

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.
- Online courses are eligible for transfer credit pending pre-approval from the corresponding academic department chair(s) and the Dean of Studies.
 - Online courses that are self-paced or completely asynchronous are generally not eligible for transfer credit. Department chairs have the discretion to make exceptions.
 - When taking an online course for transfer credit, students must not overlap with the fall, winter, or spring terms, unless given by prior approval by the Dean of Studies.
 - Eligible online courses must be provided by a regionally accredited college or university and count towards an undergraduate degree at that institution. Therefore, MOOCs (massive open online courses) and other courses that do not offer credit or have an optional credit system (like those from edX, Coursera, Udacity, etc.) are not considered for transfer credit.
 - Transfer credit is typically not granted for online coursework completed before the spring of 2020.
- 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courses do not count towards the total number of courses required for graduation except when a student has failed or withdrawn from courses started at Union and is behind in credits after taking into account any existing pre- or post-matriculation transfer credits and extra credits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 complete a [Transfer Credit Request](#) form for each course and submit this form to the appropriate department chair and the Dean of Studies for approval. 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.