

TRANSFER CREDITS

A student transferring from another regionally accredited college or university may receive credit for course work elsewhere subject to the following conditions:

- an official transcript must be received directly from the other institution;
- transfer credits must have a grade of C- (1.67) or above;
- remedial, developmental, or basic skills courses are not transferable;
- vocational and technical courses are not automatically transferred, but may be accepted if approved by the appropriate academic division;
- transfer credits from two-year institutions are limited (56 hours must be taken from a four-year institution).

When transfer courses are comparable to Union College requirements, transfer credits may meet requirements for general education, a major or a minor. Administrative approval may be required if the course is not strictly comparable, and the student is expected to provide evidence such as course description or syllabus.

COURSE TRANSFERS FROM INSTITUTIONS WITHOUT REGIONAL ACCREDITATION

Courses from institutions without regional accreditation do not generally transfer. However, on occasion credits may be transferred if validated by the division chairs of both the discipline and the student's major. Provision of a syllabus and other materials may be required for the evaluation. It is the student's responsibility to file academic petition forms in the Records Office. Credit is not granted for non-college sponsored instruction or life experiences.

CREDIT BY EXAMINATION

Three types of examinations are available to demonstrate student learning and earn academic credit based on the student's performance level. Credit may not exceed credit granted for similar classes offered at Union College. Credit will not be given if a student has ever enrolled in the course even if it was not completed, nor if the student has taken a more advanced course in the same subject with or without credit. Exams may be taken only once. Applications for CLEP and Proficiency Examinations are available in the Records Office.

ADVANCED PLACEMENT (AP)

Advanced Placement (AP) credit may be granted to students who have passed the College Board AP Examinations with a score of 4 or higher. Language and Composition will substitute for College Writing I. Literature and Composition

will substitute for literature. No AP course may substitute for College Writing II.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Union College grants credit for CLEP subject exams as recommended by the Commission on Educational Credit of the American Council on Education. Requests for CLEP tests should be directed to the Career Center. A recording fee is charged for credits earned on CLEP examinations (see fees).

- Prior to taking any CLEP examinations, permission must be obtained from the director of records.
- CLEP examinations are not available after students have completed 56 hours of college credit.
- Credit by CLEP examination is not available for College Writing I and II.
- Credit by CLEP is not granted for the general tests in Humanities, College Mathematics, Natural Sciences, or Social Sciences and History.
- CLEP credit is not available for elementary language tests in one's native tongue.
- CLEP credits will not necessarily satisfy requirements for a major or minor. The student seeking to use CLEP credit for a major or minor should obtain program approval before taking the test.

PROFICIENCY EXAMINATIONS

Proficiency examinations may be requested for some, but not all, courses offered at Union College. A course already taken cannot be replaced by a proficiency examination.