

## CSU Policy and Procedure for Review of Transfer Credit from Non-Regionally Accredited Institutions

### Policy

In accordance with the University System of Georgia Principles for Reviewing Transfer Credit (USG, 1998), Columbus State University will, upon request, review credit earned at a non-regionally accredited institution, or credit that was designed for purposes other than that which it will be used, to determine if the coursework is acceptable as transfer credit. The process will include faculty members and administrators. Courses will be reviewed by individuals who are academically qualified in the discipline under review. The review will generally be conducted after the student has been admitted to Columbus State University.

### Procedure

If a student requests such a review, the following process will be used to determine if transfer credit will be awarded.

1. The Office of the Registrar will provide the student with information regarding the review process. The student will be responsible for requesting the information below from the previous institution. The information required to review the appeal should be sent directly from the institution to the Office of the Registrar at Columbus State University. This information will include:

- A description of the current accreditation status of the institution. If an institution was not accredited when the student completed the coursework but has since earned regional accreditation, specific details should be provided.
- A syllabus from the instructor who taught the course during the term in which the student took the course. In addition to course topics and requirements, the syllabus should include a list of textbooks and course products.
- The vitae of the instructor who taught the course during the term which the student took the course. A list of degrees earned by the faculty member is insufficient.

2. Upon receipt of the information listed above, the Office of the Registrar will verify that the individual has been admitted to Columbus State University and will forward the documentation described above to the Associate Provost for Undergraduate Education. The Associate Provost will evaluate the vita of each instructor to ensure that he/she holds credentials in accordance with SACS COC policy. Credit will not be granted for courses taught by faculty who do not meet current SACS COC faculty credential guidelines.

3. Based on the review of vita, Academic Affairs will submit the syllabi and vita to the appropriate department chair for evaluation.

4. The department chair will review the materials and forward his/her recommendation(s) to the dean of the college for evaluation. In departments encompassing more than one discipline, the chair will request input from faculty who are academically qualified in the field under consideration.

5. The dean will review the materials and forward his/her recommendation(s) to the Associate Provost for Undergraduate Education.

6. The information and recommendations will be submitted to the Academic Standards Committee for consideration and action.

7. The decision rendered by the Academic Standards Committee will be communicated to the student and to the Office of the Registrar by the Chair of the Academic Standards Committee.

8. The decision of the Academic Standards Committee is appealable to the Provost/Vice President of Academic Affairs. The decision rendered by the Provost is final.

Students who receive transfer credit from non-accredited institutions must meet all degree requirements as described in the academic catalog, including, but not limited to, those relating to residency requirements and upper division course work.

Reference: [http://www.usg.edu/academic\\_planning/committee\\_docs/minutes/aca\\_min1998\\_11.pdf](http://www.usg.edu/academic_planning/committee_docs/minutes/aca_min1998_11.pdf)

Approved by CSU Academic Standards Committee on 10/31/12.

Approved by CSU Academic Council on 11/27/12.