

# Transfer Credit

Georgetown College accepts transfer credit from accredited college and universities subject to the policies noted below. All transfer credit must be submitted to the Office of the Registrar for evaluation. Transfer credit will be awarded only from official transcripts; however, unofficial copies may sometimes be used for advising and/or scheduling purposes.

Students currently enrolled at Georgetown College who wish to take courses at other accredited institutions for credit towards a Georgetown College degree should ensure prior to enrollment that a particular course intended for transfer may be credited for the major, minor, and/or Foundations and Core curriculum. The student should consult with the Office of the Registrar before taking the desired course.

## General Policies

1. Georgetown College does not award quality points for transfer credit– grades earned via transfer work are not calculated in the student's GPA at Georgetown College.
2. Transfer work is accepted only for courses in which a grade of "C" or better has been earned.
3. Georgetown College accepts college level work in any discipline offered by Georgetown College. The credit will be accepted as one of the following:
  - Courses that are similar in content and quality to courses taught at Georgetown College will be accepted as equivalent to credit earned through Georgetown College. When course equivalency is in question, final approval is in the hands of the chair of the department where the credit will be housed. Such courses will be given the equivalent Georgetown College course code and listed as transfer credit on the student's academic record.
  - A course that meets a Foundations and Core requirement but does not have a direct equivalent will be accepted and noted on the student's academic record with a department abbreviation and "AOI/Flag." Note that prior approval from the relevant department and/or chair may be required. See "Areas of Inquiry and Flagged Courses" below.
  - A course that is taught in a discipline that is offered by Georgetown College but does not have a course equivalent or satisfy a Foundations and Core requirement will be accepted as departmental elective credit. It will be noted on the student's academic record with a department abbreviation and "Elective." Such courses may count towards a major/ minor requirement with departmental approval.
4. Credit for courses taught in a discipline not offered by Georgetown College will be reviewed on a case-by-case basis. If accepted, the credit will be notated in one of the following ways:
  - A course taught in a discipline not offered by Georgetown College but that meets Georgetown's quality standards may be transferred as general elective hours. Such courses may count towards a major/minor requirement with departmental approval.
  - A course that meets a Foundations and Core requirement but is in a discipline not offered by Georgetown College will be accepted as elective hours and noted on the student's academic record with "AOI/Flag." Note that prior approval from the relevant department and/or chair may be required. See "Areas of Inquiry and Flagged Courses" below.
  - Course credit must be comparable to a Georgetown College course experience, and the type of credit must consistent with our institutional mission.
5. Courses taught at the developmental or remedial level from the transferring institution are not accepted for credit.
6. Vocational or technical courses are not accepted for credit.
7. Credit for institutionally specific courses, such as chapel, orientation, lecture series, etc., is typically not accepted.
8. Athletic sport credit is limited to a maximum of three (3) credit hours per academic year, not to exceed a total of nine (9) credit hours.
9. Class standing of transfer students is determined by the number of credit hours accepted for transfer to Georgetown College.

## Transfer Credit and Degree Requirements

1. No more than 66 hours earned from a two-year junior or community college may be used toward the requirements for a degree from Georgetown College.

2. Credit earned at a two-year institution may not count toward the 39 upper-level hours required for degree completion.
3. At least 30 of the last 36 credit hours must be taken through Georgetown College in order to earn a degree from Georgetown College.

## Foundations 111 and 112

Transfer students with 24 or more transferable hours and approval by the Foundations Program Director(s) may bypass Foundations 111. Transfer students with 36 or more transferable hours and approval by the Foundations Program Director(s) may bypass Foundations 111 and 112. Transfer students who wish to bypass either Foundations 111 or 112 but are not eligible to do so may appeal to the Foundations Program Director(s).

## Areas of Inquiry and Flagged Courses

1. Students transferring 52 or more credit hours will be required to satisfy two (2) Foundations and Core flagged courses at Georgetown College: one writing (W) and one cultural awareness (C).
2. Students transferring 52 or more credit hours will be required to satisfy all Area of Inquiry requirements; however, the student must take at least one class numbered 200 or higher in at least two (rather than three) of the Areas of Inquiry.
3. Course flags and Area of Inquiry (AOI) credit may be awarded by the Registrar as appropriate. In such cases, the course flag/AOI credit will be noted on the student's academic record. Students may appeal for AOI credit and/or course flags for other courses via the following processes:
  - Area of Inquiry (AOI) Credit: Students may appeal to the appropriate department chair(s) for AOI credit. The student may be required to submit a course description and/or syllabus for each course for which he/she seeks AOI credit.
  - Course Flags: Students may appeal to the Director of the Foundations and Core Committee. The student must provide a course description and syllabus for each course for which he/she seeks a flag.

## Dual Credit

Georgetown College accepts for credit college-level courses taken before graduation from high school provided that such work:

1. meets the standards as defined in Guidelines for Dual Credit Courses published by the Council on Postsecondary Education;
2. is recorded as college credit on an official transcript issued by a regionally-accredited institution; or
3. has been validated by Advanced Placement tests or CLEP tests. (See Credit by Examination for other details.)

## High School Dual Credit Program

High school students enrolled at selected high schools may enroll in a dual credit program providing high school students the opportunity to earn high school credits and college credit hours simultaneously. Georgetown College instructors are assigned to the selected high school campus for course delivery. For additional information, contact the Admissions Office.

## Credit Earned through the Armed Forces

Georgetown College will award a minimum of 4 hours of military credit (MILS) for basic training based on either the DD-214 or the AARTS transcript. An official AARTS, SMART, CCAF or other equivalent military transcript must be submitted to the Registrar for consideration of additional credit.

## International Credit

Credit earned from international institutions is reviewed on a case-by-case basis and typically requires an evaluation by a professional foreign credential evaluation service recognized by the National Association of Credential Evaluation Services (NACES – [www.naces.org](http://www.naces.org)). The official, professional evaluation should be submitted to the Registrar. International transfer credit is subject to all other transfer policies.

## The Appeal Process

Students may appeal a transfer credit decision through the Office of the Registrar. All appeals must be submitted in writing to the Registrar. Appropriate documentation, including a syllabus for the course credit(s) being appealed, must accompany the request. A decision will be rendered by the relevant department chair(s) and/or the Office of the Provost in consultation with the Registrar. All decisions will be delivered in writing by the Registrar.

Except as specified above, all academic policies and degree requirements must be satisfied by transfer students.

Certain exceptions to the transfer credit policy may apply to current Georgetown College students who earn credit studying abroad via Georgetown College partnerships and/or agreements. Other exceptions may exist.

Georgetown College reserves the right to update this policy as necessary.