

**UNIVERSITY OF LOUISIANA AT MONROE
POLICIES AND PROCEDURES MEMORANDUM**

<i>Title:</i>	TRANSFER CREDIT
<i>Effective Date:</i>	February 27, 2008
<i>Update Responsibility:</i>	Academic Affairs
<i>Update Date:</i>	NONE
<i>Cancellation Date:</i>	NONE

1. PURPOSE/PREAMBLE

Students often earn college credit for courses from several higher education institutions and wish to apply those credits toward degree requirements at another institution. This PPM establishes the conditions under which those credits may be transferred and the procedures by which a student may request that transfer.

2. ITEMS

- A. Students wishing to transfer credits from another institution to the University of Louisiana at Monroe (ULM) must file an official transcript from that institution with ULM's Office of Recruitment and Admissions.
- B. The extent to which credit earned in other colleges and universities is accepted toward fulfilling degree requirements at ULM is determined by the dean of the student's college. Only work that applies toward the curriculum the student selects at ULM and that demonstrates satisfactory final grades will be applied to the student's degree plan.
- C. No credit will be granted or recognized for work done by a student while under suspension from any educational institution unless the student meets ULM admissions and appeal requirements for that enrollment period.
- D. The Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents' E-matrix) indicate transfer equivalences of courses among Louisiana's public colleges and universities and may be accessed through the Board of Regents' Web page at www.regents.state.la.us. The matrices are not all-inclusive; there are additional courses that articulate between campuses. Students are advised to contact their dean's office or the Office of Recruitment and Admissions if they are unclear as to whether academic credit at other institutions is transferable.
- E. Freshmen English courses taken from colleges and universities where English is not the native language will not transfer to satisfy ULM's requirements of English 101-102. A student with such credit must take ULM's English 101-102 or pass the appropriate CLEP tests for credit in freshmen English. This policy will apply to all international, resident alien, and U.S and naturalized citizen students.
- F. After students have earned 60 semester hours of credits required for a degree, they may not use additional credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by the dean.
- G. If the college does not approve a transfer course for general education credit, the student may petition the Office of Academic Affairs for a decision.
- H. All hours pursued by a student are used in determining the cumulative grade point average of that student, and all course work is posted to that student's ULM transcript.
- I. Transfer Credit Practices of Designated Educational Institutions, by the American Association of Collegiate Registrars and Admissions Officers, is used as a basis for

determining the accreditation status of other institutions. The policies and publications used to determine the acceptance of credit earned through nontraditional means and the acceptance or nonacceptance of credits granted by another institution through nontraditional means (e.g., military credit, credit by examinations, or other methods) are on file in the Registrar's Office.

Review Process:

Academic Deans Council

Distribution:

Recruitment and Admissions

Registrar

Academic Deans