Transfer Equivalencies

When a student is admitted to the University of Kentucky, prior college level course work excluding non-transferable courses is evaluated and is recorded as part of the student’s permanent UK academic record. The evaluation of transfer courses involves a determination of how the courses may be equivalent to University of Kentucky courses. This process is referred to as equivalency determination. Faculty in the corresponding UK academic department will review the course information and recommend the equivalency. When a transfer course is found to be equivalent, this is noted in the student’s academic record and on the official academic transcript. At this point, the transfer courses may satisfy pre-requisite requirements and degree requirements as an exact substitute for the University course (provided that other academic residency rules do not apply). This policy defines terms and processes used in the evaluation of transfer work and the determination of its applicability to a University of Kentucky degree. The same process is followed if a current UK student takes a course at another institution and transfers that course back to UK.

Transferable and Equivalent Courses and the Process for Evaluation

1. The following types of courses are not transferable to the University of Kentucky:
   - Courses from non-accredited universities*;
   - Development courses or other courses which are remedial in nature and are deemed to be below the post-secondary level.

2. UK academic departments determine equivalencies for courses that the department teaches. A department may determine that a course from another institution:
   - is equivalent to a specific UK course (and may be used to satisfy pre-requisites and degree requirements);
   - is assigned general credit within that academic department’s area at a given level (e.g., ENG 2---, indicating that the course is transferable, that it is not equivalent to a specific UK English course, but that the transfer course is recognized as college level credit within the English department at UK). Also see #6 and #7 for another use of the departmental general prefix.

3. In cases where the external course is appropriate for the post-secondary level credit, but UK does not offer a similar course or course area (e.g. Criminal Justice courses), UK will accept these as General Elective credits and they will be noted as GEED1---, GEED2---, etc. on the UK transcript and in the student's degree audit. The level of the
GEED courses is determined based upon what level it is taught at from the receiving college.

* Accredited refers to a regionally (e.g., SACS) accredited institution in the US higher education system or international institutions that are chartered by their national government or otherwise recognized to be similar in quality to accredited US institutions. Courses from a regionally accredited institution that does not also have a professionally accredited program in a given discipline are transferable. However, a UK department that has a professionally accredited program may consider transfer courses from such a non-professionally accredited institution as not being equivalent to UK courses (i.e., the courses would transfer in a non-equivalent manner).

4. Courses accepted as transferable, whether as equivalent or general elective credit will be included in the overall grade point average calculation of transfer work for admission of an individual student. For a transfer applicant, all transferable courses presented will contribute to the transfer grade point average, which must be a cumulative 2.0 grade point average or above. That is, a transfer applicant may not exclude courses considered to be general elective credit from the calculated transfer grade point average. Transfer grade point averages are used only for admission purposes to the University and they do not factor into the UK grade point average.

5. Developmental courses and other non-transferable courses that are included on a transfer student’s transcript are not recorded on the UK transcript. These courses are also not included in the calculation of the transfer grade point average for admission purposes.

6. If a transfer course carries more credit hours than an otherwise equivalent UK course, the equivalency will be assigned the UK hours associated with the class, with the remaining hours being transferred in as general credit within that program of study (e.g., a four hour external English course might transfer in as being equivalent to three hours of a specific UK English- ENG 230 course plus one hour of ENG 2 --- elective credit). If the external course has fewer hours than a similar UK course, the general procedure will be to assign this external course an equivalency based upon faculty recommendation from the corresponding department. Students will earn the credit based upon the transfer course hours.

7. If a pair of courses is split (e.g., a lecture and lab component) at UK but not at the external institution, both component courses must be present for an exact equivalency. If only one of the component courses is present on the external transcript, it will be transferred in as general credit for that specific discipline.
8. The Admissions Office is responsible for recording the grades for transfer courses. When necessary, the Admissions Office will convert hours of quarter-based credit to semester-based credit.

9. The Transfer Equivalency Office and the academic schools/colleges work together to maintain an accurate and time-stamped database of transferable and equivalent courses from external institutions. The DUS (Director of Undergraduate Studies) in the colleges are sent requests to evaluate external courses on a weekly basis. These requests which are sent by the Transfer Equivalency Staff include a courses description at minimum and may also include a syllabus in order to assist in the determination of the UK equivalency. These documents assist the faculty member in determination of the course content at the transfer institution. All transfer equivalency determinations for external courses are time-stamped in the database and are applied to individual students as the relevant equivalency at the time the student transfers course(s) to UK.

