

# RHODES COLLEGE

## TRANSFER CREDIT POLICIES FOR ENROLLED STUDENTS

Normally, all courses for degree and major requirements will be completed at Rhodes. Rhodes students may enroll in courses at other colleges and universities, however, and transfer credit hours to Rhodes under the following conditions:

1. **Transfer credit may not be used to satisfy Foundation requirements.** This restriction does not apply to students participating in approved study-abroad programs. Transfer credit may be used to meet major requirements or as elective credit as approved by the chair of the department in which approval is sought.
2. To be accepted for credit, each course must be judged comparable in terms of content and quality to a course in the curriculum at Rhodes or it must be judged to be consistent with the liberal arts and science curriculum and of a quality comparable to that expected of courses at Rhodes. Not all institutions of higher education, including some community colleges, offer acceptable coursework.
3. The course work must be taken on the campus of an accredited college or university.
4. No more than twelve transfer credits may be earned in one summer.
5. The courses for which transfer credit is requested must be approved in advance by the appropriate department chairs at Rhodes and must be certified by the Registrar. In some cases, only provisional approval may be given, pending further review or satisfactory completion of other conditions after the course is completed. "Other conditions" may include satisfactory achievement on a departmentally-administered proficiency examination. Pre-approved courses must be taken within the time period specified on the approval form. *The College is under no obligation to accept for transfer credit any completed course that was not pre-approved.*
6. Transfer credits are accepted only if the course grade is "C-" or above. Transfer credits are credited to the Rhodes transcript as credits only; they are not computed in or used to determine the grade point average.
7. Credit for transfer courses will be recorded in the same amount as reflected on the transfer institution's transcript, not the credit of the equivalent course at Rhodes unless specified by the department chair.
8. Students seeking concurrent enrollment at another institution during a regular semester must have permission from the Standards and Standing Committee prior to registering at the other institution. Concurrent enrollment credits are included in the computation of the total credits permitted in one semester.
9. Final evaluation of transfer work must be completed within twelve (12) weeks of the completion of the course(s) in question. It is the responsibility of the student to ensure that an official transcript from the other institution is forwarded to the Registrar at Rhodes at: **Office of the Registrar, Rhodes College, 2000 North Parkway , Memphis, TN, 38112.**

Students should be familiar with other policies on transfer credit as stated in the Rhodes College Catalogue.

The attached form, when completed and all approvals received from departmental chairs, should be submitted to Rhodes Express in order that a Statement of Academic Standing may be sent to the institution to be attended.

**REQUEST FOR APPROVAL OF TRANSFER CREDIT**

*Each section of this form must be completed before approval can be obtained.*

Student's Name \_\_\_\_\_ Rhodes ID: R \_\_\_\_\_

Major \_\_\_\_\_ Yr of Graduation \_\_\_\_\_

I request permission to transfer to Rhodes the following coursework to be taken at \_\_\_\_\_  
\_\_\_\_\_ during the \_\_\_\_\_ Semester, Year \_\_\_\_\_.

I have already earned the following number of transfer hours: \_\_\_\_\_.

My reasons for this request are:

**Department Chair's and Registrar's Approval of Proposed Courses**

List proposed courses to be taken. Indicate corresponding Rhodes College courses, if any, and how proposed courses are to be counted by Rhodes (elective credit only, area degree requirement, major requirement, etc.). The Rhodes courses and numbers will be posted to your permanent record.

Dept.	Course Num	Credit	Course Title	How Credited	Chair's Approval	Registrar's Approval
Transfer Course:	_____					
Rhodes Equivalent:	_____					
Conditions:	_____					
Transfer Course:	_____					
Rhodes Equivalent:	_____					
Conditions:	_____					
Transfer Course:	_____					
Rhodes Equivalent:	_____					
Conditions:	_____					

I have read and understand the Transfer Policies for Currently Enrolled Students.

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Advisor \_\_\_\_\_ Date