

Augusta University

Policy Library

Transfer Credit Policy

Policy Manager: Office of the Vice Provost for Instruction

POLICY STATEMENT

This policy governs the evaluation and acceptance of courses that are presented for transfer to Augusta University (AU).

AU must ensure consistency and continuity in the acceptance of transfer credit. However, separate procedures exist to evaluate and accept transfer credits depending on college and degree program.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Transient Student: A transient student is defined as a degree candidate at one institution who is granted the privilege of temporary registration at another institution.

Transfer Credit: Academic credit earned at another institution that is accepted as credit toward a degree at a student's current institution.

PROCESS & PROCEDURES

As a part of the admissions process students will be asked to provide official transcripts for any prior college level coursework completed by the student seeking admissions. The Office of Academic Admissions will verify and review all documented coursework to determine if any of the earned credits are acceptable for use as part of an AU degree.

For course credit to be transferable the coursework must be validated as being academically rigorous for the appropriate level at which a student receives transfer credit. To that end accreditation of the transferring institution by one of the following organizations is one of the evaluations of quality used by AU:

- Middle States Commission on Higher Education
- New England Association of Schools and Colleges Commission on Institutions of Higher Education
- North Central Association of Colleges and Schools - The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

For institution outside of the United States, such quality assurance is provided through a review of prior credit earned by an approved credentials evaluation service to which applicants submit their education credentials.

Once all original transcripts and reviews have been received by AU an evaluation of accepted transferable credits is made by the Office of Academic Admissions, which furnishes the student with a complete transfer evaluation report. The report will indicate which, if any, prior courses will transfer to AU as well as courses that may be approved by AU academic units for transfer. Students wishing to pursue departmental approval should work in consultation with their advisors, to request departmental to review their academic records to potentially approve a Course Substitution/Exception Request or Examination of Transfer Work form. A course substitution allows a course to fulfill a degree requirement it would not typically satisfy. All course substitutions must be approved by the chair of the department in which the course in question is offered as well as the Dean's office of the college (and when appropriate The Graduate School) as well as the Office of the Vice Provost for Academic Affairs. All approved course substitutions are then submitted to the Office of the Registrar for processing.

A department chair/head can also execute an Examination of Transfer Work form if he/she feels that a course for which a substitution is being sought should have a different Augusta University equivalent than originally determined. All Examination of Transfer Work forms must be submitted to the Office of Academic Admissions for processing.

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In order for coursework to be transferred to undergraduate degree programs at AU the original academic work must have been completed at the collegiate level, the coursework must be relevant and applicable to the degree being sought at AU, and AU must have a corresponding course at the proper academic level. To that end, credit earned at accredited technical colleges may not transfer unless the credit was earned in a designated college transfer program (that are part of an officially sanctioned college preparatory curriculum: https://www.usg.edu/academic_affairs_handbook/section2/C782)

Transfer Credit for Graduate Degrees

Transfer of graduate credit is never automatic, and credits transferred do not reduce the residency requirement for any advanced degree. At the discretion of the Dean of The Graduate School (or Dean's designee), and the faculty of the major program, up to nine semester hours of credit toward a degree may be transferred, with the exception of the Doctor of Philosophy degree PhD. The actual maximum number of credit hours allowed for transfer (0-9) is program specific. A request for credit transfer should be initiated by the student and his/her advisor, through the program's director.

Course work transferred to a degree program in The Graduate School must be relevant and applicable to the degree being sought. The individual applying for the transfer credit is responsible for providing the necessary documentation (i.e., course syllabi, transcripts, etc.) for the review. Course credit may be accepted for transfer if the:

- course content is equivalent to a course offered by the graduate program at AU,
- course was taken by the student within five years prior to the date of his/her projected enrollment,
- student earned a grade of either “B” or higher or “pass,”
- course is recommended for transfer by the graduate program and approved by the Graduate School dean.

Doctor of Philosophy (PhD) Degree Programs

A maximum of six credit hours is usually recommended but nine credit hours may be allowed in transfer from a master’s degree. The transfer of any course work beyond the master’s level is a matter for negotiation between the student, his/her advisory committee, his/her major department and the Dean of The Graduate School. In general, no more than a total of 20 semester hours may be transferred toward the PhD under any circumstances.

The Colleges of Allied Health Science and Nursing

To be approved for transfer credit the coursework to be transferred must have been taken within five years prior to the date of student’s projected enrollment. If this condition is met, the Dean (or Dean’s designee) of these Colleges may allow a maximum of six credit hours of transfer of graduate credit except as noted below:

- The physician assistant program allows no transfer credit toward degree requirements.
- The physical therapy program allows no transfer credit for physical therapy coursework completed at another institution.
- The occupational therapy program will consider transfer credit of coursework completed within four years prior to student’s projected date of enrollment.

The College of Education

For the Master of Arts in Teaching (MAT), up to nine semester hours of credit toward the degree may be transferred in consultation with the student, advisor, and the department chair of the discipline of the courses being considered.

The Dental College of Georgia

The Dental College of Georgia does not normally accept advanced standing transfer students. However, in the event that a Georgia resident who has enrolled in a dental education program at another accredited U.S. institution cannot complete his or her dental education due to discontinuation of the program in which the student was initially enrolled, the Dean of the College of Dental Medicine may grant advanced standing admission to such a student provided the student has met the admission requirements

for the College of Dental Medicine at Augusta University and was in good standing at the time the program was discontinued.

Medical College of Georgia

Students currently enrolled and in good standing at other Liaison Committee on Medical Education (LCME) medical schools will be considered for transfer admission with advance standing to the second- and third-year classes only when there are compelling reasons for the transfer and only on a space available basis. Courses taken at the student's first institution will be evaluated and transfer credit will be awarded on a course-by-course basis. Students accepted as advanced standing transfers under these circumstances may be required to study on an altered or modified curriculum and may be required to repeat courses taken at the student's first institution.

Time In Residence at AU:

Associate degree: a student must complete a minimum of 20 hours of academic credit at AU.

Baccalaureate degree: a student must complete at least 25 percent of the credits required for the degree and a minimum of 30 hours of academic credit in courses numbered 3000 or above at AU. In addition, at least one-half of the major concentration and one-half of the minor concentration, if applicable, must be completed at AU.

Active-duty service members of the United States Armed Services or the United States Public Health Service Commissioned Corps (PHSCC) must complete at Augusta University at least 25 percent of the degree requirements for all degrees. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Additional Rules:

- The amount of credit that AU will allow for work done in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at the university during that time. A maximum of 62 hours of credit earned in a junior college may be applied toward a degree at Augusta University.
- Coursework that is more than twenty years old is subject to validation by the Director of Academic Admissions or that person's designee. Credit decisions will be made in consultation with appropriate department chairs.

Transient Students:

To take courses at another institution an AU student must be in good standing as verified by the Office of the Registrar and should obtain prior approval from the AU department that offers a course most compatible with the one that will be taken elsewhere. If an AU student enrolls at another institution without obtaining prior approval to do so, he or she must appeal to the department that offers the course

at Augusta University to receive credit for the course and there is no guarantee that approval will be granted.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

USG Academic and Student Affairs Handbook Transfer Credit 2.4.9:

https://www.usg.edu/academic_affairs_handbook/section2/C738/#p2.4.9_transfer_rules

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 1/31/2024

President, Augusta University

Date: 2/3/2024