TRANSFER CREDIT

This policy statement adheres to the guidelines set forth in the Joint Statement on the Transfer and Award of Credit developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), American Council on Education (ACE) and the Council for Higher Education Accreditation (CHEA).

The University of Alabama transfer credit policy is designed to facilitate the transfer of coursework from another college or university to The University of Alabama, assure the maximum utilization of work accomplished at another institution and encourage students to advance toward graduation in four years.

General Transfer Credit Policy

The University of Alabama accepts transfer work from postsecondary institutions that are fully accredited by regional accrediting agencies. Incoming transfer coursework will be evaluated against the current University of Alabama catalog at the time the transcript is received. A University of Alabama equivalent course, discipline specific elective or general elective will be assigned based on comparability of the course content.

Accreditation

1. Collegiate work will be considered for transfer credit from postsecondary institutions that offer the baccalaureate degree or associate’s degree leading to the baccalaureate degree and are fully accredited by one of the six regional accrediting associations below. Institutions that have been granted official candidacy status by a regional accrediting association will be accorded conditional acceptance for the coursework until full accreditation is granted.
   - Middle States Commission on Higher Education
   - Higher Learning Commission
   - New England Association of Schools and Colleges, Commission on Institutions of Higher Education
   - Northwest Commission on Colleges and Universities
   - Southern Association of Colleges and Schools, Commission on Colleges
   - Western Association of Schools and Colleges

2. Collegiate work from postsecondary institutions not fully accredited by regional accrediting associations will be considered for transfer credit only when approval is recommended by the dean of the student’s college of enrollment. Approval must be sought by the student via written petition to the dean.
   - If the work is approved for transfer, the credit will be accepted on a provisional basis.
   - Provisional credit will be applied as appropriate to the student’s degree if an average of C or higher is earned for a year of academic work as a full-time student.
   - In the case of the part-time student, a C average or higher must be earned for work completed from the time of initial enrollment through the semester (summer included) in which a total of at least 24 semester hours of work is completed at The University of Alabama.
   - A student who transfers within The University of Alabama will have provisional credit applied as appropriate to the curriculum of the college into which the student transfers.

3. Collegiate work will be considered for transfer credit for courses completed at colleges and universities outside of the United States which are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), NAFSA: Association of International Educators, and evaluation agencies that are member organizations of the National Association of Credential Evaluation Services (NACES). A list of current NACES members can be found at http://www.naces.org/members.html.

Transferability, Equivalency and Applicability

1. Transferability refers to the conditions under which the University accepts credit from other postsecondary institutions for inclusion in the student’s record. The Office of the University Registrar (OUR) is responsible for determining transferability.

2. Equivalency entails equating transfer credit, both in hours and content, to University of Alabama coursework. Lower level equivalencies will be determined by transfer credit evaluators in OUR. Upper level equivalencies will be determined by the college/school which houses the discipline.

3. Applicability of credit toward a degree refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of a student’s degree requirements. The student’s college of enrollment is responsible for determining applicability.

Governing Policies

1. Transfer credit is generally awarded for academic credit earned at regionally accredited institutions or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period.

2. The evaluation and award of transfer credit will be based on official transcripts. To be eligible for evaluation, coursework must appear on an official transcript from the institution that offered the coursework and initially conferred the credit in question.

3. The University of Alabama follows a semester calendar and awards credits earned in semester hours. Earned hours assigned to coursework completed at institutions on non-semester based academic calendars will be converted and reported on The University of Alabama transcript as semester hours. The most common non-semester based academic calendar is the quarter system. Quarter credits are converted to semester credits by multiplying the number of quarter credits by 0.66.

4. Credit granted by another institution for non-traditional experiences will not be accepted based on that institution’s transcript. To receive credit for non-traditional experiences (e.g. College Level Examination Program [CLEP], Advanced Placement [AP], International Baccalaureate [IB], General Certificate of Education [GCE] Advanced and Advanced Subsidiary Level Exams, military training, etc.), the student must present official documentation from the original provider of the non-traditional experience.

5. The following types of credit are not transferable and will not count towards a degree:
   - placement credit granted by another institution
   - remedial or developmental courses
   - technical courses
   - occupational, vocational and some workforce courses from two-year institutions
courses classified as below freshman level by the originating institution
- courses in religion that are doctrinal, confessional or sectarian in nature
- courses applying to a previously earned baccalaureate degree

6. Courses from two-year institutions transfer as lower-division (100- and 200-level courses) credit only. Undergraduate courses from four-year baccalaureate degree-granting institutions transfer at the same level, lower- or upper-division, as they were taken. Graduate level coursework may be transferred as undergraduate credit at the written request of the student and upon approval by the appropriate academic department.

