

### **Transfer Credit Evaluation Process**

When an acceptable transfer course, which has never been evaluated before, is presented to EKU for consideration, EKU records the course as acceptable for credit but unevaluated. The Transfer Center contacts the student and requests course descriptions and syllabus information for review. Once that information is received, the Transfer Center forwards the information to the appropriate academic department along with a Transfer Course Evaluation form for their review and consideration. The academic department determines whether an exact equivalency, a subject/discipline elective, or a generic free elective is the appropriate EKU transfer articulation depending on course content and learning objectives. The academic department can also recommend that a course be considered for general education consideration even if an exact equivalency is not awarded. Transfer credit that is recommended for general education consideration, but with no exact equivalency to an EKU course, is forwarded to the General Education Committee for consideration. Students wishing to appeal the evaluation of transfer credit should consult with the staff in the office of the college dean of their first major.

### **Transfer Credits/Courses**

Eastern Kentucky University accepts credit in transfer from other institutions with regional accreditation status. EKU also participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. EKU accepts credits transferred from all public institutions in Kentucky accredited by SACS and will apply them to the general education and program requirements to the maximum extent specified in these agreements. Credits not identified in these agreements will be applied to degree requirements as deemed appropriate. Lower division courses taken at a community or junior college are accepted in transfer as lower division coursework, even if EKU offers a comparable course at the upper division level.

Eastern Kentucky University will also award credit to students for non-collegiate sponsored instruction and training programs provided an articulation agreement exists between the University and the institutions or organizations providing the instruction. Articulation agreements must be officially approved according to the University policy for such agreements and must be signed by both EKU and the collaborating institutions/organizations. A copy of the signed agreements must be on file in the Office of the Provost (original), the Office of the Registrar, and the Dean's office of the College which initiated the agreement. Articulation agreements must be in place prior to the non-collegiate instruction or training in order for credit to be considered. In all instances, consideration will only be given to those courses/training programs whose content provides competencies equivalent or comparable to courses and educational experiences offered by EKU.

Currently enrolled students who desire to take courses elsewhere and transfer them back to Eastern Kentucky University should consult with the EKU Transfer Center and also obtain the approval of their college dean prior to enrolling. The University will not take responsibility for courses transferred without prior approval. Students should be aware that there are limits to the number of credit hours a student may earn in any one term. Credit and grades earned in transfer are posted to the student's EKU transcript. Students with transfer credit should note that they must successfully complete all their curriculum requirements as well as earn a cumulative and institutional (EKU) GPA of 2.00 in order to graduate with a degree or University certificate from EKU. Degree-seeking transfer students who have already attained a post-secondary or graduate-level degree will have that earned degree noted in their EKU academic record. Details of the academic work counting toward a degree earned at another institution will not be posted, course by course, onto the EKU transcript; only the earned degree is recorded from the official transfer school transcript.