

### **Undergraduate Transfer Credit**

A student otherwise eligible to transfer to HBU from another regionally accredited collegiate institution may expect to receive acceptance of his previous academic work as consistent with regulations which must be observed among colleges and universities. In general, an official transcript from a regionally accredited college or university is accepted and recorded as received, and the courses completed used to the fullest extent possible to apply toward a degree. The transcript must be sent directly from the transfer institution to HBU. Credit is usually given at the same level at which the course was originally taken.

All foreign transcripts must be sent to an HBU approved evaluation service. The evaluation service must send an official report directly to HBU. The International Student page of HBU Website contains a list of current service providers.

In considering credit by transfer from other institutions, HBU places a premium on credits from regionally accredited institutions. However, HBU will also consider a request for transfer credit from institutions that are not regionally accredited. Applicants must submit transcripts from all institutions and indicate courses for which they wish to receive transfer credit—whether from accredited or non-accredited institutions. After an initial review upon admission to the university, the Office of Admissions will, in some cases, indicate to the student which courses he or she may request consideration for transfer credit; this is handled by the colleges and schools of HBU. Transfer credits from a non-accredited institution will be evaluated on a case-by-case basis; viable course work will receive either specific course credit or elective credit after evaluation, and only for courses in which the student earned a grade of “C” or higher.

A transfer student must meet the same scholastic standings as other full-time students. An undergraduate transfer student with fewer than 32 semester hours may be required to submit a high school transcript and scores on SAT or ACT tests. While HBU highly values the traditional university experience, online courses from a regionally accredited institution may be accepted; viable credit from online course work will receive either specific course credit or elective course credit. No course of any kind with a grade of “D” or “F” will be accepted by the University. No credit is granted for courses taken on a pass/fail or satisfactory basis except Kinesiology activity courses. Students must be in “good academic standing”—not currently on probation or suspension from another institution. Such documentation of good standing should come directly from the Registrar’s Office of the home college, not from the office of a dean of a college or other unofficial institutional representative.