Transfer Credit Policy

POLICY STATEMENT
FIT has attracted a large transfer student population. We know that some students need a year or two of general studies before being able to declare a major. Many students choose to transfer to FIT for our specialized curriculum. The process of evaluating college transcripts for liberal arts transfer credit is a function of the Registrar’s Office. Registrars consult with appropriate liberal arts departments when necessary to ensure the maximum transfer credits. These practices properly address standards articulated in the Joint Statement on the Transfer and Award of Credit (AACRAO, ACE and CHEA). Transcripts that show coursework taken within the major or related area will be forwarded by the Admissions Office to the academic department to determine if coursework is equivalent to FIT courses.

REASON FOR POLICY
The Higher Education Opportunity Act of 2008 as well as the Middle States Commission on Higher Education requires clearly stated information on transfer credit practices to be available to students and other interested parties. This allows the transfer student to better assess potential academic standing at FIT. The transfer student is important to FIT in its efforts to maintain and manage enrollment.

WHO SHOULD READ THIS POLICY
- Transfer Students
- High School Students with college credit
- International Transfer Students
- Continuing Students Requesting Off-Campus Study

WHO IS RESPONSIBLE FOR THIS POLICY
- Registrars
- Admissions Counselors
- Academic Advisors
POLICY TEXT

Transfer students applying to FIT must submit official transcripts from all previously attended colleges as part of the admissions application process. The Registrar’s Office evaluates liberal arts courses for possible transfer credit. Courses taken in a major or related area will be evaluated by the academic department. Once approved all transfer credit is posted to the student’s academic record by the Registrar’s Office. Admitted students can determine how these transfer credits apply to program requirements by reviewing their degree audit. Currently enrolled students wishing to engage in off-campus study must submit for approval the Course Equivalency Assessment Form before registering at the visiting institution.

I. DEFINITIONS

- **TRANSFER STUDENTS**: A transfer student is defined by FIT as a student who has taken college/university (tertiary-level) coursework or degree after graduating from high school (secondary-level program).

- **HIGH SCHOOL STUDENTS**: High school students who earn college credit toward their graduation requirements are not considered transfer students; however, official college transcripts are required for coursework to be evaluated for possible transfer credit. Students who sit for either Advanced Placement (AP) exam or International Baccalaureate (IB) higher level exam should have an official report sent to FIT by the issuing authority for review of possible transfer credit.

- **INTERNATIONAL STUDENTS**: Students who have studied outside of the United States are required to submit their educational credentials to an approved credential evaluation service (see FIT Admissions-International Student Applicants) for an initial evaluation of institutional accreditation, subjects studied, grade and credit conversions. The Registrar’s Office at FIT evaluates the students’ credentials for transfer credit based on FIT Policies and Procedures.

- **CONTINUING FIT STUDENTS**: Students enrolled at FIT who wish to wish to engage in off-campus study are required to complete the Course Equivalency Assessment Form for review and approval of coursework prior to registering at another college.

- **SUBMISSION OF TRANSCRIPTS**: An official transcript, bearing the college’s seal and designated official’s signature is required to be sent from each institution attended before transfer credit will be awarded.

  The admissions review presumes official transcript(s) from all colleges attended prior to applying to FIT have been submitted. Therefore, once a student enrolls in his/her first term at FIT, transfer credit will not be considered from colleges that were not disclosed during the admissions application process.

- **EXTERNAL EXAMS**: An official score report for external exams must be received directly from the issuing authority. External exams considered for transfer credit are the Advanced Placement Exam, CLEP and the International Baccalaureate higher level exam.

- **ACCREDITATION**: Coursework will be considered from schools which are regionally accredited, and which are accredited by the Accrediting Council for Independent Colleges and Schools and Distance Education Accrediting Commission. Coursework from institutions with other national institutional accreditation is accepted only by department recommendation upon review of course syllabi and other supporting documentation.
• **TRANSFERABLE GRADE:** A grade of C or better must be earned for approval of transfer credit. P (pass/fail) or S (satisfactory/unsatisfactory) grades will also be considered for transfer credit. Only the course and credit, not the grade, are posted to the FIT record. Transfer credit is assigned a grade of “T” and will not affect the FIT grade point average.

