



Policy

Title	Transfer of Credit, Petition for
Policy Number	UAC0024
PolicyType	University
Category	Student and Academic
Subcategory1	
Subcategory2	
Subcategory3	
Approval Date	2/6/2019
Contact	Chief Enrollment Management Officer and University Registrar
Applies To	Rush University Students
Purpose	The purpose of this policy is to state the conditions under which academic credit obtained at an institution of higher learning may be transferred in to Rush University to satisfy the requirements of an academic degree awarded by Rush University.
Executive Summary	
Definitions	<ul style="list-style-type: none"> • Transfer credit - academic credit that was obtained by the student at another institution of higher learning that is deemed equivalent through a review process to credit earned through course work taken at Rush University.
Equipment Information	
Policy	<ul style="list-style-type: none"> • Rush University may accept up to 90 quarter hours or 60 semester hours of credit toward General Education and other lower-level course requirements. • An official transcript from the college where the course was taken must be available in the student's file to verify the course level and grade. Transcripts from foreign institutions must comply with the "Transcripts from Previous Institutions" policy. • Graduate level transfer credit is subject to the approval of the major advisor, program or division director, or designated college administrator based on an evaluation of quality and equivalence. • For graduate level programs, no more than one-third of the total number of required credits may be granted to a student as transfer credit for work done at another graduate institution. • Rush University will not accept transfer credit from non-accredited institutions. • Continuing Education Units cannot be transferred in for credit. • Undergraduate courses must be completed with a "C" or better to be awarded credit. • Graduate courses must be completed with a "B" or better to be awarded transfer credit. • Only letter-graded courses are eligible for evaluation as transfer credit; pass/no-pass courses will not be considered. • Undergraduate-level courses cannot be transferred to meet the requirements of a course taught at the graduate-level at Rush. • Transfer credits can only be applied to satisfy the degree requirements of one program. Once applied, they cannot be used a second time for a new degree program. • Previously earned program credits at Rush University may only be used to satisfy the requirements of another program if they are at the same level (e.g. graduate) and if they meet the current curricular standards. • The number of credits granted for a given course cannot exceed the number awarded for the course on the transcript of the school where the course was taken or the number earned for the corresponding course at Rush University. Credits earned on the quarter system will be converted into semester credits where applicable. A quarter credit is equal to two-thirds of a semester credit (e.g. three quarter-system credits equal two semester credits). • Course information (including grades) from transferred courses is not recorded on the student's transcript; only the number of credits is recorded and added to the cumulative number of credits.
Outcome	
Guidelines	

Responsibility and Procedure

Student:

- Complete one Petition to Transfer Credit form for each course.
- Attach all required documents to the Petition to Transfer Credit form.
- Submit the completed form with attachments to the Office of the Registrar, typically, no later than one term in advance of when the course will be offered at Rush University.

Office of the Registrar:

- Obtain all required signatures on the Petition to Transfer Credit form.
- Notify the student and his/her advisor when a formal decision has been made regarding whether or not the credit will transfer.

Program Director:

- Receive Petition for Transfer Credit form from Registrar.
- Refer syllabus to Course Director and/or advisor for review and approval if necessary.

To determine if the course to be transferred is equivalent to the Rush University Course, answer the following questions:

- Is the course description for the transfer course(s) equivalent to the Rush course?
- Is the course content for the transfer course(s) equivalent to the Rush course?
- Is the course credit for the transfer course(s) equivalent to the Rush course?
- For undergraduate courses, did the student achieve a C or better in the transfer course?
 - **(Note: Undergraduate courses cannot be transferred in to satisfy graduate courses.)**
- For graduate courses, did the student achieve a B or better in the transfer course?
- If the answer to all of the above questions is yes, the course is approved for transfer of credit, check the “Yes” box and sign the Program Director section of the form.
- If the answer to any of the above questions is no, the course is not approved for transfer of credit, check the “No” box and sign the Program Director section of the form.
- Send the completed form back to the Office of the Registrar.

Course Director (if necessary):

- Review syllabus provided by student and determine if the content is similar to that of the course offered at Rush by answering the questions above.
- If the content is similar and acceptable, check the “Yes” box and sign the Petition to Transfer Credit form in the Course Director section of the form.
- If the content is not similar and not acceptable, check the “No” box and sign the Course Director section of the form.
- Send the completed form back to the Program Director.

Advisor (graduate-level courses only) (if necessary):

- If the course is approved for transfer of credit, check the “Yes” box and sign the Advisor section of the form.
- If the course is not approved for transfer of credit, check the “No” box and sign the Advisor section of the form.
- Send the completed form back to the Program Director.

Regulatory Elements

Related Policies

[Transcripts from Previous Institutions](#)

Reference

For use by the P & P Committee only:	Date of initial adoption: 6/4/14
Policy Number: UAC0024	Effective date: 1/17/19; 7/20/17; 6/12/14
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Comments:

Name P & P Committee Chair: LaTonya Gunter

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