

Transfer of Credit Policies for Spring Hill College

All information regarding the transfer of credit can be found in the College's [*Bulletin of Information*](#), which is updated annually. Much of the information regarding transfer of credit is also listed below.

Study at Other Institutions after Matriculation at SHC

A student enrolled in a degree program at Spring Hill College may be permitted to do a limited part of his/her study at another institution. Transfer credit limitations for undergraduate programs — traditional and nontraditional — are outlined below:

1. Students entering Spring Hill College without transfer credit may take, with proper permission, a total of up to 18 semester hours of credit at other institutions after matriculation.
2. Students transferring fewer than 30 semester hours to Spring Hill at matriculation are limited to 12 semester hours of transfer credit after matriculation.
3. Students transferring between 30 and 60 semester hours to Spring Hill at matriculation may transfer up to nine semester hours of transfer credit after matriculation.
4. Students transferring more than 60 semester hours to Spring Hill at matriculation must complete the remainder of their program of study at Spring Hill College.

Transfer credit limits do not apply to study-abroad enrollment. (Graduate programs have more stringent limitations on the transfer of credit after matriculation. See the "Graduate Studies Section" of the College's [*Bulletin of Information*](#) for details.) To qualify for study at another institution, the student must have the written consent of his/her advisor on the courses to be taken and the written permission of the Registrar. Students who voluntarily and officially withdraw from Spring Hill College after matriculation with the intention of not returning, and later apply for readmission, shall provide to the Registrar official transcripts of all courses taken elsewhere for the purpose of transfer credit evaluation. At the time of re-entry to Spring Hill College, these students are not subject to the transfer credit limitations outlined above; however, the transfer credit limitations will apply to all future transfer credit hours.

All normal policies regarding quantitative and qualitative considerations apply when accepting credits in transfer. Courses taken at junior/community colleges cannot be transferred in as equivalent to upper-division coursework at Spring Hill College. The courses taken at another institution must be the equivalent, in the judgment of College officials, of courses offered at the College. A grade of less than C- for course work at other institutions will not be accepted by Spring Hill College. Grades earned at other institutions do not affect the Spring Hill College grade point average. Spring Hill College will not accept transfer credit taken while a student is unable to attend the College due to suspension or dismissal. Transfer credit is only accepted from institutions which are regionally accredited by one of the following accrediting agencies:

- *Higher Learning Commission*
- *Middle States Commission on Higher Education*
- *New England Association of Schools and Colleges, Commission on Institutions of Higher Education*
- *Northwest Commission of Colleges and Universities*
- *Southern Association of Colleges and Schools Commission on Colleges*

- *Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges*
- *Western Association of Schools and Colleges Senior College and University Commission*

Transfer of Military Credit or Credit From Other Institution

Military transcripts will be evaluated and transfer credit will be given for equivalent coursework identified on the military transcript. Generally, no transfer credit will be given for coursework already counted for a previous degree. Specific exceptions to the transfer of credits may be found in the policies for the individual programs.

Transfer Admission

Transfer student is a classification assigned to any student who has matriculated at a college or university other than Spring Hill College with a transcript of record. 3 Students seeking transfer admission are required to disclose attendance at all prior institutions. Application Procedures In addition to completing an application, a transfer student applicant must also submit:

1. An official transcript from each college or university attended for all coursework and a list of courses in progress; and
2. A transfer reference from the Dean of Students or equivalent at the last college attended verifying good disciplinary standing.
3. If the applicant has earned fewer than 12 semester hours of college credit, the applicant must also submit an official, complete transcript of the high school record and official scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

Unconditional Admission

Unconditional admission will be granted to transfer applicants who have completed 12 or more semester hours of college credit, are in good academic standing at the last college or university attended, and receive an appropriately satisfactory transfer reference from the Dean of Students.

Conditional Admission

Conditional transfer admission may be granted to transfer applicants who do not meet unconditional transfer admission requirements but who demonstrate the potential to successfully complete degree requirements at Spring Hill College. Students admitted conditionally may be limited in the number of enrolled credit hours during the first semester of study and/or be advised to take prerequisite courses that may not count towards graduation requirements.

Evaluation of Transfer Credits

An applicant for transfer admission may request a preliminary evaluation of how previously earned credits will be applied to the requirements of his or her Spring Hill College degree. This preliminary evaluation may be based on unofficial transcripts and will adhere to the policy on "Transfer Credits" that appears in the General Academic Policies section of the College's [*Bulletin of Information*](#). When a new transfer student has provided official transcripts showing all coursework completed at all institutions attended, the Registrar will post previously earned credits to the transfer student's Spring Hill College transfer and provide a degree audit that shows how previously earned credits have been applied to the student's degree requirements. Any transfer student who is admitted to the College for the fall semester and wishes to take

prerequisite courses for a particular program (i.e., nursing or teacher education) during a summer term should consult the office of Career and Academic Success and Advising.

