

GRADUATE-Acceptance of transfer credit

General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic* **GRADUATE-Acceptance of transfer credit**

Are you
Proposing:*

Activity Log

Jeannine Perry
Change academic policy or regulations .

- ☐ New academic policy or regulations .
- ☒ Change academic policy or regulations .
- ☐ Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

If the student has completed graduate course work prior before admission, instructions for submitting those requests are included in the application process and should be requested when applying to the program. If the request is being made after the student has applied and been admitted to admission a program, he/she the student must submit a written request as part of complete the Application for Graduate Admission with Transfer Credit Approval Form . The Program Director will evaluate the course description(s) and an requested for transfer based on the official transcript in a sealed envelope and course description. The After approval from the graduate program director, the College of Graduate Gradaute and Professional Studies will have inform the course(s) evaluated along with the admission application by the Program Director. Written notification Registrar, advisor, and student of the results of the evaluation will be sent with the acceptance packet. Graduate credits used to satisfy undergraduate degree requirements cannot be reused for graduate credit approved transfer.

Hierarchy Owner*

Activity Log

Jeannine Perry
Longwood University

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

With the implementation of online forms the policy needed to be streamlined and revised for clarity. Both students and faculty advisors frequently have questions about transfer credit and when it should be requested. Also, the final sentence was no longer correct due to past changes to graduate policy that states A senior at Longwood University may take up to six (6) hours of graduate credit that may be counted towards the graduate degree and electives in the undergraduate degree.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

Removed steps that are now in the form instructions from the policy, clarified the difference between requesting transfer before admission vs. after admission. The policy itself did not change.

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*

With the steps of the process now embedded in the electronic form, the policy was clarified and simplified. Responsibility for approval did not change and distribution was written to match the course substitution process. The two times a student might request transfer credit (before admission as part of the application process and after admission, if the student failed to request it when applying) were outlined. Final sentence removed as it was no longer accurate.

