



Policy Number: II.1.1  
Policy Level: Operating Policy  
Originally Issued: March 13, 2013  
Implementation Date: August 19, 2013  
Revised: January 13, 2016  
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Policy Owner: Provost/ VP Academic Affairs and Student Services  
Policy Implementation: Office of Admissions, Registrar  
**SACSCOC Standard: 10.8**

## Transfer and Acceptance of Academic Credit

### I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the standards for the transfer and acceptance of academic credit earned at other institutions by Athens State University. These standards are based on comparable practices at other institutions of higher education, and also recognize the unique status of the University as an upper-division institution.

Since Athens State University is an upper-division institution, any student seeking admission to the University must have prior college level credit as documented on official transcripts. Therefore, the transfer and acceptance of credit from other institutions is essential to the University's mission.

### II. Transfer and Acceptance of Credit Earned at Other Institutions

The standard unit of college credit at Athens State University is the semester hour. Transfer credits earned in quarter hours will be evaluated on the basis that one quarter hour equals two-thirds semester hours (e.g., a 5 quarter hour course would equate to 3.3 semester hours).

Non-traditional credit may be evaluated by the Adult Learner Services Office.

#### **Undergraduate**

For any student who meets admission requirements, Athens State University accepts credit for all non-remedial coursework completed with passing grades ("D" or higher) from postsecondary institutions accredited by institutional accrediting agencies recognized by the U.S. Department of Education. Accepted credit from such institutions may be included in the student's Athens State academic records and may be applicable in satisfying certain degree requirements (see below).

Official transcripts from each institution must be submitted to the Office of Admissions for evaluation **prior** to admission to Athens State.



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## Graduate

A maximum of six (6) semester hours of graduate coursework from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education may be transferred in to an Athens State University graduate program requiring 30-36 semester hours unless otherwise specified. Programs with specific exceptions are listed below.

Master of Arts in Interdisciplinary Studies: Students may transfer a maximum of 22 graduate semester hours into the Master of Arts in Interdisciplinary Studies program. Students will be required to complete a minimum of 33% of their coursework at Athens State University.

Master of Fine Arts in Integrative Design: Students with an earned Master of Arts in Art or Master of Arts in Art and Design may be eligible to transfer a maximum of 30 semester hours into the University's Master of Fine Arts (terminal degree) program. All other graduate coursework must be completed at Athens State University.

Coursework taken at the graduate level will not be automatically recorded on the Athens State University graduate transcript. Some graduate level coursework may be added on a case-by-case basis at the request of the student and with approval of the faculty advisor, College Dean, and Provost. Transfer credit may only be awarded for courses in which grades of B or higher have been earned. ([Athens State University Grading System](#))

### III. Applicability of Accepted Transfer Coursework towards Degree Requirements

**The University reserves the right to determine the applicability of any accepted transfer credit or coursework toward the fulfillment of a student's degree or major requirements at Athens State.** [General University Requirements for Graduation](#)

#### Undergraduate

In general, accepted transfer credit and coursework must be relevant to the degree or major a student plans to pursue at Athens State. The evaluation process for content and level of instruction



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of transfer coursework begins with the Registrar's Office to ensure that student competencies in the coursework are equivalent to those required by the State of Alabama general education coursework requirements, or to similar coursework offered at Athens State and required for the degree program.

There is no statute of limitations on the age of coursework accepted by the University from other accredited institutions. However, students should be aware that older coursework in certain disciplines (e.g., the sciences) may not be considered appropriate for fulfillment of degree or major requirements.

Coursework taken at the graduate level will not be automatically recorded on the Athens State University undergraduate transcript. Some graduate level coursework may be added as undergraduate credit on a case-by-case basis at the written request of the student, and when the coursework has been approved by the appropriate College as applicable to the requirements for the undergraduate program being pursued.

### **Graduate**

In general, accepted graduate transfer credit and coursework must be relevant to the degree or major a student plans to pursue at Athens State University. The evaluation process for content and level of instruction of transfer coursework begins with the Registrar's Office to ensure student competencies in the coursework.

With approval of the Faculty Advisor, College Dean and Provost, a maximum of six (6) hours graduate coursework may be transferred in from another institution accredited by an accrediting agency recognized by the US Department of Education for credit toward a graduate degree. On a case-by-case basis, more than 6 hours may be approved by the College Dean and Provost for course substitutions.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements.

Only grades of A and B for graduate coursework are eligible for transfer to Athens State University.



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#### **IV. Responsibility for this Operating Policy**

##### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs and Student Services as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

##### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Office of Admissions and the Registrar, under the direction of the Provost/Vice President for Academic Affairs and Student Services, the Vice President for Enrollment Management and Student Support Services, and the Assistant Vice President for Enrollment Management.