

## Transfer Evaluations

A student wishing to transfer to the University of Mobile must submit official transcripts of all previous college work. It is also necessary for a transfer applicant to submit one transcript of his or her high school record if he or she has completed fewer than twenty-four semester hours at an accredited college or university. An applicant who has completed less than one academic period (semester) at another university or college must present an official transcript and be eligible to return to the institution. Transfer students must be eligible to return to all institutions previously attended to be eligible for admission to the University of Mobile.

### I. Rules and Guidelines

A.) The University follows the policies of the institution where credit was received when evaluating transcripts.

- If the institution granted course forgiveness for a particular course that was repeated at the institution, the University of Mobile honors the course forgiveness.
- If the institution has awarded academic bankruptcy for a particular course or semester, the University of Mobile honors that academic bankruptcy.
- If the institution gives grades on a plus/minus system, the University of Mobile records the same amount of grade points as the previous institution awarded (and therefore, same GPA).
- If the institution awarded credit in quarter hours, the University of Mobile calculates the hours and grade points as closely to the previous calculation as possible. If quarter hours, all quarter hours are added and the total divided by 1.5 to ascertain the equivalent credit in semester hours. The grade points are calculated in the same manner, and therefore the transfer GPA. If the institution converted to the semester system, the University of Mobile follows the conversion method provided in the institution's transcript information.

Exceptions:

- 1.) Developmental coursework (under 100 level), college prep, or orientation type courses will not count towards the hours accepted or earned.
- 2.) Technical coursework or coursework in programs that are not offered at the University of Mobile will not count towards the hours accepted or earned. Included are LPN, EMT, Radiology, Paramedics, Nursing Assistant, Engineering, Social Work, Rehab, Paralegal, Real Estate, or any other type of technical coursework. If a course is questionable, the student should consult the Transfer Evaluation Coordinator or the Registrar for a ruling. Coursework that is theory-based and related to a field of study offered at the University of Mobile is acceptable.

B.) The University requires a copy of the DD-214 form from the military in order to award military credit. In order to receive military credit, a DD214 must be in the student's academic folder. The student receives 4 hrs. HPE credit for basic training. Any other military credit must be accompanied by the appropriate transcript. The University uses the Guide to the Evaluation of Educational Experience in the Armed Services to convert military courses to their UM equivalent per military branch.

C.) Credit may be granted for a Human Performance and Exercise Science (HPE) course when the student has completed certification training in fields such as CPR (American Heart Association or American Red Cross certified), scuba diving (Professional Association of Diving Instructors certified) or first aid (American Heart Association or American Red Cross certified). The hours of such training sessions must be equivalent to the hours required for University credit for comparable courses. The amount of hours dedicated to the course is compared to seat time and hours spent in homework for University of Mobile

courses. Certification granted by sponsoring bodies is essential to assure proper standards of instruction. The Chair of Human Performance and Exercise Science must review and approve all requests for such credit.

D.) Transcripts of previous coursework must be official in order for coursework to be accepted. (The Admissions Office oversees the acquisition of the official transcripts from incoming transfer students. Once a student is admitted, the official status of transcripts must be confirmed by the Registrar's Office, before the transcripts may be evaluated and hours accepted into the University of Mobile.)

E.) The institution must be accredited by a regional accrediting association such as S.A.C.S., N.E.A.C.S., etc. (If unsure whether the institution is accredited, students should consult the Transfer Evaluation Coordinator or the Registrar.)

F.) The University of Mobile accepts no more than 64 hours from a 2-year college. If need be, accepted transfer work can be adjusted to accept/reject coursework within the 64 hour limit. The number of attempted hours and grade points is unlimited.

Coursework transferred in, or accepted for credit toward a degree, must have been completed at institutions accredited as degree-granting by post-secondary regional accrediting commissions at the time the coursework was completed. Coursework taken from non-accredited institutions must be validated before it can be considered as part of the student's permanent record. Successful completion of 24 semester hours of coursework at the University of Mobile (12 hours of the core curriculum and 12 hours in the major) with a minimum GPA of 2.00 is required before this coursework may be considered for validation. Students seeking teacher certification may not apply coursework validated from non-accredited institutions since the Alabama State Department of Education does not recognize this credit.