Advanced Placement Exam: A grade of three (3) or higher is required for transfer credit to be approved. Credits awarded are determined by the exam subject. See website for FIT course equivalents.

CLEP: A score of 50 or higher must be achieved for transfer credit to be approved. Credits awarded are determined by the exam subject. See website for FIT course equivalents.

International Baccalaureate: Up to six (6) credits will be considered for each Higher Level Exam with a grade of four (4) or higher. See website for FIT course equivalents.

• **SEMESTER CREDIT:** Transfer credit is awarded in semester credits. The two-thirds conversion rule is applied to quarter credits.

• **SUNY OR CUNY:** Liberal arts courses completed with a minimum D grade or equivalent will be considered for transfer credit for students who have an earned associate’s degree from a SUNY or CUNY school. See Major and Related Coursework below for additional information.

### II. COURSEWORK/DEGREE PROGRAM TRANSFER OF CREDITS

#### A. LIBERAL ARTS COURSEWORK:

The Registrar’s Office will approve for transfer all liberal arts courses that meet the criteria stated above. Admitted students who have paid a tuition deposit can determine how these transfer credits apply to program requirements by reviewing their degree audit. Transfer credits that are not applied to an AAS program will be available to use on the BS/BFA level should the student continue to the upper division at FIT.

#### B. MAJOR AND RELATED COURSEWORK:

Transcripts that show coursework taken within the major of interest will be forwarded by the Admissions Office to the academic department to determine if coursework is equivalent to FIT courses. Additional documentation, such as course syllabi and/or portfolio, may be requested for this evaluation.

#### C. WAIVED COURSE:

Major or related area courses that are waived by the department chairperson must be substituted with other major or related courses of equal credit value; liberal arts courses that are waived must be replaced with liberal arts courses of equal credit value.

#### D. TRANSFER STUDENTS WITH AN EARNED BACHELOR’S DEGREE:

An earned bachelor’s degree or equivalent from an accredited four-year institution will exempt a student from the 24 credits of general education requirements, physical education plus any general electives required in the AAS degree *except for* three credits of English Composition (taught in English) and, for Art and Design majors, six credits of Art History. For students admitted to a one-year AAS program or a bachelor’s program it is expected the missing courses will be taken prior to enrolling in the degree program. Liberal arts courses required in a baccalaureate program must have an equivalent transfer course to satisfy the requirement.
E. TRANSFER TO A BACHELOR OF FINE ARTS (BFA) OR BACHELOR OF SCIENCE (BS) DEGREE PROGRAM:
Students must hold a comparable associate’s degree from an approved, accredited college and must meet any additional requisites for entry consistent with FIT AAS degree graduates. Included must be 24 liberal arts credits and the appropriate pre-requisite studies as required by the major. Any transfer student who applies to FIT from a four-year college-level program must have completed a minimum of 60 credits including the required art or technical courses and the required liberal arts courses.

III. RESIDENCY REQUIREMENT
FIT requires 30 credits to be earned in residence for an AAS degree. The BS/BFA degree requires 60 credits in residence to be completed. In addition, students must complete 50% of the major coursework in each degree while in matriculated status at FIT. A minor requires 60% of coursework to be completed in residence.

IV. HEALTH/PHYSICAL EDUCATION REQUIREMENT
The Health/Physical Education requirement for the AAS degree can be exempted upon presentation of a military service certificate, a military discharge certificate or a veteran service certificate. The certificate must be issued by an appropriate official of the Military Command and presented to the Registrar’s Office in a sealed enveloped that has been stamped on the back to ensure the envelope has not been opened. An official translation is required for all documents not issued in English.

V. TRANSFER CREDIT APPEALS

A. LIBERAL ARTS COURSE:
Students who feel a course description does match, should submit a student intake form to the Registrar’s Office explaining which FIT course and/or requirement for a current degree it are trying to fulfills and attach a course description and/or syllabus from the other college. Or they may send an email with the same information to: FIT_Registrar@fitnyc.edu.

B. MAJOR OR RELATED COURSE:
Students who feel the course description does match, should contact the department that teaches the course for review.

