



SUBJECT: Transfer Credit hours	Effective Date: February 18, 2022	Policy Number:
	Supersedes: Policy: Date:	Page 1 of 2 01-1-040
	Responsible Authority: Provost/VPAA Division Chairpersons Academic Advisors Registrar's Office	

I. Purpose and statement of operational policy underlying the procedure.

Courses that are not transferable as LeMoyne-Owen equivalent courses will be considered electives toward the 120 units required for a degree. These courses cannot be used to fulfill Major Electives or Major Course Requirements and may only be used as hours earned for the total of 120 college level hours. However, lower-level courses may be transferable to upper-level courses depending on course content and student learning outcomes.

II. Applicability/Scope

This policy applies to awarding transfer credit hours to courses established at LeMoyne-Owen College from other accredited colleges and universities.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Provost/VPAA	Oversee the process	
Academic Advisors	Advise Students and Review Program of Study	
Registrar's Office Division Chairs	Review Program of Study for completion of requirements	
Registrar's Office	Notify Students and Academic Advisor after review	

IV. Related policies/References for more information

Authorizing Official: <u>Alisa Kany</u>	Authorization Date: <u>2/22/22</u>
Title: <u>PVPAA</u>	