credit must be completed prior to the term of graduation so that the transfer process can be completed in a timely manner early in the graduation term. Transfer of credit may not be initiated after the graduation intent deadline, and official transcripts must be received by the midpoint of the graduation term.
- C. The degree program time limit (matriculation limit) will begin with the registration date of the first course applied to the degree requirements, including transferred courses. Credit earned prior to the degree time limitations specified in this catalog will not be approved for transfer and transfer credit cannot be revalidated if it later exceeds the matriculation limits.
- D. Credit cannot be transferred from a completed degree program into a current degree program. Extension or continuing education hours will not be transferred for credit. In general, credit earned at international institutions cannot be transferred, and petitions to transfer international credit are reviewed only if accompanied by a professional course-by-course evaluation.
- E. When credit is transferred into a graduate certificate program, the School of Graduate Studies rules for transfer of credit will apply. Students who have taken non-degree coursework at ETSU or other universities may petition to transfer up to nine (9) credits into a graduate certificate, but in all cases students must take at least 50% of the certificate program coursework or at least six credits of coursework (whichever is greater) at ETSU in order to complete certificate requirements. Some graduate certificates have specific rules about transfer of credit, and so the graduate certificate curriculum in the catalog should be consulted. Students currently enrolled in a master's program or doctoral program may not be enrolled in a certificate that duplicates their work in a master's or doctoral program concentration.