

## **TRANSFER CREDIT POLICY**

Southern University at Shreveport has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of the Registrar. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, level, and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the registrar thirty days (30) prior to the general registration period. Transcript semester credit hours accepted by the Registrar's Office are subject to final review by the department chair/and or program directors to determine the equivalency of the transfer credits to corresponding courses at Southern University at Shreveport.
3. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average. No credit is accepted for a letter grade of "D".
4. Transfer students must complete 25% of coursework at Southern University at Shreveport.

## **APPEAL OF AN ACADEMIC TRANSFER DECISION**

Students who wish to appeal an academic transfer decision may do so by using the University's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc.).

## **Procedures for Substituting Courses**

The following guidelines apply to requests for course substitutions in degree and graduation plans to meet the requirements for graduation:

- Courses recommended for substitution credit must be comparable in terms of level, content and competency outcomes as indicated by course descriptions in the *Southern University at Shreveport Catalog* or most recent course syllabus.
- Technical subject courses cannot be substituted for general education courses (e.g., electronics for physical science).
- As a rule, major-specific courses cannot be substituted for general education courses (e.g., Principles of Teaching for Art Appreciation).
- Courses designated as core curriculum requirements in one category cannot be substituted for courses from another category (e.g., speech for history; math for art, etc.).
- Course substitutions must be approved by the advisor, the division chair, and Vice Chancellor for Academic and Student Affairs. Upon approval, the chair must forward the course substitution form to the Registrar's Office.