

# Transfer Credits

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Credit earned by enrollment at another college or university while a student is enrolled at St. Mary's University will not be counted toward a degree requirement unless approved in advance. This policy applies to Fall, Spring, and Summer sessions.

Students must submit a *Request to Take Courses for Transfer Credit* form prior to enrolling in any course at another institution. Submission of this form does not guarantee approval. Students will receive an email to confirm if a course will transfer or not.

Additionally, the following applies:

1. Grades earned must be a equivalent to a "C-" or better to transfer.
2. The following courses are **NON-TRANSFERABLE**: Philosophy, Theology, Math (MT 2000-level and above).
3. Students in the Greehey School of Business requesting to take advanced courses (3000 level and above) must obtain approval from the Assistant Dean of Students, Alumni and Career Strategy.
4. Students in the School of Science, Engineering and Technology requesting to take a science course (Biology, Chemistry, Computer Science, Engineering, Mathematics, or Physics) must have approval from the department chair.
5. Advanced courses in any major (3000 level and above) require approval from the department chair.
6. If the course is in the same semester student is graduating, they are responsible for having final grades submitted by the same deadline St. Mary's grades are due. If arrangements are not met, graduation will be postponed until the next degree conferring date. *Refer to the Academic Calendar.*
7. If student wants to repeat a St. Mary's course to earn a better grade and improve their GPA, that course must be repeated at St. Mary's. A course taken outside of St. Mary's for purposes of repeating, that course will not count as a repeated course in the calculation of the GPA.
8. Transfer hours and grades are posted to your St. Mary's University transcript as transfer courses, and are not calculated in your St. Mary's GPA.
9. The maximum credit transferable from a junior college, or any combination of junior colleges, is 66 semester hours.
10. The maximum credit transferable from a junior college, or any combination of junior colleges, is 66 semester hours. A student who has attained junior standing—that is one who has completed 60 or more semester hours—may return to a junior college for an additional six (or eight) semester hours, with the appropriate Dean's prior approval (provided the total hours transferred from junior colleges do not exceed 66). The maximum credit transferable from a four-year university is 90 hours. A student with junior college and four-year university credits, the maximum total combined transfer hours is 90.
11. Credit earned by correspondence or by enrollment at another college or university while a student is enrolled for residence work at this institution will not be counted toward a degree unless explicitly approved in advance. This policy applies to Fall, Spring, and Summer sessions.

Upon completion of the *approved* courses, students must submit an official transcript to St. Mary's University, Registrar's Office, regardless of the grade received.

Once the official transcript has been received in the Office of the Registrar, it will be reviewed along with the *Request to Take Courses for Transfer Credit* form submitted. Provided student has met all requirements noted above, the course(s) will be posted on the student's record (GPS).