Undergraduate Transfer Credit Policy

Policy Statement

Franklin College will consider undergraduate credits in transfer from all courses taken through a regionally accredited College or University (post-secondary institution) when it can be shown that each course considered has been satisfactorily completed with a grade of C- or better and that the course was comparable in content, nature, and intensity ~~of~~to a course(s) offered at Franklin College. Grades attained at another institution are not transferable and are not used in computation of the Grade Point Average (GPA) at the Franklin College. No more than 98 semester hours may be transferred from all sources.

I. TRANSFER PROCESS

A. The Academic Records Office will evaluate all undergraduate, post-secondary school education presented from outside Franklin College. College transcripts, official test scores, signed military documentation, or the equivalent are evaluated after a student is admitted to Franklin. Upon request, the Academic Records Office may review transcripts for potential applicants.

B. Transfer courses eligible for transfer credit will be documented on the Evaluation of Transfer Credit form. A course may transfer as an equivalent, as undistributed credit within a department, or as general undistributed credit. Undistributed credits are those courses which are acceptable for transfer credit but have no Franklin College equivalent. These courses are indicated on the Evaluation using the notation "XXX". When the evaluation is complete, the student receives, by mail, a written confirmation of the evaluation detailing transfer credits received. Often times, the evaluation will ask for additional information from the student such as a course syllabus. Upon receipt of this information the evaluation will be reconsidered, updated accordingly, and re-sent to the student.

Transfer work is recorded on the Franklin College transcript and on the Official Evaluation of Transfer Credit forms. These documents are housed in the student's permanent file in the Academic Records Office. No transfer of credit is official until approved by the Academic Records Office.

C. The Department Chairperson determines the appropriateness and applicability of accepted courses to a specific degree program. The Academic Records Office will mediate between a student and the Department Chairperson to obtain and provide appropriate materials for evaluation including but not limited to course descriptions and syllabi.

II. FACTORS WHICH DETERMINE THE ACCEPTABILITY OF TRANSFER CREDIT

A. The educational institution from which course work is being considered for undergraduate transfer credit must be accredited by a regional, professional or national institutional accrediting body. Students who have earned academic credit at institutions without regional accreditation may request an individual evaluation of credit for transfer purposes. An individual evaluation shall consist of a review by the Assistant Registrar in consultation with the chairpersons of the involved academic departments. In such cases, the criteria listed above for evaluation of coursework from regionally accredited institutions shall apply, and the credit awarded shall be considered "non-traditional" credit and shall not exceed 16 semester hours.

B. Proper, timely documentation in the form of official transcripts, official test scores, signed military documentation, or the equivalent.

Official documentation must be received as hard copies in sealed envelops from the appropriate credit granting institution or agency. Franklin College will accept transcripts via mail or other delivery system or hand delivery assuming the document is in a sealed envelope. The Academic Records Office reserves the right to deny any transcript that appears to be opened or tampered.

Copies, facsimiles of transcripts will not be accepted as official.

All foreign transcripts, not issued in English, must have an accompanying translation certified by the original transcribing institution, the governmental education agency of the host country, the American Embassy of the host country or a professional translation service approved by Franklin College.

Foreign institutions which provide only one original document certifying attendance, course of instruction, and achievement should be asked to mail the certifying documents directly to Franklin College. The originals will be retained until credit transfer has been completed. Certified copies will be retained for the student's record, and the originals will be returned to the student.

All documentation must be received by the Academic Records Office within 60 calendar days after the date of matriculation at Franklin College. For transfer work taken after matriculation, documentation must be received no later than 90 days following the completion of the work.

C. The determination of the comparability of course work in content, nature, and intensity to courses offered at ~~the~~ Franklin College.

When reviewing a course, in most cases, if the course contains 3/4 of the material of a similar course at Franklin College, the courses will be judged to be comparable. Courses which must contain very specific topics to prepare students for a particular skill or for further study may be reviewed by the faculty for comparability determination outside of the 3/4 guideline.

Credit is transferred on a course by course basis. Courses which are less rigorous than the minimum offering in the corresponding discipline at Franklin College will not be eligible to transfer.

