



Policy Number: II.11
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: January 13, 2016
Revised: March 1, 2016
Reviewed: May 9, 2019
Revised: May 12, 2020
Policy Owner: Provost/ VP Academic Affairs
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).

Athens State University does **not** accept continuing education units (CEUs) for academic credit.

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.

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. All other graduate coursework must be completed at Athens State University.

All transfer coursework must have been completed within the last five (5) years.



Policy Number: II.11
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: January 13, 2016
Revised: March 1, 2016
Reviewed: May 9, 2019
Revised: May 12, 2020
Policy Owner: Provost/ VP Academic Affairs
Policy Implementation: Office of Admissions, Registrar
SACSCOC Standard: 10.8

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 \(for students admitted prior to Fall 2015\)*](#)

[*General University Requirements for Graduation \(for students admitted Fall 2015 semester through Summer 2019 semester\)*](#)

[*General University Requirements for Graduation \(for students admitted Fall 2019 or later\)*](#)

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 content and level of instruction of transfer coursework is evaluated by the appropriate transfer or faculty advisors 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 content and level of instruction of transfer coursework is evaluated by the appropriate transfer or faculty advisors to ensure student competencies in the coursework.



Policy Number: II.11
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: January 13, 2016
Revised: March 1, 2016
Reviewed: May 9, 2019
Revised: May 12, 2020
Policy Owner: Provost/ VP Academic Affairs
Policy Implementation: Office of Admissions, Registrar
SACSCOC Standard: 10.8

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.

IV. Responsibility for this Operating Policy

A. 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 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.

B. 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, the Vice President for Enrollment Management and Student Support Services, and the Assistant Vice President for Enrollment Management.