

TRANSFER CREDIT POLICY

The Registrar's Office evaluates credit earned from other institutions of higher education usually soon after admission and bases its determinations of credits transferrable to Five Towns upon four factors: (1) the accreditation of the institution or program which awarded the credits, (2) the number of credits per course awarded, (3) the grade earned in each course completed, and (4) the applicability of each credit earned to the relevant degree program's requirements at Five Towns College.

To be eligible for transfer credit, a student's final transcripts from all post-secondary institutions previously attended must be received before students have completed their first semester. For credit earned through traditional classroom work, evaluation is conducted on a course-by-course basis for all work in which grades of "C" or above have been earned. It is important to note that grades awarded in courses receiving transfer credit are not used in computing a student's grade point average (GPA) at Five Towns.

Five Towns College routinely accepts credit from regionally accredited institutions of higher education. The College will also accept credits earned at institutions that are not regionally accredited but for which one or more specific degree programs have received accreditation from a nationally recognized accrediting organization, e.g. NCATE, NASM or NAST. Transfer credit evaluations in these latter cases are done on a case-by-case basis. Students must furnish the College with a copy of the course descriptions for each course they seek to transfer, a copy of the transferring institution's catalog, and such other information as may be reasonably necessary to determine course equivalency.

Once matriculated at Five Towns College, students do not have the right to transfer credits to the institution, except as set forth herein. An undergraduate student who seeks to transfer credit from another institution after matriculation at Five Towns College must request approval in advance. Students should file a written request for permission to take courses at another institution with the Registrar at least six (6) weeks in advance. Such a request should contain the rationale for taking courses at another institution, as well as a description of the course description as published by the school the student wishes to attend. No credit will be transferred without prior approval, nor will credit transfer for coursework with a grade below a "C."

Credit may be available for courses sponsored by organizations that are recommended in the "*Guide to Educational Programs in Non-Collegiate Organizations*" of the State

University of New York. The decision to award credit in such cases may be determined by the Provost or the Curriculum, Instruction and Assessment Committee.

Credits for AP (ACCELERATED PROGRAMS) COURSES

Students who receive a score of at least a “3” on an SAT Achievement Test and at least a grade of “B” in their related high school AP course may request and be granted transfer credit as long as that AP high school course is also offered at Five Towns College, for example Mathematics or Biology. As the College’s Catalog states, such transfer credit requests must be made in advance of admission to the College and are decided on a case-by-case basis. The high school at which the course(s) was taken must be accredited by a federally authorized regional accrediting organization (e.g., the Middle States Association of Schools and Colleges). The student alone is responsible for having her/his AP test scores reported to Five Towns.

Credits for IB (INTERNATIONAL BACCALAUREATE) PROGRAMS

Students who graduate from a high school International Baccalaureate Program may request and be granted transfer credit for courses completed and for which they have received a grade of at least a “B.” As with the AP courses, such IB courses must be offered at Five Towns College and, as stated in the Five Towns College Catalog, the transfer credit request must be made in advance of admission to the College. Decisions on such transfer credit requests are made on a case-by-case basis. The high school at which the course(s) was taken must be accredited by a federally authorized regional accrediting organization (e.g., the Middle States Association of Schools and Colleges).