

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 for 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

	Student	Registrar’s Office	Academic Affairs	Department	College	Academic Standards Committee
Step 1	Student requests the Registrar’s Office to review courses the student completed at institutions that were not regionally accredited.	Registrar’s office provides student with guidelines for the review process.				
Step 2	<p>Student requests the following information from the previous institution to be sent to the Registrar’s Office at CSU:</p> <ol style="list-style-type: none"> 1. A description of its current accreditation status. If it has earned accreditation since the student attended, specific details should be provided. 2. A syllabus from the instructor of each course during the term the student took the course. This must describe course topics, requirements, textbooks, and products. 3. The <i>curriculum vitae</i> of the instructor of each course. A list of degrees earned by the instructor is insufficient. 	<p>The Registrar’s Office receives the documents and does the following:</p> <ol style="list-style-type: none"> 1. Verifies that the student has been admitted to CSU. 2. Forwards the documents to the Academic Affairs. 	<p>In Academic Affairs, the Associate Provost for Undergraduate Education evaluates the <i>curriculum vitae</i> of each instructor. Credit will only be granted for courses taught by faculty who meet current SACSCOC faculty credential guidelines.</p> <p>After instructor credentials are verified, Academic Affairs forwards the course syllabi to the appropriate department chair.</p>	<p>The department chair will assess each syllabus and recommend to the dean whether to accept or deny the requested credits.</p>	<p>The college dean will review the materials and accept or deny the department chair’s recommendations.</p> <p>The dean will submit the materials and the recommendations to the Academic Standards Committee.</p>	<p>The Academic Standards Committee will review the materials and dean’s recommendation and render a decision for each course. The ASC Chair will communicate the decision in writing to the student and the Registrar’s Office.</p>
Step 3 (optional)	Student may appeal the decision of the Academic Standards Committee to the Provost/VP of Academic Affairs		If the student appeals the ASC decision, the Provost/VP of Academic Affairs will review the materials and render a decision, which is final.			

Approved by CSU Academic Standards Committee 10/31/12, approved by Academic Council 10/27/12.