

Transfer of Credit Hours - Undergraduate

Students transferring to UNK from another post-secondary institution should be aware of the following policies and procedures regarding the award of transfer credit.

Policies:

1. Only official, sealed transcript(s) from each college/university previously attended will be considered by the Registrar's Office for the award of transfer credit. *
2. Credit hours earned with "C" or better will transfer (a "C-" does not constitute a "C").
3. All credit hours transferable are converted to **semester** credit hours (e.g., one-quarter hour equals 2/3 of a semester credit hour.)
4. **Grades** earned at another institution do not become a part of the student's UNK cumulative grade point average. (Except those earned at another campus of the University of Nebraska UNL, UNO, UNMC.)
5. A maximum of 66 semester credit hours may be transferred from two-year/Junior or Community Colleges.
6. UNK does not issue copies of another institution's transcript. (**Exception:** internal advising purposes.)
7. Applicability of courses for which credit hours are transferred to UNK is determined by:
 - (a) UNK Registrar's Office - General Studies Program;
 - (b) UNK Academic Departments - Majors/minors/teaching endorsements.
8. Credit awarded at another college/university for course work completed in a **non-traditional manner**, e.g., through Advanced Placement programs (CEEB), Proficiency Tests (CLEP or comprehensive examinations administered by an academic department) or personal experience must be validated by the Registrar's Office and/or appropriate UNK academic departments. That is, such credits do not transfer automatically and the student must furnish official score report, etc., for consideration. (CLEP score requirement: 50th percentile or better grade for UNK to award credit. Credit awarded for CLEP **Subject** examinations only. UNK does **not** award credit for CLEP General examinations.)
9. A maximum of 12 semester credit hours in correspondence courses and 6 semester credit hours in religion courses from Bible colleges may be transferred to UNK from accredited post-secondary institutions.

* Transcripts from **non-accredited** institutions, **technical-trade** schools, **proprietary** schools, **industry-sponsored** schools, etc. are reviewed by the UNK academic departments offering courses similar to the courses stated on the transcripts.

The UNK academic departments recommend to the Registrar's Office which courses or combination of courses to accept in transfer, the semester credit hours to award, and the course equivalency, if any, at UNK.

UNK reserves the right to require successful completion of specific UNK courses and/or up to two semesters of UNK course work before considering/granting transfer credit from such institutions.

Armed Services:

1. A maximum of 4 semester credit hours is awarded for Basic Training upon receipt of the DD-214 form (military separation papers.)

2. Additional semester credit hours may be awarded for additional military education as recommended by the American Council on Education Guide.

Foreign Colleges/Universities:

Students who attended a foreign university or college and who wish to have their credits considered for transfer to UNK, must provide to the Office of Student Records and Registration:

- a. An official transcript from the institution reflecting all courses attempted and grades received
- b. A professional credential evaluation completed by a member of the National Association of Credential Evaluation Services (NACES). See www.naces.org for a complete list of member agencies or contact the Office of Student Records and Registration for an approved list
- c. Complete course descriptions for each course to be considered for transfer
- d. Other information regarding previous educational experience as requested

The Office of Student Records and Registration will work with appropriate academic departments to evaluate credits for transfer when all documentation has been submitted. Evaluations will only be done for students who have been fully admitted into a degree seeking program at UNK.

Transfer of Credit Hours - Graduate

1. An official, sealed transcript(s) from the college/university (a) at which the bachelor's degree was earned; and, (b) at which other graduate course work was completed must be submitted to the Office of Graduate Studies and Research.
2. Only credit hours applicable to the student's Graduate Program of Study at UNK, as approved by the Graduate Dean, will transfer to UNK and be recorded on the transcript.

Transcript Evaluation

Students who have successfully completed (C grade minimum) courses at another accredited college or university may transfer the hours earned (66 credit hours maximum from two-year community colleges) by submitting an official, sealed transcript to the University of Nebraska at Kearney Admissions Office. Transcripts are then forwarded to the Registrar's Office for evaluation. The Registrar's Office will determine which courses taken elsewhere satisfy the UNK General Studies Program. The academic departments in which the student has indicated an interest determine which transfer courses satisfy their degree requirements.

Transfer students who wish to receive an evaluation and degree audit prior to registration at UNK, must submit an official, sealed transcript(s) from all previous colleges or universities attended to the Admissions Office at least 30 days prior to the registration date. The evaluation states the total semester credit hours transferred, the transfer courses that satisfy UNK program requirements, and the courses/credit hours which need to be completed/earned at UNK. If enrolled in classes at another institution within the month preceding the registration date, the student must request that institution to mail a final transcript at the end of the term. Evaluations will be provided for all new transfer students at their scheduled Transfer Day program. Students who cannot attend a Transfer Day and wish to receive an evaluation should contact the Registrar's Office. A complete evaluation will be sent to all new transfer students prior to early registration for the subsequent term.