7. Credit is granted based on coursework earned, not degrees. Students transferring to the University of Alabama with an associate’s degree will not automatically be granted junior standing.

8. In those instances when a student has repeated a course, all occurrences of the course, including grade, will be posted to The University of Alabama transcript. All grades count in the overall grade point average, but earned hours will be awarded based on The University of Alabama repeat policy for the equivalent course. This policy can be found on the Grade and Grade Points page under “Repeat Course Policy”.

9. Credit in which a grade of “F” was earned is not applicable and will not count toward a degree. However, the course, hours and grade are placed on The University of Alabama transcript and calculated in the overall grade point average.

10. Courses for which a student has been awarded academic clemency, bankruptcy, forgiveness, etc. by the institution at which the courses were completed will not be posted to The University of Alabama transcript.

11. Students are required to submit official transcripts for all postsecondary institutions attended. All transferable work will be posted to The University of Alabama transcript. Students do not retain the right to pick or choose certain courses for transfer.

Evaluation and Application of Transfer Credit

Core Curriculum/General Education
Transfer courses that are determined to not have a direct University of Alabama equivalent but deemed worthy of core credit will be noted on the student’s transcript as follows:

- TRGS FC - Transfer Gen Stdy Fresh Comp
- TRGS FL - Transfer Gen Stdy Foreign Lang
- TRGS HU - Transfer Gen Stdy Humanities
- TRGS L - Transfer Gen Stdy Literature
- TRGS HI - Transfer Gen Stdy History
- TRGS SB - Transfer Gen Stdy Soc Behv Sci
- TRGS FA - Transfer Gen Stdy Fine Arts
- TRGS N - Transfer Gen Stdy Nat Sci
- TRGS MA - Transfer Gen Stdy Math
- TRGS C - Transfer Gen Stdy Comp Sci

The student’s college of enrollment will have to grant an exception or substitution if the course should be applied to the major and/or minor.

Elective Credit
Course numbers 197 and 397 indicate lower-level and upper-level elective credit, respectively. If, upon evaluation, a course is determined to have no direct University of Alabama equivalent but does fall under a discipline taught at The University of Alabama, the course will be awarded 197 or 397 credit in conjunction with the appropriate discipline prefix. The discipline prefix with the 197 or 397 course number indicates that the course is suitable for elective credit in that discipline.

If, upon evaluation, a course is determined to have no direct University of Alabama equivalent and does not fall under a discipline taught at The University of Alabama, the course will be awarded 197 or 397 credit in conjunction with a general elective credit (GEC) prefix.

Some colleges or degree programs may not allow 197 or 397 elective credit to complete degree requirements. Students should contact their college of enrollment for details.

Applicability of Credit
Transfer credit will be applied as appropriate to a student’s degree program. The authority to apply transferred credit toward degree requirements rests with the student’s college of enrollment.

Transferring between colleges within the University of Alabama will not affect the equivalencies established for a student’s transfer work, but may affect the applicability of the credit towards the new degree program.

Transferable courses with a grade of D- or above may apply to degree requirements unless a grade of C- is specifically required.

A minimum of a C- must be earned in English composition and introductory math courses to be applicable towards completion of degree requirements. Courses requiring a C- or better are: EN 101 English Composition, EN 102 English Composition, MATH 100 Intermediate Algebra, MATH 110 Finite Mathematics, MATH 112 Precalculus Algebra, MATH 113 Precalculus Trigonometry and MATH 115 Precalc Algebra & Trig. If a grade below a C- was earned in one of the aforementioned English composition or introductory math courses, the course will still be included on the student’s transcript and included in the calculation of the student’s higher education grade point average.

A minimum of 50 percent of the coursework required to earn a baccalaureate degree at The University of Alabama must be earned at a baccalaureate degree-granting institution, and a minimum of 25 percent of the coursework required for the degree must be earned at The University of Alabama. Students should contact their college of enrollment for the specific number of hours required for their degree.

The policies and procedures for determining grade point average and applying transferred credit are discussed in each college’s section of The University of Alabama Undergraduate Catalog.

Evaluation of Credit from Non-Traditional Sources

Credit by Examination
Credit by examination and credit for several types of out-of-class experiences are recognized by The University of Alabama. Credits can be earned through satisfactory completion of one of the standardized national exams including, but not limited to, the Advanced Placement (AP) program, the International Baccalaureate (IB) program, General Certificate of Education (GCE) Advanced and Advanced Subsidiary Level Exams and the College Level Examination Program (CLEP).

