Transfer Credit

This policy statement adheres to the guidelines set forth in the Joint Statement on the Transfer and Award of Credit developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), American Council on Education (ACE) and the Council for Higher Education Accreditation (CHEA).

The University of Alabama transfer credit policy is designed to facilitate the transfer of students and their coursework from one college or university to another, assure the maximum utilization of work accomplished at another institution and encourage students to advance toward graduation in four years.

General Transfer Credit Policy

The University of Alabama accepts transfer work from postsecondary institutions that are fully accredited by regional accrediting agencies. Incoming transfer coursework will be evaluated against The University of Alabama catalog in effect for the semester and year in which the student enrolls at the University. A University of Alabama equivalent course, discipline specific elective or general elective will be assigned based on comparability of the course content.

Accreditation

1. Collegiate work will be considered for transfer credit from postsecondary institutions that offer the baccalaureate degree or associate’s degree leading to the baccalaureate degree and are fully accredited by one of the six regional accrediting associations below. Institutions that have been granted official candidacy status by a regional accrediting association will be accorded conditional acceptance for the coursework until full accreditation is granted.
   • Middle States Commission on Higher Education
   • Higher Learning Commission
   • New England Association of Schools and Colleges, Commission on Institutions of Higher Education
   • Northwest Commission on Colleges and Universities
   • Southern Association of Colleges and Schools, Commission on Colleges
   • Western Association of Schools and Colleges

2. Collegiate work from postsecondary institutions not fully accredited by regional accrediting associations will be considered for transfer credit only when approval is recommended by the dean of the student’s college of enrollment. Approval must be sought by the student via written petition to the dean.
   • If the work is approved for transfer, the credit will be accepted on a provisional basis.
   • Provisional credit will be applied as appropriate to the student’s degree if an average of C or higher is earned for a year of academic work as a full-time student.
   • In the case of the part-time student, a C average is required for work completed from the time of initial enrollment through the semester (summer included) in which a total of at least 24 semester hours of work is completed at The University of Alabama.
   • A student who transfers within The University of Alabama will have provisional credit applied as appropriate to the curriculum of the college into which the student transfers.

3. Collegiate work will be considered for transfer credit for courses completed at colleges and universities outside of the United States which are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers, National Association of Foreign Student Advisors and selected other professional organizations and agencies evaluating foreign educational institutions, i.e., World Education Services (WES), New York, NY.

Transferability, Equivalency and Applicability

1. Transferability refers to the conditions under which the University accepts credit from other postsecondary institutions for inclusion in the student’s record. The Office of the University Registrar (OUR) is responsible for determining transferability.

2. Equivalency entails equating transfer credit, both in hours and content, to University of Alabama coursework. Lower level equivalencies will be determined by staff of the OUR. Upper level equivalencies will be determined by the college/school which houses the discipline.

3. Applicability of credit toward a degree refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of a student’s degree requirements. The student’s college of enrollment is responsible for determining applicability.

Governing Policies

1. Transfer credit is generally awarded for academic credit earned at regionally accredited institutions or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period.

2. The evaluation and award of University of Alabama transfer credit for coursework will be based on official transcripts. To be eligible for evaluation, coursework must appear on an official transcript from the institution that offered the coursework and initially conferred the credit in question.

3. The University of Alabama follows a semester calendar and awards credits earned in semester hours. Earned hours assigned to coursework completed at institutions on non-semester-based academic calendars will be converted and reported on The University of Alabama transcript as semester hours. The most common non-semester based academic calendar is the quarter system. Quarter credits are converted to semester credits by multiplying the number of quarter credits by 0.66.

4. Credit granted by another institution for non-traditional experiences will not be accepted based on that institution’s transcript. To receive credit for non-traditional experiences (e.g., College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), military training, etc.), the student must present official documentation from the original provider of the non-traditional experience.

5. The following types of credit are not transferable and will not count towards a degree: placement credit granted by another institution
   • remedial or developmental courses
   • technical courses
   • occupational, vocational and some workforce courses from two-year institutions
   • courses classified as below freshman level by the originating institution
   • courses in religion that are doctrinal, confessional or sectarian in nature
   • courses applying to a previously earned baccalaureate degree

6. Courses from two-year institutions transfer as lower-division (100- and 200-level courses) credit only. Undergraduate courses from four-year baccalaureate degree-granting institutions transfer at the same level, lower- or upper-division, as they were taken. Graduate level coursework may be transferred as undergraduate credit at the written request of the student and upon approval by the appropriate academic department.

7. Credit is granted based on coursework earned, not degrees. Students transferring to The University of Alabama with an associate’s degree will not automatically be granted junior standing.

8. In those instances when a student has repeated a course, all occurrences of the course, including grade, will be posted to The University of Alabama transcript. All grades count in the higher education grade point average, but earned hours will be awarded based on The University of Alabama repeat policy for the equivalent course.

