



## **30.019: Transfer of Credit/Stale Course Policy**

**Responsible Executive:** Vice President for Academic Affairs  
**Responsible Office:** Office of Academic Affairs  
**Related Policy:**  
**Approved-On Date:**  
**Effective Date:** Immediately  
**Revision Date:**

### **Policy Statement**

Generally, a maximum of thirty (30) credit hours at another accredited institution may be accepted as transfer credit, provided that: (a) the credits have not previously been used or applied to a degree at another institution; (b) the grade earned in the course is "C" or above; (c) the courses are comparable to those offered in the program to which the applicant is applying; (d) approval is granted by the undergraduate program area. This policy also applies to courses taken at Norfolk State University. Transfer credits will not be counted when computing the GPA.

### **Purpose**

This policy provides guidance on how to handle transfer of credit to undergraduate degree programs at Norfolk State University. It also establishes a time frame for when an undergraduate course is obsolete and not transferable. An increasing number of students are returning to the university to complete degrees after extended absences. These students are requesting credit for previous coursework in the same undergraduate program or transfer of credits into new degree programs. This policy provides consistency in handling those obsolete courses.

### **Procedures**

The Office of Admissions is responsible for utilizing these policy guidelines as a basis for decisions about transfer of credit. Courses taken five years or more prior to extended absences often do not reflect the level of competency of more current courses. The respective school/department will have the final decision as to whether or not a course is obsolete or not applicable to the degree program the student is seeking entrance into.