



# LAGRANGE

COLLEGE

## Registrar's Office

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## Transfer Credit Policy

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- Copies of official transcripts are forwarded to the Registrar's Office from Admissions
- Evaluation of all transcripts is made, taking into account:
  - a. Total maximum hours allowed
    1. 81 max semester hours total from all colleges
    2. 60 max semester hours from junior colleges
    3. 60 max semester hours total from all colleges (degree completion program)
  - b. Unaccepted grades (to include **D, F, W**, all courses below 1000 level, repeated courses, and any courses over the maximum number of allowable transfer credit)
  - c. Whether credit is from a technical school\*
  - d. Determine if credit is given in quarter or semester hours
    1. If quarter hours, convert to semester hours using .667 conversion rate (# quarter hours x .667 = semester hours)
  - e. A Bachelor's Degree from another accredited institution satisfies the core requirements at LaGrange College
  - f. An Associate's Degree from Andrew College or Georgia Military College satisfies the general education requirements at LaGrange College
  - g. An Associate of Science Degree from a University System of Georgia two-year institution satisfies the general education requirements at LaGrange College.
- Assignment of transfer equivalent courses is based on course descriptions from the submitting institutions, recommendations from the academic departments and previously established equivalencies already in place. If the student does not agree with the awarded credit for a particular course, he/she may petition the academic department offering the course. Once an academic department makes a determination on the credit to be awarded, it becomes policy for the awarding of future credit for that same course from that particular institution\*\*
- Equivalency information is entered for each institution on the **Transfer Articulation Evaluation** form in the Banner student information system. An evaluation is printed for each institution and mailed to the student's home address.

### **Other types of credit awarded:**

- ***Advanced placement (AP)*** credit is awarded based on appropriate scores earned on the advanced placement test. Minimum scores and course equivalencies are determined by the academic departments
- ***United States Armed Forces Institute & Service Schools (military)*** credit is awarded based on evaluation of military documents by the Registrar. A maximum of nine (9) semester hours of elective credit will be allowed for military service school credit. One activity course in physical education, up to a maximum of four (4) semester hours, will be awarded for each two months served in the Armed Forces.
- ***International transfer credit*** is awarded based on a translated and certified document of the international transcript from World Education Services, Inc. (WES). No English courses are accepted for credit from foreign institutions, as determined by the LaGrange College English Department. No degrees are recognized from foreign institutions for the purpose of exemption of general education requirements at LaGrange College.
- ***International Baccalaureate (IB) Program*** credit is awarded based on a list of approved course equivalencies located in the Registrar's Office. Only higher-level scores are considered for credit.
- Students who wish to receive ***College Level Examination Program (CLEP)*** credit is awarded based on ACE recommended scores and departmental approval. A maximum of six (6) semester hours will be awarded for CLEP. Course equivalencies are determined by the academic departments.
- ***Nursing credit*** is awarded by successful completion of a standardized examination and demonstration of clinical competence as determined by the LaGrange College Nursing Department.

\*Determination of acceptance of credit from technical schools is based, in part, on policies set forth by the Board of Regents for the University System of Georgia for public institutions, as well as recommendations from LC academic departments.

\*\*Diligent effort is made to award all possible transfer credit in order to ensure that the student is not being required to duplicate courses while at the same time maintaining the academic quality and integrity of the programs offered at LaGrange College