

FLAGLER COLLEGE

ADMINISTRATIVE POLICY STATEMENT # 223

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SUBJECT: Transfer Credit from Another Institution

Recommended By: Office of Academic Affairs

Adopted: November 19, 1997

Approvals:

College Administrative Council/ _____ **Date:** December 13, 2007
College President

The purpose of this policy is to set forth the standards for accepting transfer credits from another institution. In general, Flagler College accepts academic credits (including distance education credits) only from degree-granting colleges or universities that are accredited by one of the six regionally-accrediting bodies for higher education at the time the coursework was completed.

Exceptions to this policy may be granted for transfer credit earned at a recognized foreign institution; for transfer of coursework completed at a degree-granting institution accredited by a professional accrediting body responsible for free-standing institutions within a specialty; or for educational credits earned in a non-collegiate setting, such as at military schools, which have been evaluated and recommended for credit by an organization generally recognized as an authority by the higher education community, such as the American Council on Education. Other exceptions may be granted on a case-by-case basis. Such exceptions must be adequately justified by the College and must include documentation that the credit awarded represents collegiate coursework relevant to the degree; that the course content and level of instruction will result in student competencies at least equivalent to those of students enrolled in the College's own degree programs; and that the coursework was taught by faculty members qualified to teach at the appropriate degree level.

Transcripts are verified for accreditation by the Registrar through the *Higher Education Directory*, which is published by Higher Education Publications, Inc.

Applicants transferring from another institution must be in good academic standing and must be eligible to return to the college or university previously attended. Recipients of the A.A. Degree are generally admitted at the junior level; however, applicants who transfer from community/junior colleges will be allowed no more than 64 credit hours toward completion of degree requirements at Flagler College.

Transfer credits will be granted for courses in which a grade of "C" (2.0 on a 4.0 scale) or better was earned from regionally accredited institutions, with exceptions as noted above. Grades are not transferable; hence, quality points earned for transfer credits are not used in computing a student's grade point average at Flagler College. Students who have successfully completed the requirements for an A.A. Degree at a community/junior college may transfer up to three courses in which a "D" grade was earned, provided the total number of transfer credits does not exceed 64 semester hours. The amount of transfer credit and advanced standing allowed by the College will be determined by the Registrar. In some instances, the Office of Academic Affairs or department chairs are consulted prior to awarding transfer credits. Transfer students are responsible for submitting all official transcripts, CLEP, or Advanced Placement test scores and for confirming their level of advanced standing prior to registering for classes at Flagler.

Revised: 12/3/01; 7/15/05; 8/7/07

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Initials _____

Flagler students who wish to take courses at another institution, while away from Flagler College, e.g., during the summer, must complete the Application for Transient Study and must receive approval from the Registrar before enrolling as a transient student at another college or university. Application forms are available in the Office of the Registrar. Students who fail to receive prior approval before enrolling at another institution will be denied transfer credit.

Flagler College limits the number of hours a student may earn during the summer at another college or university after that student has enrolled at Flagler. Students may earn up to nine semester hours of credit from another institution. Seniors must complete their final 30 semester hours of credit at Flagler College, except for those students participating in an approved Study Abroad or Study Away Program. Students may not earn credit for courses taken at a two-year college after they have earned 60 or more semester hours.

For the purpose of this administrative policy statement, distance education is defined as a formal educational process in which the majority of the instruction occurs when students and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or computer technologies.