9. Credit in which a grade of “F” was earned is not applicable and will not count toward a degree. However, the course, hours and grade are placed on The University of Alabama transcript and calculated in the higher education grade point average.

10. Courses for which a student has been awarded academic clemency, bankruptcy, forgiveness, etc., by the institution at which the courses were completed will not be posted to The University of Alabama transcript.

11. Students are required to submit official transcripts for all postsecondary institutions attended. All transferable work will be posted to The University of Alabama transcript. Students do not retain the right to pick or choose certain courses for transfer.

Evaluation and Application of Transfer Credit

Core Curriculum/General Education

The University of Alabama is a member of the Alabama Articulation and General Studies Committee (AGSC) and welcomes transfer students who have completed all or part of their Core Curriculum/General Education requirements at other participating AGSC institutions. In order to simplify the transferability of coursework between all Alabama public colleges and universities, the AGSC has developed and implemented the Statewide Transfer and Articulation Reporting System (STARS). For details regarding the STARS program, please consult the STARS website at stars.troy.edu. Courses that have been approved for Core Curriculum/General Education designation and do not have a direct University of Alabama equivalent will be noted on the student’s transcript as follows:
Courses transferred from non-AGSC member institutions that are determined to not have a direct University of Alabama equivalent but does fall under a subject area taught at The University of Alabama, the course will be awarded 197 or 397 credit in conjunction with the appropriate subject area prefix. The discipline prefix with the 197 or 397 course number indicates that the course is suitable for elective credit in that discipline.

If, upon evaluation, a course is determined to have no direct University of Alabama equivalent and does not fall under a subject area taught at The University of Alabama, the course will be awarded 197 or 397 credit in conjunction with a general elective credit (GEC) prefix.

Some colleges or degree programs may not allow 197 or 397 elective credit to complete degree requirements. Students should contact their college of enrollment for details.

Applicability of Credit
Transfer credit will be applied as appropriate to a student’s degree program. The faculty senate have determined that credit awarded by military service and ACE recommendations are not acceptable credit at UA. UA does not award credit for technical in nature. While ACE recommendations that meet the aforementioned criteria will be considered for credit during the evaluation of the JST, they are not binding to the University. Duplicate credit recommendations will not be allowed.

Military Service
The American Council on Education (ACE) recognizes the educational value of military training and experience. ACE continuously evaluates military school courses and occupations and makes recommendations for college level credit. ACE credit recommendations are present on the Joint Services Transcript (JST) of the military service member. The University of Alabama (UA) accepts military service records and will award credit for ACE recommendations in the associate and baccalaureate categories at both the lower and upper level. Recommendations for credit at the vocational level are not acceptable for credit at UA. UA does not award credit for military occupations or for courses with ACE recommendations that are considered technical in nature. While ACE recommendations that meet the aforementioned criteria will be considered for credit during the evaluation of the JST, they are not binding to the University. Duplicate credit recommendations will not be allowed.

In most cases, credits will be awarded as elective credit. At the discretion of the student’s academic department, some elective credits may be awarded to satisfy specific degree requirements by substitution.

Each service member will receive at least 4 hours of military science elective credit for their military experience documented on the JST. Any additional credit recommendations are present on the Joint Services Transcript (JST) of the military service member. The University of Alabama (UA) accepts military service records and will award credit for ACE recommendations in the associate and baccalaureate categories at both the lower and upper level. Recommendations for credit at the vocational level are not acceptable for credit at UA. UA does not award credit for military occupations or for courses with ACE recommendations that are considered technical in nature. While ACE recommendations that meet the aforementioned criteria will be considered for credit during the evaluation of the JST, they are not binding to the University. Duplicate credit recommendations will not be allowed.

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experience in the military. Discipline-specific electives will only be considered for ACE recommendations of 2 or more semester hours. Military courses in which ACE has declared optional credit recommendations will be viewed on a case by case basis to determine the appropriate credit. Military courses that have received an upper level credit recommendation from ACE will receive elective credit only. At the discretion of the student’s academic department, some upper level elective credits may be allowed to satisfy specific degree requirements by substitution.

Other Non-Traditional Sources
Credit from other non-traditional sources including, but not limited to, independent study, workshops, field experiences or internships will be considered for credit if documented on an official transcript from a regionally accredited institution.

Appeal Process
If a student disagrees with a transfer credit evaluation, the student must submit further information about the course in question in order to initiate an appeal of the evaluation. Supporting documentation can include, but is not limited to, a course outline, syllabus or textbook. If a student disagrees with an evaluation of credit from a non-traditional source, the student must submit further written information about the training including number of hours of the training, information about the training source, accreditation, etc., in order to initiate an appeal of the evaluation.

The Office of the University Registrar, in coordination with the academic discipline, will consider amending the original evaluation if, after review of supporting documentation, a change is warranted. If the student disagrees with the second evaluation, the student may file an appeal with dean of their college of enrollment. If the appeal is denied, the student will be given a reason for denial in writing.