

## Transfer Credit

In the computation of the grade point average of credits transferred to LSUA, the following apply: a grade of "A" carries four quality points per semester hour; a "B," three quality points; a "C," two quality points; a "D," one quality point; and an "F," no quality points. The symbols "+" and "-" are disregarded. Grades of "pass," "credit," and "satisfactory" are treated alike. They will be counted as earned hours but not be included in the computation of a student's grade point average. All courses taken, including repeated and unresolved incomplete courses, as well as courses with any other grades, except those in which grades of "W" are recorded, are included in the computation of the grade point average. An "F" in any course, including in any developmental course, will be counted as hours attempted but not as hours earned and will be included in the computation of a student's grade point average. This policy is followed regardless of the practice of the sending institution.

Evaluations of credits from other institutions are made by department chairs and/or appropriate faculty and are processed by Admissions. These evaluations are not made until a student's complete application and all official transcripts from each college and university attended are received. In general, credit earned at regionally accredited colleges and universities is given full value. ➔ Transfer courses are evaluated based on the catalog in effect during the academic year in which the student applies to the university. ⬅ When transfer courses are taught at the lower (1000-2000) level at the sending institution but at the upper (3000-4000) level at LSUA, upper-level credit may be granted if the courses are determined to be equivalent by the departmental faculty and department chair. Such equivalencies are usually limited to differences of one level (i.e., 2000 to 3000). Exceptions to this general rule require the approval of the departmental faculty and department chair. A maximum of 15 hours of lower level transfer credit that has been evaluated as upper-level credit at LSUA may be used to satisfy the 45-hour upper-level course requirement for LSUA baccalaureate degrees.

LSUA accepts the transfer of students from institutions on both semester and quarter systems. Quarter system transcripts are evaluated on a case by case basis in accordance with the individual institution's policy on course credit hours. Each student's record from a non-accredited college is considered on the basis of individual merit. Applicants are given an opportunity, usually through credit examinations, to validate some or all of the credits not accepted for transfer. Non-traditional credit (credit earned in any way other than by residence study) is awarded according to LSUA's policies, regardless of the practice of the sending institution. Credit earned by departmental or institutional examinations at other regionally-accredited colleges and universities and listed on an official transcript is recognized in the same way as residence credit earned in those institutions is accepted. Such credit is generally not included in the computation of the grade point average.

Students who have taken subject examinations in the College Level Examination Program (CLEP) or who have participated in the Advanced Placement Program of the College Board (AP) should have examination scores sent directly to Admissions for evaluation.

Credit is not awarded for work or travel experience except as validated by appropriate credit examinations at LSUA.

Credit allowed by Admissions for transfer is in all cases subject to review by the student's department chair and to approval by the Vice Chancellor for Academic and Student Affairs. Inquiries about the evaluation of credit should be directed to Admissions. Inquiries about the acceptance of credit for a particular degree program and about the length of time required for the completion of the requirements of a particular degree program should be directed to the appropriate academic department.

## Procedure for Appealing Transfer Credit Evaluations

When a course equivalency evaluation is questioned by a student, records staff review the current course documentation on file to determine if the evaluation is correct. If an error is found, the evaluation is corrected. If no error is found, a written explanation of the decision is provided to the student. If the student disagrees with the decision, he or she has the right to appeal. The steps in the appeal process are presented below:

- 1) The student completes an appeal request form and submits it to Records. The form is available in Records.
- 2) Records forwards the request to the appropriate department chair.

- 3) The department chair reviews the evaluation and makes a recommendation to Records.
- 4) Records notifies the student in writing of the recommendation, whether favorable or unfavorable. If a revision is recommended, Records corrects the original evaluation and forwards a copy to the student and to his or her academic department.

## Placement and Advanced Standing

Advanced standing permits students with superior ability to demonstrate academic competence through examinations. Students may qualify for advanced standing credit in the ways listed below:

- - ACT (The American College Test). ACT scores are used for placement and for granting advanced-standing credit in freshman English and mathematics. Information about score requirements and credit awarded is presented on page 32 of this catalog.
- - AP (The Advanced Placement Program of the College Board). Advanced Placement credit will be granted in appropriate subjects to admitted students who earn grades of 3,4, or 5 on Advanced Placement subject examinations. Information about score requirements and credit awarded is presented on page 34 of this catalog.
- - CLEP (Subject Examinations of the College Level Examination Program). LSUA awards credit on the basis of CLEP subject examinations. Information about score requirements and credit awarded is presented on page 35 of this catalog.
- - COMPASS (Computer-Adaptive College Placement Test). The COMPASS test provides students with the opportunity to take individual subject exams so that they can be placed in appropriate Math and English courses. In addition, COMPASS is an approved ATB (Ability-to-Benefit) Test. Information about score requirements and credit awarded is presented on page 33 of this catalog.
- - Credit Exams (Departmentally Administered LSUA Credit Exams). Students of superior ability and preparation and students who have already obtained a fundamental knowledge of subjects offered at the university may be permitted to take a credit examination in a specific course, which, if passed with satisfactory grades, will enable them to receive degree credit. Additional information is presented on page 36 of this catalog.
- - Credit for Approved Specialized Certification or Training Programs. In very limited cases, students may receive credit for specialized professional certifications. Generally, any such credit awarded will require presentation of an official copy of the certification award or transcript from a recognized training provider or licensing authority. The awarding of such credit also requires approval by the department in which the credit is granted, by the Registrar, and by the Vice Chancellor for Academic and Student Affairs. Additional information is presented on page 36 of this catalog.