

## TRANSFER CREDIT EVALUATION PROCEDURES

Evaluation of college transcripts includes, but is not limited to, the following procedures:

1. Evaluation of work:
  - a. A tentative course-by-course evaluation of transfer work is prepared by the Registrar's Office. If a student is transferring from a college or university accredited by a regional accreditation association (such as the Southern Association of Colleges and Schools), his/her work will be generally accepted if it is equivalent to or parallel with course work offered at HSU and satisfactory grades have been earned. Final acceptance of transfer work is subject to the approval of the Registrar, who is the Articulation Officer for Hardin-Simmons University. HSU requires an official copy of all transcripts.
  - b. Students seeking to transfer from an unaccredited college or university may be permitted to transfer as many as 30 semester hours contingent upon: (1) evaluation of the work to be transferred on a course-by-course basis; (2) completion of at least 15 semester hours of HSU work with a grade of —C- or better.
  - c. Up to 15 semester hours of work unrelated to fields of study offered at HSU may be accepted EN BLOC for elective credit in the student's degree program.
  - d. All transferable work completed at an accredited two-year college will be posted to a transferring student's official transcript. However, no more than 66 of those semester hours may be applied to any degree. Therefore, if the student earns more than 66 semester hours from a two-year institution, it will be the responsibility of the student's advisor and/or major department to identify no more than 66 of those hours to be applied toward an HSU degree. Once a student who has enrolled at HSU has completed a total of 66 semester hours, regardless of where those hours have been earned, the remainder of the hours to be applied to a degree must be completed at a four-year institution. No community or junior college credit will be accepted after the student has earned 66 total hours.
  - e. Hardin-Simmons University does not grant credit for experimental learning or professional certificates.
  - f. Freshman or sophomore-level courses completed at another institution will not transfer as upper-division credit. Furthermore, such courses may not be substituted for upper-level courses unless approved by the head of the department in which the course is offered or by the dean of the appropriate college or school. (See also Post-Enrollment Transfer Credit.)
  - g. An Evaluation Form, which indicates the transfer status of all courses attempted, will be provided to the applicant usually within three weeks after the receipt of all official transcripts and application credentials.
2. Grades: Courses with a grade lower than C will not be accepted in transfer. However, at the time of admission, a student may petition to transfer no more than two courses with grades of D, providing the resulting overall transfer GPA is 2.00 or higher. After enrolling at HSU, no grade lower than a C will be accepted for transfer credit. Except for approved Intercollegiate work taken subsequent to the student's admission to HSU, only work taken at HSU will be used in calculating the grade point average for purposes of graduation, honors, and general academic standing. The student must earn a minimum cumulative grade point average of 2.00 including a minimum cumulative average of 2.00 in both the major and the minor.
3. Credit by Examination: Course credit earned by examination from another institution must be evaluated and validated in accordance with regular HSU Credit by Examination policies.
4. Residence Work: A student transferring from a senior college or university who wishes to complete a degree from HSU must complete a minimum of 25% of the semester credit hours (excluding Intercollegiate work) in residence on the HSU campus. At least 12 advanced hours in the major field and six advanced hours in the minor field must be taken on the HSU campus when the major and/or minor fields are offered at HSU.
5. Transfer Work During the Senior Year: A maximum of nine semester hours may be transferred from another senior institution during the senior year (last 30 hours), provided the student has met the minimum residence requirement. See also Post-Enrollment Transfer Credit.
6. Transfer Credit for Non-Collegiate Courses: Transfer credit is given for equivalent work done under the supervision of the United States Armed Forces Institute and related service schools in keeping with the recommendations of the American Council on Education and the Commission on Educational Credit. Credit for the satisfactory completion of non-collegiate courses may also be awarded in subject fields applicable to degrees at HSU, in keeping with stipulations in the Directory of the National Program on Non-Collegiate Sponsored Institutions published by the American Council on Education. Credit may also be awarded for scores of 5, 6, or 7 in Higher Level courses offered through the International Baccalaureate and approved by the appropriate department. Final approval rests with the Registrar.

7. Post-Enrollment Transfer Credit: An HSU student who wishes to receive credit for courses taken concurrently or during the summer term at another college or university must obtain written permission documented by the submission of an approved authorization form supplied by the Registrar's Office.
8. Transfer of Chapel Credit: Credit for chapel from a previous school is non-transferable. Instead, for every full semester of course-work that has transferred to HSU, a student will receive 10 credits, up to 60. Transfer students must attend at least 20 chapels to graduate.
9. Life Experience Credit: Although some colleges and universities may award —Life Experience Credit, HSU does not award or accept such credit.