10. A minimum grade of D- (minus) is required on all courses transferred to UK. Some colleges and departments may require a higher grade for specific courses to satisfy degree requirements. To determine programs which require higher grades in courses please review the Major Sheets at http://www.uky.edu/Registrar/Major-Sheets/index.htm

11. The transferability of course credit earned at two-year institutions is limited to a total of 67 semester hours, regardless of the total number of hours earned. All work from any four year regionally accredited institution is posted to the UK transcript.

12. Except as already described, the mode including location of delivery or age of a course is not considered when assigning transferability and equivalency.

13. The University makes available on its web site the database of equivalent external courses. www.uky.edu/transferequivalencies. This information is refreshed on a nightly basis. Current UK students and advisors can view the same information in myUK under the Admissions tab. This information should be used to assist current UK students who wish to take a summer school class at home over the summer. If a course is not found in the database students should be directed to the Transfer Equivalency Office to assist in getting the summer course in question evaluated for UK credit.

**Applicability of Transferred Courses**

The above definitions and guidelines apply to the determination of a database of transferable and equivalent courses from external institutions. If a transfer course is
equivalent to a UK course, it is fully equivalent with regard to serving as a pre-requisite and satisfying a degree requirement.

If a course is given general academic area transfer credit (e.g., ENG 3---), the course should count at the indicated level as an elective course in that area and contributes to any requirement dealing with total hours in that area (e.g., to contribute to a requirement of 12 hours of upper division English). If a course is assigned general elective UK credit (e.g., GEED3---), it applies to the total credit hour count and to the total hour count at the upper (or lower) division level. However, such a course will satisfy a degree requirement only if the program stipulates that general GEED satisfies elective credit requirements for that program. An individual student may petition for a General Education Exception or a degree program Exception in cases where a course may have been deemed “not equivalent” in the initial equivalency analysis.

As a part of the Kentucky Statewide GETA (General Education Transfer Agreement), certain courses from the other eight participating schools have been identified as applicable to requirements in the UK Core program. These transfer courses will have one of the three equivalencies (ENG 230, ENG 2---, or GEED2--- as an example) attached to the course as well as an indicator to inform students and advisors where the course fits into the UK Core (AH HUM). As an example, a transfer equivalency may be displayed as ENG 230, AH HUM.

**Display of Transfer Credit**

Transfer credit will be displayed on a UK student’s transcript in summary form. A more detailed listing of external courses and UK equivalencies is provided to academic advisors and students via UK’s degree audit system, Degree Planner APEX. All students have access to Degree Planner APEX upon being admitted to UK.

**Entry of Transfer Information**

The Admissions Office is responsible for entering transcript information for admitted transfer students. This will be done as timely as possible for presentation of equivalencies to both the students/applicants and advisors. As equivalencies are established by the Transfer Equivalency Office they will be updated on the transcript as well as in the student’s degree audit in APEX Degree Planner.
Role of Academic Departments

Academic departments are integral to the process of making equivalency determinations, for courses from external institutions. The basic premise is that departments that “own” a particular subject area are responsible for making equivalency determinations in that area. It is important for departments to make the equivalency determination in a timely manner, so that students and their advisors can have available appropriate information about the equivalency of their transfer courses in order to register for the appropriate classes. The goal is for faculty to respond with a transfer equivalency decision within two weeks of receiving the request from the Transfer Equivalency Office. The Transfer Equivalency Office staff has follow up procedures established with departments to ensure that equivalencies are completed.

Ongoing Review of Transfer Equivalencies

The Transfer Equivalency Office is responsible for sending a thorough listing of all currently applicable transfer equivalencies to the appropriate faculty members for review on a yearly basis. The expectation is that each department will review and make any revisions as appropriate to these and return any needed changes or deletions to the Transfer Equivalency Office so that equivalencies are updated on an annual basis where applicable.

Ongoing Review of CLEP, AP, and IB equivalencies

The University of Kentucky treats CLEP, AP, and IB courses as transfer courses in our system. The UK Equivalency for each course in these areas is determined by the appropriate faculty member in each department. Therefore, the review of each established equivalency is sent to the appropriate faculty members by the Sr. Associate Registrar on a yearly basis so that it becomes published in the UK Bulletin each academic year.