



EVALUATION OF TRANSFER CREDITS POLICY

Effective Date: November 1, 2011

Revised Date: March 16, 2018

Responsible Office: Registrar's Office

Division: Academic Affairs

I. PURPOSE/OBJECTIVE

To ensure that transcripts of transfer students who meet the criteria for admission to Grambling State University are evaluated properly and consistent with best practices in records and registration.

II. STATEMENT OF POLICY

- A. Courses on the transcripts from a regionally accredited post-secondary institution which meet the established criteria are accepted and reflected on the academic transcript according to the same policies and procedures in place for students at Grambling State University. Transfer courses accepted for credit are not necessarily used toward degree requirements.
- B. All grades are transferrable to calculate a cumulative grade point average.
- C. Transfer courses in the major discipline will be evaluated by the respective academic advisor and/or department head to determine which courses will be accepted towards degree requirements. The academic advisor and/or department head will also determine which transfer credits are equivalent to Grambling State University courses from regionally accredited institutions. All course substitutions will be submitted on the appropriate form and forwarded to the Office of the Registrar to be articulated on the student's academic transcript within two (2) working days of evaluation by the academic department.
- D. The grade point average(s) earned at the other accredited post-secondary institutions will be recorded on the transcript with all courses taken and the grades that were earned. However, the grade point average(s) earned at other accredited post-secondary institutions will not be used in determining the institutional grade point average at Grambling State University.
- E. Transcripts from colleges and universities outside the United States of America are evaluated by World Education Services (WES) or an agency of equivalent standing. WES is a non-profit organization specializing in foreign credential evaluations. The evaluation is used to determine admission, course equivalency, and grade point average. The student will be responsible for all fees associated the evaluation.