C. COURSE FROM A STATE UNIVERSITY OF NEW YORK (SUNY) SCHOOL:
Students who feel the course description does match, should submit a student intake form explaining which FIT course and/or requirement fulfills a current degree requirement and attach a course description and/or syllabus from the other college. Please indicate on the form that this is a SUNY appeal to the attention of the Assistant Director, Registrar. Students may send an email with the same information to: FIT_Registrar@fitnyc.edu.

For further information, please see SUNY Transfer Credit Appeal Process and for a list of FIT’s transfer agreements with schools, see Articulation Agreements.

PROCEDURES
Applicants to the college are required to disclose on the admissions application all previous colleges attended. Colleges that are not stated on the initial FIT application will not be considered for transfer credit. Students are required to provide transcripts from previous colleges attended as part of the admissions process.
Continuing FIT students who wish to engage in off-campus study are required to complete the Course Equivalency Assessment Form for review and approval of coursework prior to registering at another college.

I. APPLICANTS TO THE COLLEGE

A. DOMESTIC APPLICANTS

- The admissions application requires an Academic History form with a chronological listing of all secondary and tertiary schools attended.
- Admissions Counselors compare the student’s self-reported educational progress against official college transcripts received in support of the admissions application.
- When all transcripts are received, the file is electronically pushed for transfer credit evaluation to the Registrar who works with the student’s requested major.
- The transfer credit evaluation form is completed and emailed to a Registrar Student Services Representative for data entry to the student’s academic record.
- The Student Service Representative adds the transfer form to the student’s file, which is then sent back electronically to the Admissions Office.
- The Transfer Evaluation Form is mailed by the Admissions Office to those students who have been offered admissions. The applicant can request an additional review of transcripts when questions arise on how credit has been approved or allocated.
- The admissions review presumes official transcript(s) from all colleges attended prior to applying to FIT have been submitted. Therefore, once a student enrolls in his/her first term at FIT, transfer credit will not be considered from colleges that were not disclosed during the admissions application process.

B. INTERNATIONAL APPLICANTS

- All educational credentials must be submitted to an approved credential evaluation service (see FIT Admissions-International Student Applicants) for an initial evaluation of institutional accreditation, subjects studied, grade and credit conversions.
- When the approved credential evaluation service evaluation is received, the file is electronically pushed for transfer credit evaluation to the Registrar who works with the student’s requested major.
- The Registrar evaluates the students’ credentials for transfer credit based on FIT Policies and Procedures.
- A transfer credit evaluation form is completed and emailed to a Registrar Student Services Rep for data entry to the student’s academic record.
- The transfer form is added to the student’s file, which is then sent back electronically to the Admissions Office.
- The Transfer Evaluation Form is mailed by the Admissions Office to those students who have been offered admissions
- The applicant can request an additional review of transcripts if questions arise on how credit has been approved or allocated.
- The admissions review presumes official transcript(s) from all colleges attended prior to applying to FIT have been submitted. Therefore, once a student enrolls in his/her first term at FIT, transfer credit will not be considered from colleges that were not disclosed during the admissions application process.

C. CONTINUING FIT STUDENTS

- A Course Equivalency Assessment Form is required to be filed by students who wish to engage in off-campus study.
The form is posted on the Registrar’s Office website: http://www.fitnyc.edu/files/pdfs/Registrar_CourseEquivalencyAssessment.pdf

Students are instructed to submit a course description from the visiting college and indicate the FIT equivalent course for which they would like credit.

The Registrar reviews the information to determine the college accreditation, calendar and equivalent course outcomes, then signs approval (if appropriate*) and returns the form to the student.

*On occasion the process must be repeated if the student does not find an appropriate course.

When the official transcript is received by FIT, the Registrar reviews the transcript to confirm the course, credit and minimum grade have been earned.

A transfer credit form is emailed to a Student Services Representative for data entry to the student’s academic record and the transfer form is added to the student’s file.

The Registrar emails the student to advise on the approval of transfer credit.

RELATED POLICIES

- No Policies

RELATED DOCUMENTS

- Middle States Commission on Higher Education: Transfer Credit, Prior Learning, and Articulation

CONTACT(S)

- **Office of the Registrar**
  
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  212.217.3820
  
  FIT_Registrar@fitnyc.edu