

## UNDERGRADUATE TRANSFER CREDIT POLICY

Transfer students, including graduates of two-year colleges are welcome to apply for entrance in any term or semester. The Admissions Office must be provided with an official transcript from each high school (or GED) and college attended, as well as official score documentation for any other advanced standing/accelerated coursework from non-traditional sources (military, ACE). Official notification of transfer evaluation results normally occurs within 90 days of receipt of all prior transcripts and other documentation. Transcripts must be sent directly to the Transfer Coordinator in the Admissions Office at the University. Electronic transcripts are welcome.

Rindge Admissions	CGPS Admissions
40 University Drive Rindge, NH 03461 <a href="mailto:admissions@franklinpierce.edu">admissions@franklinpierce.edu</a>	670 N. Commercial Street Manchester, NH 03301 <a href="mailto:cgps@franklinpierce.edu">cgps@franklinpierce.edu</a>

Courses taken at Franklin Pierce University take precedence over transfer courses. In the event that the student has an over-abundance of transfer credits, credits that apply to one's degree requirements will be posted first while nonessential credits will be held separately. When the student changes programs (declares/adds/drops a major, minor and/or certificate), his/her transfer credits may be adjusted to reflect the new program(s). When the student has a break of more than 24 consecutive months, their transfer credits will be reevaluated based upon current program requirements and policies.

### ***Note for Undergraduate College of Graduate & Professional Studies (CGPS) Students:***

The high school transcript (or GED) requirement is waived for students who have attended a regionally accredited institution of higher education. In this case, the student must submit the transcript from the institution most recently attended.

### **Transfer Credit Policy Residency Requirements**

Transfer students will be required to meet the minimum residency requirements for the degree that they wish to pursue (more information below).

Nursing students who have completed an associate's degree at another institution and transfer to Franklin Pierce University will not need to repeat lower-division general education requirements at Franklin Pierce. The general education curriculum can be transferred and accepted as a component of an associate's degree or as a stand-alone general education block not affiliated with an associate's degree. Completion is defined as all courses completed with a grade of "C" or higher.

### **Residency Requirements**

A student who is registered for courses is considered to be "in residence." Credits awarded through non-traditional (ACE, CLEP, PLA) or transfer credits do not apply toward meeting the residency requirement.

## **Residency Requirements for Bachelor's Degree**

A minimum of 30 semester hours must be completed at Franklin Pierce University. Within the 30 hours, 12 hours must be 300- or 400-level courses in each declared major (maximum of two majors allowed). Students must spend the Senior year in residence unless otherwise approved by the Provost.

## **Residency Requirements for Associate's Degree**

A minimum of 15 semester hours must be completed at Franklin Pierce. Within the 15 hours, a minimum of 6 hours must be completed in each declared major (maximum of two majors allowed) and successful completion of GLE103.

## **Residency Requirements for Certificates**

Students must complete at least four courses towards the Certificate at Franklin Pierce.

## **Transfer from Other Regionally Accredited Institutions**

Students may receive credit for courses previously taken at other regionally accredited institutions provided they earned a grade of "C" or better as defined by Franklin Pierce University. Students from regionally accredited associate-level colleges will receive transfer credit of up to 75 semester hours for grades of "C" or better in appropriate coursework. Students from regionally accredited baccalaureate-level colleges/universities will receive transfer credit of up to 90 semester hours for grades of "C" or better in appropriate coursework.

## **Evaluation of Foreign Transcripts**

Students must request to have official transcripts sent to a recognized credential evaluation service. In this evaluation, the transcript will be translated into English, if needed, authenticated and equivalencies set to determine the level of education and its relation to accredited institutions in the United States. The results of the evaluation must be sent from the agency to Franklin Pierce University. While the University agrees to review the evaluation for possible transfer credits, we reserve the right to accept or deny credits based upon the results of the evaluation. Fees are the responsibility of the student. Acceptable agencies for use are those who maintain a professional membership with AACRAO (American Association of Collegiate Registrars and Admissions Officers) or NACES (National Association of Credential Evaluation Services) and include but are not limited to: World Education Service (WES), Center for Educational Documentation (CED), Foundation for International Services (FIS), or AACRAO International Education Services (IES).

## **Advanced Standing & Non-Traditional Credit Guidelines**

Undergraduate students may accelerate their degree programs through use of non-traditional forms of credit. Included are the Prior Learning Assessment (see next page), the College Level Examination Program (CLEP) and coursework validated by the American Council on Education (ACE), and various other credit evaluation agencies. All coursework noted here is processed as transfer credit. The maximum amount of credit for all such forms of non-traditional credit is 75 semester hours. Furthermore, the maximum within each category is as follows:

- PLA: 45 semester hours
- CLEP: 30 semester hours
- ACE, and other credit evaluation agencies: 45 semester hour

The American Council on Education (ACE) has evaluated and recommended for credit many of the training programs conducted by the Armed Services, major industries, and professional associations. Franklin Pierce will generally award transfer credit for programs evaluated by ACE per their recommendations.

Students may earn credit through the **College-Level Examination Program (CLEP)**. CLEP examinations must be taken within the first 18 months of a student's enrollment at the University. CLEP may not be awarded in disciplines where students have had prior course work. CLEP is designed to measure an individual's knowledge in traditional academic areas. Information on the CLEP program is available at your center office. Previously taken CLEP testing will be reviewed on a case-by-case basis.

**AP Credit** (College Board Advanced Placement Exams) and **IB Credit** (International Baccalaureate): the University recognizes secondary school accomplishment by means of advanced placement and credit for those who have taken especially enriched or accelerated courses before entering college. Applicants may qualify for such credit by satisfactory achievement on the College Board Advanced Placement Exams (typically a score of 3 or higher; 4 or higher for some majors – see equivalency sheet on eRaven) or International Baccalaureate Higher Level Exams (score of 4 or higher). Official score reports must be submitted to the University from College Board or International Baccalaureate for credit to be granted.

### **Prior Learning Assessment**

Prior Learning Assessment (PLA) is designed to help students apply the knowledge they have accumulated through non-credit classroom, work-related, informal or self-study experience. It is important to recognize that credit is awarded for the acquired college-level learning and not for the experience itself.

Students who wish to submit a PLA portfolio are encouraged to register for the PLA course CAEL100 to help identify the areas of knowledge that may qualify for college credit. This course will guide students through the process of preparing a portfolio for evaluation. It is a three credit general elective course and the student will prepare and submit one portfolio for evaluation. Other portfolios may be submitted for an additional charge. The student must submit portfolios within the first 18 months of enrollment.