

# GRADUATE-Approval to take courses outside of the institution

## 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-Approval to take courses outside of the institution**

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\*

**Any regularly enrolled Current Longwood University graduate student, students who wishes to take graduate course work at another institution wish to transfer credits from a different institution to their Longwood; must secure prior permission by submitting gradaute program should have the Transfer Credit Request form completed and approved PRIOR to the College of Graduate and Professional Studies enrollment in that course. The request will be forwarded If approval is not obtained prior to course enrollment, the appropriate Program Director for evaluation and then returned program director reserves the right to Graduate Studies deny the transfer credit request. The College of Graduate and Professional Studies will provide the student and the Registrar with an electronic "Authorization Authorization for Transfer Credit" Credit form if the course is transferable. Upon completion of the course, the student must have an official transcript sent directly determined to be transferable by the College of Graduate and Professional Studies for processing to the Office of the Registrar Program Director.**

Upon completion of the course, the student must have an official transcript sent directly to the College of Graduate and Professional Studies for processing through the office of the Registrar.

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

SUMMARY

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

Revised language to emphasize that this policy was for students who were currently enrolled in Longwood graduate courses but wished/needed to take a course at a different institution for transfer to their Longwood program (as opposed to the transfer policy which is for coursework taken prior to being admitted to a Longwood program). Language was added to clarify that if prior approval was not requested and granted, the course may not be accepted as transfer credit. 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.

