



## **AA-11: TRANSFER CREDIT POLICY**

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Revised:

Reviewed:

Monitoring Unit: Vice Chancellor for Academic Affairs

**I. PURPOSE:** This policy provides guidelines and procedures for the review and approval of credit transferred from outside institutions.

### **II. DEFINITIONS**

**Transfer credit** - credit for prior learning (courses, experiential, or examinations) taken at another institution that is accepted toward fulfilling degree requirements at LSUHSC-NO

### **III. GENERAL POLICY GUIDELINES**

LSUHSC-NO may accept college-level, academic coursework from another accredited institution, as well as international coursework from institutions recognized by that country's Ministry of Education. Transfer of credit is not guaranteed from accredited or unaccredited for-profit institutions. Students may not receive credit for work taken concurrently at another college or university without prior written approval from their academic dean. Each school will determine if it accepts transfer credits and the requirements for approval. Consideration may be given toward specific courses, GPAs, grades, etc.

### **IV. PROCEDURES**

1. Students wishing to transfer credits from another approved institution must submit an official transcript to the respective school's Office of Admissions. Outside credit earned toward fulfilling degree requirements at LSUHSC-NO must be reviewed and approved by academically qualified individuals, such as the program director or the school's applicable committee. Only work that applies toward the curriculum the student selects at LSUHSC-NO and that demonstrates satisfactory final grades will be applied toward the student's degree plan.
2. The total number of transfer credit hours allowed is determined by each respective school/department/program. Each school/department/program must publish its transfer credit policy in the University Catalog, in addition to any websites or student handbooks.
3. Transfer credit forms and official transcripts will be sent to the Office of the Registrar for audit.
4. Approved transfer credit will be noted on the student's transcript by the Office of the Registrar and will indicate the school from which the credits originated.
5. Students may appeal an initial decision denying transfer of course credit(s) and/or an assigned equivalency. Appeals to transfer decisions should be submitted in writing to the Vice Chancellor for Academic Affairs.