Credit hours earned by examination and/or out-of-class experiences are not considered University of Alabama institutional coursework, and therefore, may not be applied towards fulfillment of:
• The minimum of 50% of the coursework required to earn a bachelor's degree at The University of Alabama that must be earned at a bachelor's degree-granting institution (four-year college or university), and
• The minimum of 25% of the coursework required for the degree that must be earned at The University of Alabama.

**Study Abroad**

All University of Alabama students doing research, internships or academic credit programs abroad will work through the Education Abroad office. Each college will evaluate the course(s) (appropriate to the division) taken through study abroad. International programs must equate to accredited college or university level work and not simply a travel experience.

The college that is responsible for the discipline will evaluate the course(s) taken abroad. When a transcript is received with work from a University of Alabama affiliated study abroad program on an international transcript, the classes will be posted as institutional coursework with pass/fail grades. A grade of P does not affect the grade point average; however, a grade of F is computed in the grade point average. When a transcript is received with study abroad work that appears on a domestic transcript from an accredited and affiliated U.S. institution, it will be treated as standard transfer credit. The grade received on the domestic institution's transcript will be posted to the student's University of Alabama transcript and calculated into the overall grade point average.

University of Alabama course equivalencies will be based primarily on the content to be covered in the international course and the consistent, direct, pedagogical correlation (discipline, course content, course level and course credit) between the international course requirements and how they equate to University of Alabama coursework and credit hours.

Education Abroad requires that a student who will receive credit from an international institution have all of the primary and alternate courses he/she plans to take abroad be evaluated by the appropriate academic division and documented on the Education Abroad Course Equivalency Form prior to studying abroad.

Some circumstances may prevent the course equivalencies from being determined prior to the student’s departure. In this case, the course(s) taken will be evaluated when the student returns from studying abroad. At the end of the study abroad program, the student must bring back all course documents, syllabi and textbooks from the course(s) taken to aid in this process. Additionally, in the event that the course(s) approved prior to departure differ from the course(s) actually taken abroad, the student must bring back all course documents, syllabi and textbooks in order to facilitate the evaluation process and receive credit.

**Military Service**

The American Council on Education (ACE) recognizes the educational value of military training and experience. ACE continuously evaluates military school courses and occupations and makes recommendations for college level credit. ACE credit recommendations are present on the Joint Services Transcript (JST) of the military service member. The University of Alabama (UA) accepts military service records and will award credit for ACE recommendations in the associate and baccalaureate categories at both the lower and upper level. Recommendations for credit at the vocational level are not acceptable for credit at UA. UA does not award credit for military occupations or for courses with ACE recommendations that are considered technical in nature. While ACE recommendations that meet the aforementioned criteria will be considered for credit during the evaluation of the JST, they are not binding to the University. Duplicate credit recommendations will not be allowed. In most cases, credits will be awarded as elective credit. At the discretion of the student’s academic department, some elective credits may be allowed to satisfy specific degree requirements by substitution.

Each service member will receive at least 4 hours of military science elective credit for their military experience documented on the JST. Any additional credit awarded may be comprised of direct UA equivalencies, discipline specific electives, physical education electives or general electives as determined by UA Transfer Credit Evaluators. A maximum of 6 semester hours of physical education credits and 6 semester hours of general elective credits will be awarded for educational experience in the military. Discipline-specific electives will only be considered for educational experience for ACE recommendations of 2 or more semester hours. Military courses in which ACE has declared optional credit recommendations will be viewed on a case by case basis to determine the appropriate credit. Military courses that have received an upper level credit recommendation from ACE will receive elective credit only. At the discretion of the student’s academic department, some upper level elective credits may be allowed to satisfy specific degree requirements by substitution.

**Other Non-Traditional Sources**

Credit from other non-traditional sources including, but not limited to, independent study, workshops, field experiences or internships will be considered for credit if documented on an official transcript from a regionally accredited institution.

**Appeal Process**

If a student disagrees with a transfer credit evaluation, the student must submit further information about the course in question in order to initiate an appeal of the evaluation. Supporting documentation can include, but is not limited to, a course outline, syllabus or textbook. If a student disagrees with an evaluation of credit from a non-traditional source, the student must submit further written information about the training including number of hours of the training, information about the training source, accreditation, etc., in order to initiate an appeal of the evaluation.

The Office of the University Registrar, in coordination with the academic discipline, will consider amending the original evaluation if, after review of supporting documentation, a change is warranted. If the student disagrees with the second evaluation, the student may file an appeal with the dean of their college of enrollment. If the appeal is denied, the student will be given a reason for denial in writing.