



**UNIVERSITY OF  
BRIDGEPORT**

# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Transfer Credits Policy- Undergraduate Programs</b>
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## **POLICY STATEMENT:**

Collegiate credit may be granted for credit courses successfully completed at other degree-granting institutions in accordance with the following policies:

Credit must have been awarded at a degree granting institution that is accredited by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE) excluding technical schools (for example Lincoln Tech).

The Registrar's Office in consultation with faculty determines whether transferred courses satisfy University of Bridgeport degree requirements.

Transfer credit is awarded only for courses in which a grade of "C" or better is earned. Some degree programs require a higher passing grade than "C" to satisfy specific course requirements. Some degree programs have expiration dates for selected courses. Students should reference program requirements and consult with their Academic Advisor to ensure that transferable courses satisfy degree requirements.

Officially transferred credit will be posted to the student's transcript upon receipt, review, and processing of official transcripts.

Once a student is matriculated at University of Bridgeport, no additional credits earned at other institutions will be transferred with the exception of military students. An approved Parent School letter must be on file before the student starts the class at the host school.

Credits earned at international institutions may be considered for transfer. The Registrar's Office will assess official transcripts for equivalency; however, if an equivalency cannot be determined it is the student's responsibility to have the international transcript evaluated. The transcript must be assessed by an evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) and an official copy of the results must be sent to University of Bridgeport for evaluation and assessment of credit.

Students may be required to provide additional information during the transfer evaluation process, such as course descriptions and/or syllabi for potential transfer credit.

Credits awarded are given the grade of TR and are not included in the calculation of the Grade Point Average. These credits will count both as credits attempted and as credits earned in determining satisfactory academic progress.

The status of any applicant admitted before all final, official transcripts are received will be reevaluated upon receipt of the final transcript. Transfer applicants are urged to apply well in advance of the opening date of the term in which they plan to enter.

This will enable the student to receive a timely evaluation of their transfer credit and appropriate academic advisement and program planning.

Students are required to complete their last thirty semester hours at the University of Bridgeport and meet course requirements as described in each program to be eligible for a degree. A maximum of 66 credits may be awarded from two-year colleges and 90 credits from accredited four-year institutions. Transfer credit is awarded on a course by course basis.

## PROCEDURE DETAILS:

### Transfer Candidates Must Submit (*current information listed in catalog*)

- A. An Application for admission
- B. Proof of high school completion or G.E.D. (General Equivalency Diploma).
- C. An official copy of all college transcripts from each post-secondary institution previously attended. An applicant who fails to indicate attendance at a previous institution at the time of application may forfeit eligibility for admission or transfer credit.
- D. FAFSA (if applying for financial aid) The University of Bridgeport reserves the right to waive the need for certain documents or to request additional documentation.
- E. Transfer of Collegiate Credit for Undergraduate Students

## PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

## DEFINITIONS:

NA

## EXCLUSIONS:

NA

## OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Affairs, Registrar's Office

**HISTORY:** Reviewed April 2025

<b>EFFECTIVE DATE:</b>	Uknown
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar's Office
<b>REVIEW DATE:</b>	April 2025

**APPENDIX:**

NA