

## **UNION COLLEGE TRANSFER CREDIT APPROVAL GUIDELINES**

This document provides guidance to students already at Union regarding transferring credit for courses taken at other colleges and universities. Please note that the Academic Catalog is the official source of information regarding transfer credit.

### **Transfer Credit Requirements and Policies**

- Matriculated students may transfer in up to three courses taken elsewhere (*transfer* students who entered with more than 15 credits should consult the “Transfer Students Only” section of the Transfer Credit Policy in the Academic Catalog for the number of courses that can be taken elsewhere.)
- Courses for transfer must be taken at an accredited institution of higher education.
- Transfer credit will not be granted for online courses.
- Transfer courses do not count towards the total number of courses required for graduation except when a student has failed or withdrawn from courses started at Union and is behind in credits after taking into account any existing pre- or post-matriculation transfer credits and extra credits earned via practicum, summer, or fourth courses at Union.
- Course credits that will not count towards the total number of credits required for graduation may be transferred for the purpose of fulfilling particular course requirements and to satisfy course prerequisites.
- Course work at other colleges will be recognized only if a minimum grade of “C” is achieved (pass/fail grades are not allowed.)
- The credit value of a course must be at least three semester-hour credits or five quarter-hour credits to earn one full course credit at Union.
- The course must entail a minimum of 32.5 contact hours to be approved for transfer.
- Students with 18 or more credits towards graduation may receive degree credit for courses taken at a two-year college only if approved by the Dean of Studies.
- The grades for course work accepted from other colleges will not be recorded on a student’s Union College transcript nor will these grades be factored into a student’s cumulative academic average.

### **Applying for approval for transfer credit**

- Start by researching possible courses and consulting your advisor, the relevant department chair, and/or the Dean of Studies, as needed.
- The College recommends obtaining approval for more than one course as summer courses in particular are sometimes canceled at the last minute for low enrollment.
- Students must obtain approval to transfer credit from the appropriate department chair and from the Dean of Studies. If the requested course does not have a clear departmental home at Union, then approval is needed only from the Dean of Studies.
- The College strongly recommends that students obtain transfer credit approval before taking a course elsewhere. Approval will be considered, but not guaranteed, if sought after taking a course.

