



Transfer of Credit Procedures

Albion College **DOES NOT** accept online courses in transfer.

Any course not on the [transfer equivalency spreadsheet](#) **MUST** be pre-approved to insure transfer credit will be awarded. Please use the [Transfer Credit Approval Form](#).

Below are the guidelines and policies related to the transfer of credit to Albion College.

Only credits earned at an accredited institution, with comparable academic content and rigor, will be considered for transfer. The various departments of Albion College determine individual course equivalency and transferability as well as applicability towards majors and minors. When the coursework has been completed at an institution outside the United States, the institution must be an officially recognized tertiary institution.

Final recognition and posting of transfer courses on the transfer student's academic record will follow receipt of an "**official**" transcript sent directly from the previous institution(s) and upon the applicant's admission to Albion College. Transfer credit evaluations can be completed on your behalf prior to being admitted, but are unofficial and to be used for advising purposes only.

Course work assigned a passing grade equal to or above 2.00 (C or better) on a 4.00 scale may be recognized in transfer. Transfer credits are recorded with a grade of T and are not included in grade point average computations. Courses in which a grade of CR (credit) was earned are not transferrable.

Students transferring from two-year institutions such as community or junior college may present a maximum of 16.0 units of transfer towards their bachelor's degree. International students who have attended officially recognized and accredited tertiary institutions may receive transfer credit for work completed. Albion College residency requirement states that your final 12 units towards your degree must be completed at Albion College. Albion College courses are based on a unit system where 1.0 unit is equal to 4 semester hours or 6 quarter hours.

Because institutions may change course descriptions, numbers or other designators without notice, the information in this data file reflects the most recent information available. The list of courses on the transfer equivalency grid is only a list of those courses that have been transferred to Albion in the past and not a comprehensive list of all courses available to transfer.

If the course or college is not listed, or if you are requesting approval of a course for mode, category, major, minor and/or concentration requirements, please use the [Transfer Credit Approval Form](#). Print the form, complete it, and submit to the Registrar's Office. A syllabus of the course is often required.