

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Transfer Credit Policy for Matriculated Undergraduate Students

Policy Number: 02.10.18

Issuing Authority: Office of the President

Responsible Officer: Provost

Date Created: December 1, 2012

Date Last Amended/Reviewed: February 2015

Date Scheduled for Review: October, 2017

Reviewing Office: Undergraduate Studies

Scope of Policy & Rationale

Undergraduate, degree-seeking students should take all (or almost all) their courses at Temple in order to fulfill their Temple degree requirements. This policy defines the circumstances in which transfer credit may be accepted toward the requirements of Temple undergraduate degrees after the student has matriculated, and the criteria for such acceptance.

Definitions

- Students are matriculated or "degree-seeking" if they are admitted to a Temple baccalaureate or associates degree program and taking courses at Temple. This includes requests by matriculated Temple international students seeking to take summer courses when they return to their home country.
- Post-matriculated transfer credit is credit articulated to a Temple degree after the student begins course work at the university.

Policy Statement

Matriculated undergraduate students are expected to take all courses toward their degrees at Temple. Once at Temple, however, they may receive credit for up to two courses taken elsewhere, if they receive permission in advance, pursuant to this policy.

This policy applies only to transfer credits for courses taken after matriculation.

Information on transfer policies and the admissions process is available at

<http://bulletin.temple.edu/undergraduate/about-temple-university/general-admissions-information/transfer-students/#transfercredit>

Matriculated Temple undergraduates may receive credit for two types of transfer courses:

1. A Temple-approved study abroad program sponsored by another university or other formal program of study offered jointly by Temple and another institution.

Successful completion of an approved, external study abroad program or formal joint program will be awarded transfer credit.

To ensure that students appropriately transfer credit for their study abroad, they must complete the approval process prior to registering for the course(s), including any required evaluation of the external program courses.

http://www.temple.edu/studyabroad/transfer_approval.html

2. Courses from another accredited institution.

Successful completion by matriculated, Temple undergraduate students of preapproved, post-matriculation courses taken at another accredited institution will be awarded transfer credit.

Students in good academic standing who meet all student and course eligibility criteria are allowed to transfer credit **for two summer or special session courses (up to a maximum of 8 credits) taken elsewhere toward their Temple baccalaureate or associates degrees.** Courses to be transferred must be taken at accredited colleges or universities.

In order to be approved for transfer credit:

- The student must have a cumulative grade point average of 2.00 or above at the time of application.
- The student, if admitted to a Temple undergraduate program with 60 or more credits in transfer, is not eligible to transfer credit for courses taken at another institution.
- The course cannot be available through Temple's distance-learning program.
- The course cannot be a duplicate of a course for which the student has already received credit.
- The course cannot be a duplicate of one previously attempted (earned letter grade, failed, withdrawn or incomplete) at Temple. If a student takes a course at Temple after already receiving transfer credits, the transfer credits will be removed.
- Once matriculated, credit for all General Education courses must be earned at Temple. Exceptions to this policy will be the responsibility of the director of the General Education program.
- Transfer credit is not awarded for internships, practica, field studies, or independent studies not supervised by Temple University faculty. Students should check with their School/College academic advisor for exceptions.

- Students must have satisfied all pre-requisites for courses they are seeking to take elsewhere. Failure to satisfy pre-requisites may result in credits not transferring.
- A grade of C or better is required to be awarded transfer credit.
- Some Temple schools, colleges, departments or programs may have additional limitations on the kind or number of transfer credits accepted toward the major.

Approval Process

To ensure transfer of credit for courses taken at another institution, a student should complete the approval process prior to registering for the course elsewhere. If the course equivalency is not listed in Temple's transfer articulation system, students are responsible for obtaining and submitting any documentation required for evaluation of the external program or courses. A processing fee may be assessed for the posting of transfer credit.

Notes

1. Dates of official enactment and amendments

Adopted by the President on December 12, 2012. First effective January 1, 2013.

Amended by the President on December 5, 2014. Effective August 1, 2015.

2. History

Supersedes

Previous guidelines and protocols in the *Undergraduate Bulletin* for students seeking permission to take courses elsewhere, entitled "Permission to Take Courses at Another Institution after Matriculation."

Supersedes

Guidelines and protocols in the 2014-2015 *Undergraduate Bulletin* under Transfer Credit Policy. <http://bulletin.temple.edu/undergraduate/about-temple-university/general-admissions-information/transfer-students/#transfercredit>

The February 2015 amendment changes the allowable grade required for credits taken elsewhere from C- to C. "C-" transfer grades, regardless of when they were earned, will not be accepted for students admitted for fall 2015 and after. For currently enrolled students, C- grades earned after summer session II 2015 will not be accepted.

3. Cross References

Procedures related to this policy can be found in the Academic Policies section of the Undergraduate Bulletin.