



<b>SUBJECT:</b>  Evaluation of Transfer Course Work	<b>Effective Date:</b> July 1, 2011	<b>Policy Number:</b> 01-1-018
	<b>Supersedes:</b> Policy: Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b> VAA/Registrar/Academic Division Chairs	

**I. Purpose of the policy/Policy statement**

To ensure that credit hours transferred in meet appropriate academic standards, including but not limited to, currency, equivalencies, level of student attainment (successful completion, course level), and accreditation of transferring institution.

Transcripts of transfer students will be reviewed to ensure successful student completion of course work, course equivalencies with LeMoyne-Owen curriculum, accreditation status of previous institution(s), currency of work in the major and work necessary for completion of the student's program of study.

**II. Applicability/Scope**

Transcripts of all admitted transfer students.

**III. Definitions**

**IV. Implementation procedures**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Student	Completes Admission/Readmission Process, , has official transcript submitted to the Admissions Office	Three weeks prior to the start of the term
Admissions	Sends transfer transcript to the Office of Student Records	Within one week of receipt
Registrar	Evaluates for accreditation of previous institution, acceptable transfer hours and forwards to appropriate Division Chair	Within one month of receipt
Division Chairs	Assign course equivalencies, assess ten year currency, advise students, develop program of study	Before the end of the semester received

**V. Related policies/References for more information**

Authorizing Official: <u>Barbara J. Jankle</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	