



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.28 -- TRANSFER CREDIT

PURPOSE: This policy outlines the circumstances under which course credits from other colleges and university can be considered for transfer.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: In order to allow students the opportunity to extend their educational experience uninterrupted, Young Harris College will use the following guidelines to evaluate courses presented for transfer:

1. When considering potential transfer of credit from other colleges and universities, only credits from institutions accredited by regional accrediting agencies will be eligible for transfer. No credit will be awarded until an official transcript has been received.
2. Only courses similar in content to those offered at Young Harris College will be considered for equivalent credit. Courses deemed equivalent to those taught at Young Harris College will be assigned Young Harris College course numbers. For courses considered transferable for which there is not exact equivalent, elective credit will be granted.
3. Transfer of D credit:
 - A maximum of two D's will be accepted for transfer credit. D credit earned in 1000 and 2000 level courses used to satisfy Areas I through IV and Area VI requirements will be accepted, except for courses that are pre-requisite courses and require a C or better to move on to the next course in the sequence.
 - Credits earned in 3000-4000 courses require a minimum grade of C.
4. Transfer credit is awarded in semester hours. Quarter hours will be converted to semester hours upon evaluation. One quarter hour is the equivalent of 2/3 semester hours.
5. If a course is repeated, only the highest awarded grade will be awarded credit.
6. Students pursuing a bachelor's degree will be allowed a maximum of 90 hours of transfer credit, no more than 30 of which may be earned through AP examination, CLEP, International Baccalaureate, and online courses from accredited colleges and universities.

7. Apart from the 30 credit-hour ceiling mentioned above, there is no limit on the amount of transfer credit a student may earn through AP examination. Students may receive transfer credit only for AP examinations completed prior to matriculation. Scores of four (4) or higher on the AP examination will be considered for credit.

8. Apart from the 30 credit-hour ceiling mentioned above, there is no limit on the amount of transfer credit a student may receive through CLEP examination. Students may receive transfer credit only for CLEP examinations completed prior to matriculation. Scores of fifty (50) or higher on the CLEP examination will be considered for credit.

9. Apart from the 30 credit-hour ceiling mentioned above, there is no limit on the amount of transfer credit a student may receive through International Baccalaureate examination. Students may receive transfer credit only for International Baccalaureate examinations completed prior to matriculation. Scores of five (5) or higher on the International Baccalaureate examination will be considered for credit.

10. Apart from the 30 credit-hour ceiling mentioned above, there is no limit on the amount of transfer credit a student may receive through online courses from accredited colleges and universities. Students may receive transfer credit through online courses either before or after matriculation. Students must earn a grade of "C" or higher in online courses for those courses to be considered for credit.

11. The determination of whether to award transfer credit for specific examinations and courses, as well as how much credit to award, will be made by the Registrar in consultation with the Office of Academic Affairs and the appropriate academic division and/or department.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Chair, Academic Council	Date
/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson
Registrar

3.16.16
Date

APPROVED:

/s/ Cathy Cox
President

7.29.16
Date
