

HOWARD UNIVERSITY POLICY

Policy Series: Academics and Research

Policy Title: 100-019 TRANSFER CREDIT POLICY

Responsible Officer: Provost and Chief Academic Officer

Responsible Office: Office of the Provost and Chief Academic Officer

Effective Date: May 2015

Undergraduate Programs Transfer Credit Policy

Howard University will accept credits from a [regionally accredited](#) postsecondary institution. Students must submit their **official college** transcript via mail (*not preferred*) or through an e-transcript system (e.g. Parchment, or the National Student Clearinghouse.) Note, student email submissions directly to the university are NOT accepted. **Current Howard University students seeking to take classes at another college/university** must also ensure an approved [Transfer Course Petition Form](#) is on file to be eligible to receive transfer credits. Please consult with your academic advisor to learn more about the petition process.

- Transfer courses must be of comparable content, academic level, and scope to the curricular offerings at Howard University.
- Credit hour(s) assignment to transfer courses will be semester credit hours. If the originating institution is other than the semester system, the appropriate conversion of credit hour(s) will take place by the Office of Enrollment Management.
- Students must have earned a grade of “C” (2.0 GPA weight) or higher in academic courses in order for the courses to be transferred to Howard University.
- For transfer course credits that are discipline specific, the Office of the Registrar will request a review and assignment of the transfer credits by the specific discipline.
- **A maximum of 60 credit hours from an accredited institution can be transferred.** (Note: Howard University requires that the last 30 credit hours for an undergraduate degree be taken at Howard University)
- Credit hours are transferable to Howard University, not grades. Therefore, grades for academic courses transferred will not be included in the overall GPA of a student.
- All transcripts from international institutions (except pre-approved study abroad courses) must be evaluated by a current [NACES member](#), and must be submitted to the Office of the Registrar via the respective agency.

Graduate and Professional Programs Transfer Credit Policies

Graduate Programs

School of Business (Master of Business Administration)

Students in the Howard University MBA Program may transfer up to six credits hours. The course(s) must have been offered at an Association to Advanced Collegiate Schools of Business - International (AACSB-International) accredited business school, and the student must earn a standard letter grade of “B” or better to be considered as a transfer credit. All transfer credits must be approved by either the Director of the MBA program or the

Associate Dean and/or Dean of the School of Business. Note, transfer credits are not calculated into the cumulative Howard University grade point average.

School of Divinity

Generally, courses taken at the graduate level from an accredited institution will be accepted if they are directly related to the student's program of study in the School of Divinity, however, note the granting of transfer credit is contingent upon successful completion of the first 15 credit hours of academic work with at least a "B" (3.0) average for Master of Arts and Doctor of Ministry students and a "C" (2.0) average for students in the Master of Divinity program.

The amount of transfer credit will be determined in relation to appropriate elements of the curriculum by review of prior work. Transfer credits are limited to a maximum of one (1) academic year (translated into standard course load = 26 or 27 credit hours) for the Master of Divinity degree and 16 credit hours for the Master of Arts degree. Students who have completed other graduate degree programs may receive six (6) hours of elective credit from their prior work. Note, grades earned at previous institutions are not calculated into the cumulative Howard University grade point average.

School of Education

The request for transfer of credit is initiated by the student to the major department, which transmits its recommendation to the dean for consideration by the executive committee. When the course proposed for transfer is to be used to replace or as the equivalent of a course offered within the School of Education, the recommendation of the department that offers the course being replaced must also be transmitted to the executive committee.

Note, no more than six credit hours may be transferred to a master's degree program or a Certificate of Advanced Graduate Study program, and no more than thirty semester hours may be transferred to a Doctor of Education program. This limit on the number of transferable credits does not apply to credits earned in other graduate units of Howard University, but all such courses must be transferred formally in the prescribed manner if they are to count toward the requirements for a degree in the School of Education. Courses requested for transfer must have been taken at a graduate school having regional accreditation, and the courses must be recognized as regular graduate degree courses by the institution where they were taken. Only those courses in which a grade of B or higher will be considered for transfer credit. Note, transfer grades are not calculated into the Howard University grade point average.

Graduate School

Graduate Program course work completed at another institution may be approved for transfer credit provided the courses to be transferred were not used to satisfy requirements for a degree. Note, no more than six credit hours may be transferred to a master's degree and only those courses in which a grade of B or higher will be considered for transfer credit.

PhD students:

Students holding a Master's degree from a recognized accredited institution may transfer no more than 24 graduate course credits with a grade of B or better into the Ph.D. program. If a doctoral candidate is requesting to transfer 24 hours from an earned master's degree, those hours are placed on the candidacy application. Note, transfer grades are not calculated into the Howard University grade point average. Students holding a bachelor's degree who were admitted directly into the Ph.D. program may transfer a maximum of 18 hours of graduate credits into the Ph.D. program.

An official transcript listing the courses must be attached to the Transfer of Credit form. Note, transfer grades are not calculated into the Howard University grade point average.

School of Social Work

Credits deemed appropriate may be transferred for graduate courses taken within five years of enrollment from an accredited graduate social work program or other relevant program when grades of "B" or better have been earned. Credit for social work practice methods and field education courses will be transferred from CSWE accredited social work programs only. The School of Social Work does not grant course credit for life experience or previous work experience.

Students seeking transfer credits for graduate courses in related disciplines whose content are equivalent to the content of courses in the M.S.W. curriculum must submit course descriptions to the Admissions Office upon acceptance for admission by the School. These courses must be reviewed and approved by the chairperson of the respective content sequence within the School, or by the Associate Dean or Dean's designee. This process must be completed by the end of the initial semester of enrollment.

A maximum of 30 graduate credit hours may be earned/awarded through Challenge Examination and/or transfer credits. Those who qualify in these categories must meet the School's residency requirement of 30 credit hours earned in the Howard University School of Social Work M.S.W. Program. Note, transfer credits are not calculated into the Howard University grade point average.

Professional Programs

College of Dentistry

Students in the College of Dentistry seeking the award of transfer credits must have their previous institution transcripts evaluated by the Admission Committee in the College of Dentistry. The credit award process is dependent upon the curriculum of the originating institution and the students' academic standing at that institution. Credits will not be transferred from institutions that are not accredited. Note, transfer credits are not calculated into the Howard University grade point average.

School of Law

Credit toward the Juris Doctor degree from Howard University School of Law will be granted for a course or courses taken at another law school only if the student has obtained

the written approval of the Student Affairs Committee prior to taking the course or courses. Transfer credits will be granted only for a course in which the grade earned was at least a “C” (or a 70 on the Howard University School of Law grading scale). Upon completion of the course(s), the student is responsible for requesting that the host institution send an official transcript of the grades earned to the School of Law Records Office. A student may not receive credit for more than thirty (30) hours taken at other institutions.

Permission to take any required course for transfer credit must be obtained from the Student Affairs Committee. A student seeking transfer credit toward graduation for an elective course must submit a written request for permission to do so to the Student Affairs Committee. Note, transfer credits are not calculated into the Howard University grade point average.

College of Medicine

The College of Medicine considers applicants for transfer who are applying for transfer to year three. Any student accepted for transfer meets all criteria established by the accrediting body, the Liaison Committee on Medical Education.

College of Pharmacy

Transfer credits are determined and awarded by the Associate Dean for Academic Affairs of the college of Pharmacy. The college or school must be accredited by a United States regional accreditation agency and the Accreditation Council of Pharmacy Education (ACPE). Only courses with a standard grade of “C” (2.0 on a 4.0 scale) will be considered for transfer credit.