D. The determination of the level of accomplishment attained in each course.

The level of achievement for any course must be equal to or above a grade of C- (1.67) or better on a 4.00 scale for the course to be eligible to transfer.

Courses from institutions which do not utilize this grading scale are reviewed individually relying on subjective evaluations of the instructing faculty member. Whenever possible, the institution is asked to state that the quality of the course work completed was at least equivalent to a C- or better.

Grades of 'P' (Pass) or 'S' (Satisfactory) will be accepted only with official documentation verifying that they represent successful completion of a specific course at or above a grade of C- or better.

Under no circumstances, will transfer grades received from other institutions be calculated in a student's Franklin College grade point average.

III. CREDIT CONVERSION

A. Franklin College operates on a 3-1-3 semester calendar system. All academic course work accepted for transfer will be converted into semester hours of credit by the Academic Records Office.

B. Quarter hours will be converted to semester hours using a 2/3 (.67) conversion factor unless otherwise prescribed by the presenting institution.

In all cases, the transcribing institution's recommendation for semester credit conversion will be given serious consideration.

IV. EXAMINATION CREDIT

Franklin College will award credit for certain standardized examinations which test post-secondary school knowledge.

The Advanced Placement Examination of the College Board (AP)

The College Level Examination Program of the College Board (CLEP)

The International Baccalaureate higher level examinations (IB)

A maximum combined total of 24 credit hours toward the 128 total credits hours required for graduation may be earned through AP and IB examinations.

Please refer to the Franklin College Academic Course Catalog for specific examinations accepted, passing scores, semester hours of credit granted, and course equivalencies.

V. COLLEGE COURSE WORK DURING HIGH SCHOOL

~~A.~~ Franklin College will accept courses taken prior to high school graduation for transfer credit when all of the following stipulations are satisfied:

The course(s) must be approved and monitored by an accredited college or university and be eligible for credit towards a degree program at that sponsoring college or university.

The course must carry a grade of C-or better and be similar in content, nature and intensity to courses offered at Franklin College

The course must be presented on an official transcript issued by the sponsoring college or university.

VI. ACTIVITY/PHYSICAL EDUCATION/ATHLETICS CREDITS

~~A.~~ Physical education courses and activities must be pursued through an accredited college or university to be eligible for transfer credit.

1. Credits on an official transcript of an accredited college or university will be considered for transfer under section II above.

2. Physical education and activity credits are transferable when they carry a passing grade and credit at the host institution.

3. A total of eight physical education and/or activity credits may count towards graduation. No more than eight activity credits will be accepted as transfer credits. Students receiving eight physical education and/or activity credits in transfer may not accumulate while at Franklin College any of the said credits toward the 128 total credits hours needed for graduation.

VII. UNITED STATED ARMED SERVICES INSTRUCTION

Instruction received through the Armed Services is considered for credit in transfer based on the course descriptions provided by the various branches of the Service and the American Council on Education. Instruction which is comparable in content, nature and intensity to undergraduate courses at the Franklin College may be granted credit if it carries the American Council on Education's credit recommendation. Credit award for any single course will not exceed the credit value of the comparable course at ~~the~~ Franklin College.

Credit transfer requires presentation of form DD Form 295 (Application for the Evaluation of Learning Experiences During Military Service) or DD Form 214

(Certificate of Release or Discharge From Active Duty), the AARTS (Army/ACE Registry Transcript System) transcripts, or SMART (Sailor/Marine American Council on Education Registry Transcript) transcripts. Military course numbers must appear on the service record.

Course work taken at an accredited college or university, while in any of the branches of the Armed Services, will be considered under the accreditation of the college or university and must me documented via an official transcript from the institution.

VIII. OTHER NON-STANDARD POST SECONDARY SCHOOL EDUCATION

Work experience and Continuing Education Units (CEU's) are not eligible for credit.

Online courses offered by colleges and universities which are accredited by the appropriate Regional Institutional Accrediting Body will be considered for transfer providing they carry a letter grade of C- or better and are comparable in the nature and scope of material examined to course offerings at Franklin College.

Under no circumstances shall more than 30 semester hours of credit for any combination of armed forces credit, AP, CLEP, IB, correspondence courses, or other nontraditional credit count toward the 128 total credit hours required for graduation at Franklin College.