Transfer Admission through Articulation Agreements

Spring Hill College has many articulation agreements, especially with community colleges in Alabama, to offer associate degree graduates a seamless process for completing a baccalaureate degree in selected programs. Under the terms of the articulation agreements, associate of Arts (AA), and Associate of Science (AS) degree students will be granted transfer admission by meeting the requirements enumerated in the articulation agreement. Formal agreements have been made with the following community colleges: Bevill State Community College, Bishop State Community College, Coastal Alabama Community College, and Wallace Community College.

Transfer students entering Spring Hill College after earning an AA or AS degree from an accredited institution will be considered to have completed the equivalent of the Core Curriculum. Transfer students who have not earned an associate's degree prior to matriculation will not be required to participate in the Pathways sequence, but they will be required to fulfill all other requirements not satisfied by transfer credits.

Application Procedures for International Transfers

International students who seek admission as transfer students should submit all of the documentation required of freshmen plus the following:

1. Letter of recommendation from a guidance counselor or an academic instructor
2. Official transcripts from all colleges and universities attended or currently attending including courses currently in progress and a certified English translation (WES; www.wes.org) of transcripts in languages other than English
3. Official transcripts of secondary school records, both in the original language and certified English translation when the language of instruction was other than English, are necessary if the student has fewer than 12 transferable credit hours.
4. Completed Student Transfer Eligibility Form
5. Financial certification in two forms is required in English: An affidavit of support from the sponsor and a bank statement from the sponsor's bank account with USD amounts stated
6. Any other documentation required by a specific Spring Hill College academic program.

Transfer of Credit from Other Institutions Toward a Master's Degree

Up to nine semester hours or the equivalent of appropriate transfer credit from a regionally accredited institution may be accepted toward the master's degree. No grade lower than B- will be accepted. Course work accepted as transfer credit will be listed on the Spring Hill College transcript with the grade earned at the transfer institution; however, transfer grades will not enter into the grade point calculation for the course work taken at Spring Hill. The Provost and the program director in the division and/or the certification officer will evaluate requests for transfer of credit. No transfer credits earned prior to six years before matriculation will be accepted without evaluation by the program director and the Provost. Generally, no transfer credit will be

given for course work already counted for a previous degree. Specific exceptions to the transfer of credits may be found in the policies for the individual programs.

Transfer, Portfolio, & CLEP

Credit Up to 90 semester hours can be transferred for coursework completed at four-year colleges or universities. Transfer credit from an accredited junior or community college is limited to a maximum of 60 semester hours. The College reserves the right to accept or reject as direct transfer credit those courses taken at a junior or community college that are upper division courses at Spring Hill, although such coursework may be considered for general elective credit.

Up to 30 semester hours (may vary by program or degree) can be earned through College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST). Regardless of the amount of credit transferred to Spring Hill College from other institutions, at least 25 percent of the coursework applied toward meeting the minimum graduation requirement must be taken at Spring Hill College and taught by Spring Hill College faculty. (See sections of the College's [Bulletin of Information](#) on Residency Requirement and Currency of Course Work.)

After completing 12 semester hours of coursework at Spring Hill, a student may submit a portfolio which documents college-level learning acquired through life experience. A student can receive up to 30 semester hours of credit for prior experiential learning.

Credit is awarded for length of military service (see the Veterans subsection, in the Admissions section of the College's [Bulletin of Information](#)). In addition, credit can be given for specific courses and training taken in the military at the discretion of the College using the recommendations of the American Council of Education as set forth in its Guide to the Evaluation of Educational Experiences in the Armed Services. Credit can be given for appropriate formal non-collegiate educational training at the discretion of the College using the recommendations of the American Council of Education as set forth in its National Guide to Credit Recommendations for Non-Collegiate Learning. The maximum credit awarded from all sources other than transfer credit from another institution of higher education will be 45 semester hours

Core Curriculum Requirements for Transfer Students

Transfer students entering Spring Hill College after earning an associate of arts (AA) or associate of science (AS) degree will be considered to have completed the equivalent of the Core Curriculum. Transfer students who have not earned an AA or AS prior to matriculation will not be required to participate in the Pathways Sequence but will be required to fulfill all other core curriculum requirements not satisfied by transfer credits. This policy applies only to students transferring to Spring Hill College from another college or university. Students who have previously been enrolled, withdrawn, and subsequently been readmitted to Spring Hill, regardless of whether they attended another institution in the interim, should refer to the [Amendment to Spring Hill College Bulletins of Information for the years 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22](#) to determine their core curriculum requirements.