

## **UNDERGRADUATE TRANSFER POLICY**

### **College of Business**

General university transfer policies apply as stipulated in the current Louisiana Tech Catalog. In addition, please note the "Undergraduate Admissions and Transfer Policies" that are pointed out in the College of Business section of the Catalog.

The American Association of Collegiate Registrars and Admissions Officers report--"Transfer Credit Practices of Designated Educational Institutions"--is used in determining if credits can be accepted from any institution. If questions arise pertaining to acceptability and particularly for a foreign institution, the Registrar is contacted.

In assessing acceptance of degree credit, the Dean's Office determines if the quality and content of a particular student's educational background merits such credit. Also, professional accrediting requirements are considered in the evaluation.

The College normally accepts credit for comparable courses taken at comparable levels. Transfer evaluations will reflect all grades earned at other institutions, but only grades of "C" or above will be accepted for credit. Validation of a course may be required by either a credit exam or requiring a higher level course and receiving a passing grade. Only courses that are freshman or sophomore level at Tech can be accepted from a two-year community or junior college.

The College prepares a guide for use in evaluating transcripts for transfer students from other Louisiana universities and some adjacent state universities. Copies of these guidelines are distributed to each academic unit. In addition, current catalogs for many universities are available in the Dean's office. Normally sufficient material is available for a transfer evaluation. If not, a student may be required to furnish additional material, such as a catalog description of a course(s) or a syllabus of the course.

Transfer evaluations for students eligible for admission to Business are made by the department of the program the student is majoring in. Students not eligible for admission to the College should have their evaluation made in the Dean's Office, BUS 106. A transfer student cannot be admitted to the College until all transcripts are available, and a student will not be allowed to enroll in the College of Business with less than a 1.5 cumulative grade-point average.