

**Stonehill may award transfer credit for:** Courses taken at other accredited colleges; Advanced Placement (AP); College courses taken while in High School

### **Courses taken at other accredited colleges**

To Transfer a Course from another college, obtain a summer course catalog -- most colleges have them available by April 1. You will need to provide a course description of the course(s) you plan on taking at the other institution(s). Meet with the Office of Academic Services to complete a "Course Approval" form. In case you are not able to do this in person, please call the Office of Academic Services to facilitate the course approval process. If the course will transfer as a General Education course or as an elective, we will approve the course for transfer. If the course will transfer as a requirement for your major or minor, you must get the approval of the Department Chair of your major or minor. After you have the above the necessary approval(s), return the form to the Office of Academic Services. Upon completion of the course, you must request that the Registrar of the college send an Official Transcript to the Office of Academic Services here at Stonehill. A grade of 'C' or better is required for the course to transfer. Please be reminded that no more than 20 Courses will be accepted in transfer by Stonehill from other accredited institutions.

### **Advanced Placement Credit**

Stonehill participates in the Advanced Placement program administered by the College Entrance Examination Board. Incoming students who have taken Advanced Placement (AP) courses and examinations while in High School may request credit for their work if they receive a 4 or 5 (in some cases only a 5 may be applicable) on the placement exam. To receive credit, students should arrange to have College Board send their scores directly to the Office of Academic Services. Students will be notified as to the status of their request for Advanced Placement credit. Students who are granted Stonehill College credit for AP examinations are not allowed to enroll in introductory courses in the same area(s) in which AP credit has been granted. [Click here](#) for the Advanced Placement equivalent chart. For further information, contact [Kathleen Joint](#), Associate Director for Academic Services.

**College Courses Taken While in High School** - Stonehill recognizes that some students may be offered the opportunity to enroll in College-Level courses prior to their high school graduation. The College is willing to consider the acceptance of the academic credits earned in such courses. Ordinarily, the College will accept no more than 3 courses in transfer under this policy. To have prior College Level course work evaluated, students must have an Official Transcript sent directly to the Office of Academic Services by August 1. Courses will be evaluated on an Individual basis, according to the following criteria: Courses must be either 3 or 4 credits A grade of 'C' or better must have been earned Courses must be comparable to courses offered at Stonehill The course ordinarily has been taught on the campus of the College or University In some instances, if the course has been taught at the high school by a faculty member of an accredited College or University, and if the course satisfies the degree requirements of the College, the course may be accepted by Stonehill Students wishing to obtain academic credit for such courses must meet with a representative of the office of Academic Services, during Orientation or as early as possible during the first semester. For further information, contact the Office of Academic Services.