

UNIVERSITY OF ATLANTA

Petition for Transfer Credit

OFFICIAL POLICY AND PROCEDURES

As part of the application process, a student may present a formal petition for transfer credit. Each petition will be evaluated based on fixed criteria. The purpose of this document is to set out the policies and procedures relative to transfer credit evaluation.

UNDERGRADUATE STUDENTS

In order to be considered for transfer credit, the undergraduate applicant must:

- 1.) Provide official undergraduate or graduate transcript records (part of the application process).
- 2.) Indicate the course or courses for which transfer credit is petitioned.
- 3.) Establish:
 - (a) that the course or courses for which the petition has been filed has/have been completed at an accredited undergraduate or graduate college or university.
 - (b) that the course or courses for which the petition has been filed is/are properly indicated on one of the official transcript records provided (as noted in # 1, above) and was/were completed with a final course grade of no less than C.
 - (c) that the content and level of the course or courses formerly completed are fundamentally equivalent to the course or courses offered at the University of Atlanta.

Subsequent to an academic review of the petition, the Department of Admissions will forward a summary of those courses for which transfer credit has been granted, if any.

GRADUATE STUDENTS

In order to be considered for transfer credit, the graduate applicant must:

- 1.) Provide official graduate transcript records (part of the application process).
- 2.) Indicate the course or courses for which transfer credit is petitioned.
- 3.) Establish:
 - (a) that the course or courses for which the petition has been filed has/have been completed at an accredited graduate college or university.
 - (b) that the course or courses for which the petition has been filed is/are properly indicated on one of the official transcript records provided (as noted in # 1, above) and was/were completed with a final course grade of no less than B.
 - (c) that the content and level of the course or courses formerly completed are fundamentally equivalent to the course or courses offered at the University of Atlanta.

Subsequent to an academic review of the petition, the Department of Admissions will forward a summary of those courses for which transfer credit has been granted, if any.