

## GOVERNORS STATE UNIVERSITY

### Transfer Credit for Undergraduate Students

#### I. Purpose

This policy addresses how credits are transferred to any Governors State University major except the Board of Governors Bachelor of Arts (BOG/BA).

*Note: The BOG/BA policies are described in a separate document, the BOG/BA Administrative Guidelines.*

#### II. References

BOG/BA Administrative Guidelines

General Education Policy

Residency Policy

Undergraduate Admissions Policy

#### III. Definition of Transfer

- A. Transfer into a major has two components: use of course(s) completed at another institution and course(s) taken from GSU in a non-major classification.
- B. The transfer from another institution includes the use of prior credits from regionally accredited institutions, the post admissions completion of courses at another institution, and possible use of credit from non-regionally accredited institutions.
- C. The second type is the use of credits earned at GSU as an undeclared or special non-degree seeking student (non-major classification) and the application to a major.

#### IV. Transfer of Prior Credits from Regionally Accredited Institutions

- A. The decision to accept transfer credit toward degree requirements should be made before the student enrolls at GSU, but in any event is to be made no later than the first trimester of enrollment by the academic advisor when the student study plan is developed, in accordance to the student study plan policy. The student study plan will detail the requirements for the degree, including the number of transfer credits accepted toward the requirements.
- B. No more than 75 semester hours of lower division credit will be applied toward degree requirements. Ordinarily only credits earned with a grade of "C" or better or "P" (Pass) will be considered for transfer credit at the lower division level. Credits with grades of "D" may be considered for transfer if the cumulative grade point average for transfer credit is at least 2.00 (on a 4.00 scale) or if the credit was accepted for the associate of arts or associate of science degree. The credits will be evaluated based on the established articulation

agreements, the Illinois Articulation Agreement (IAI), or course-by-course evaluation.

- C. Credits earned at the upper division level are applied toward specific degree requirements on a course-by-course basis by the academic advisor. Only work completed with a grade of "C" or better or "P" (Pass) will be considered for upper division transfer credit, satisfactory completion of a course prerequisite, or co-requisite.
- D. Transfer credit applied to meet university general education requirements, at the lower division or upper division level, must have a grade of "C" or better, unless the "D" was accepted for the associate of arts or associate of science degree. Refer to the General Education Policy for additional information.
- E. Upon approval of the provost, individual degree programs may establish published requirements on transfer credit limiting the time period within which specific course credit must have been earned in order to be applied toward degree requirements.

#### **V. Post-Admission Transfer Credits**

After admission to a degree program, additional transfer credit will not be accepted from another regionally accredited institution unless permission to apply such credit toward degree requirements was obtained from the academic advisor and approved by the dean prior to taking the course(s) at another institution. Only courses with grades of "C" or better will be accepted in transfer after matriculation to a degree program.

#### **VI. Transfer Credit from Non-regionally Accredited Institutions**

Applicants seeking admission based on credit/degree(s) earned at non-regionally accredited institutions must petition for admission through the University Committee on Readmissions and Special Admissions. Applicants seeking to transfer credit from non-regionally accredited institutions toward degree requirements must petition the dean of the college in which the major is offered.

#### **VII. Credit Taken as an Undeclared Student at GSU**

A maximum of twelve credit hours taken as an undeclared student can be applied to the degree program. After registering for twelve credit hours, students who have not applied and been admitted to a major must secure authorization from their assigned advisor in the Division of Student Development before registering for a subsequent trimester. Refer to the Undergraduate Admissions Policy for additional information.

#### **VIII. Credit Taken as a Special Non-Degree Seeking Student at GSU**

A maximum of fifteen credit hours taken as a special non-degree seeking student can be applied to the degree program.