

## **Transfer Students and Transfer Credit**

The University defines a transfer student as any person who has been enrolled in a college or university other than Howard University, regardless of course load or earned credits. The University seeks transfer students who have the motivation to thrive within the unique blend of classroom, campus, and city experiences that Howard offers. A transfer applicant must submit an on-line application, an official transcript of the courses taken at all college-level institutions that he or she attended, and one letter of recommendation from a professor or academic advisor, in addition to meeting the following minimum requirements for admission consideration:

- 15 transferable credit hours from a regionally-accredited, postsecondary institution
- Cumulative GPA of 2.5 and a passing grade of C or better in both a college-level English and college-level math course

Admissions decisions are made by the Office of Enrollment Management and are based on the prospective student's credentials. Once the transfer student is admitted, the transfer of courses from other institutions to Howard University is evaluated by each department. The Chair, in consultation with faculty, uses the official transcript and course descriptions from the source institution to conduct an equivalency assessment of each transfer request in the context of curriculum requirements. Transfer credit is only awarded for courses of similar description and equal or greater credit hours, in which the student earned a grade of C or better. Upon approval, the Department submits the Application for Advance Standing to the Office of Enrollment Management, which indicates a "T" on the student's transcript for each approved course. Actual grades are not transferred. All students have access to their academic transcript through BisonWeb and can easily verify the posting of approved transfer requests.

The only time this evaluation of transfer credits is not required is in the case of articulation agreements. The CEACS office of student affairs maintains a record of the current articulation agreements which are made available to the departments.

Students desiring to transfer from another department within the University must submit the intra-university transfer application. This form is available through the CEACS Office of Student Services. Only students in good academic standing are allowed to transfer to another department. Once a student is considering or has submitted a transfer request, he/she is assigned a faculty advisor who reviews the transcript and notifies the student of courses he/she has completed that count toward the requirements of the program. The advisor also provides guidance on course selection for the following semester.

Advanced placement for entering post high school students is determined by the faculty advisor and is based on scores that have been specified by the appropriate department at Howard. A list of these required scores is maintained by the advisors.