

PROCEDURE LIT.7.09.01 COURSE TRANSFER GUIDELINES

SCOPE: Students

1. Procedure

- 1.1. Official transcripts from all colleges or universities must be submitted for evaluation of transfer coursework.
- 1.2. Additional documents that demonstrate completion of learning from formal courses sponsored by associations, business, government, industry, and unions will be evaluated to determine transfer of credit.
- 1.3. In some instances, students may be asked to supply additional information to assist in the evaluation of transfer coursework.
- 1.4. Failure to provide transcripts from all colleges or universities attended and/or other documentation of formal courses may result in denial of the awarding of credit.
- 1.5. Students will be notified of acceptance of transfer work.
 - 1.5.1. The period of evaluation may be completed prior to enrollment but may occur at the end of the first academic term in which the student is enrolled.
- 1.6. Acceptance of transfer course work by LIT does not guarantee credit for specific courses within particular programs of study or admission to all programs.
- 1.7. Students are encouraged to inform their advisors of any transfer courses at the time of the initial advisement.

2. Guidelines - The following guidelines may determine the extent of transfer courses, the impact of transfer coursework on grade point average, status at graduation (honors), and transcripted grades.

- 2.1. Grades of 'C' or better will be accepted as transfer credit for program specific course(s) within a degree plan.
- 2.2. Grades of 'D' will be accepted as transfer credit for general education courses (not program specific). Some programs have additional policies that will not allow the transfer of a 'D'. Students are advised to contact individual program advisors for policies about the transfer of a 'D'.
- 2.3. Courses transferred to a degree plan will be used in the calculation of the cumulative grade point average.
- 2.4. Grades of 'F' will not transfer to LIT.

2.5. Courses transferred to a degree plan will be used to determine 'honors' upon graduation.

2.6. At least 25 percent of the credit hours required for the degree must be earned through instruction offered by LIT.

Related Policies: LIT.7.09 Transfer Policy, LIT.7.01 Admissions

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

Revised: