



## **TRANSFER STUDENTS**

Students who have previously attended other accredited colleges and universities may qualify for admission by submitting the following documents to the Admissions and School Relations Office:

1. A completed Application for Admission. Falsifying any part of the Application for Admission and/or failing to report previous college work can prevent a student from receiving federal financial aid and/or being admitted to the University.
2. Proof of immunization against measles, mumps, and rubella. Immunity can be shown by providing a serological test confirming immunity or having received two doses of measles, one dose of rubella, and one dose of mumps vaccine.
3. ACT, SAT, or COMPASS scores or previous college course work demonstrating acceptable reading, English, and math placement must be submitted by degree-seeking students. Additional testing requirements will be determined during the admission process.
4. Transcripts:
  - Students seeking a degree from UA Fort Smith must provide official transcripts from all colleges/universities attended (sent directly to the Records Office or submitted in an official, sealed, school envelope). For initial registration, students using unofficial transcripts may be advised. Students advised with unofficial transcripts must complete a Transcript Waiver Form and provide current (printed within the last 30 days) unofficial transcripts from each college/university attended. Institutions documented on another institution's will be placed on a student's account that prevents future enrollment and the release of official transcripts if all official transcripts are not received by the October 1/March 1 deadline.
  - Transient students (i.e., students actively enrolled in another institution who wish to enroll at UA Fort Smith for one semester) and transfer students not seeking a degree must provide an official or unofficial transcript from the last school attended and any transcripts/documentation demonstrating completion of required pre or corequisites. Students advised with an in-progress pre or corequisite must show documentation of the work and are required to sign a Transcript Waiver Form stating that a final passing grade will be submitted to the Records Office by the Friday before the semester begins. Transient students who are enrolled and

plan to enroll for the next consecutive term must meet requirements of a transfer student seeking a degree from UA Fort Smith and provide official transcripts.

- Foreign college and university transcripts must be evaluated by an academic credential evaluation service before courses can be articulated as transfer work. UA Fort Smith recommends World Education Services. Please visit their website at [www.wes.org](http://www.wes.org) for more information. Students should be prepared to submit course syllabi as they may be required for transfer work to be articulated. Students must have a 2.00 (on a 4.00 scale) cumulative GPA on all previous course work to be eligible for admission to UA Fort Smith. Transfer students academically suspended from their last institution will not be allowed to enroll at UA Fort Smith until they are considered for re-enrollment at that institution. Students must be in good financial and disciplinary standing. Any transfer student who has been dismissed from a program for reasons other than failure to maintain satisfactory academic progress is not eligible for admission to the University for a period of five years from the date of dismissal. After five years, admission may be considered.
- Transfer students admitted to UA Fort Smith in good academic standing are subject to the same minimum academic standard requirements as continuing students. Transfer students admitted to UA Fort Smith on academic probation will be evaluated at the end of their first semester of enrollment.

### **Acceptance of Transfer Credits**

The amount of credit granted for transfer courses depends upon the nature and quality of the applicant's previous work, evaluated according to the academic requirements for the University and the following provisions:

1. Transfer credit will be officially evaluated after a completed Application for Admission and final official transcripts have been received. Official transcripts must include complete records of the courses taken and must be submitted to the Records Office. Institutions must be accredited by an appropriate regional accrediting agency in order to receive credit.
2. Transfer credit will be evaluated according to Arkansas Course Transfer System (ACTS). ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer.
3. Transfer credits are subject to a two-stage evaluation process. First, the Records Office will complete an initial evaluation of the transfer credit for the institution. Credits found to be eligible for general transfer may not always apply to a specific

degree program. Second, the College responsible for the program of study will evaluate the transfer credits that will satisfy degree program requirements.

4. Grades earned at other institutions are not calculated in the student's grade point average earned at the University. Colleges within the University may review grades for admission into specific programs.
5. When a course is taken at another institution and is repeated, whether at the other institution or UA Fort Smith, the most recent grade is included for graduation purposes. In either case, the grade received at this institution is included in the student's GPA.
6. Transfer credit is awarded for courses in which a grade of "C" or higher has been earned. However, earned may be considered for transfer under the following circumstances: a student must appeal for an exception to the policy in writing to the Provost prior to the first class day. A grade of "D" will not be accepted for any required general education course and many majors will not accept a grade of "D" for any course work. A grade of "D" may be used for an elective course if the exception is granted. Credit may not be granted for remedial course work.
7. The State Minimum Core Act 98 of 1989 requires each institution of higher learning in Arkansas to identify a minimum core of general education courses that shall be fully transferable between state-supported institutions. The required 35 hours of credit will transfer and apply toward the degree. In addition to this minimum core, UA Fort Smith
  - a.) has adopted an additional nine hours of general education bachelor's core course requirements.
8. The maximum number of hours transferable to a bachelor degree is 68 semester hours of lower-level (1000-2000) courses. The number of upperdivision transferable courses will vary by College and program.
9. Transfer credit is posted at the level at which it is earned.