

Transfer of Credit Policy

Transfer of Course Credits

A maximum of 84 semester credits may be transferred into a bachelor's degree program, 18 semester credits may be transferred into a master's degree program and a maximum of 9 semester credits may be transferred into a Doctorate program.

No transfer credit will be applied to programs of study where a doctoral student has been granted advanced standing. The University does not award academic credit for non-academic experience.

Transfer credits are counted towards maximum coursework allowed and completion rate when determining whether a student is achieving satisfactory academic progress. These credits do not calculate into cumulative grade point average.

To receive transfer credit for a course, the following criteria must be met:

- The student must have taken the course for credit as part of a degree or graduate certificate program from an accredited institution.
- The course taken was equivalent to the University of Fairfax course in content, level, and credit hours.
- The student earned at least a grade of "C" for undergraduate course and "B" for graduate course (courses taken on a pass/fail basis are not eligible for transfer).
- Courses must have been completed within the five years preceding initial enrollment at the University of Fairfax.

Students should request evaluation of any prior coursework during the admissions process. Student Services will supply the appropriate release forms for ordering official transcripts. Prior coursework is evaluated to ensure that it meets the credit unit and content matter of those offered and approved by the institution's accreditor. Transfer credits requests are not denied based solely on the source of the credit-granting institution's accreditor. Students who are not satisfied with initial transfer credit evaluations may appeal those decisions using the published grievance procedure.

Conversion of Quarter to Semester Hours

All courses taken in a quarter-hour system that, by virtue of the learning outcomes, are applicable to University of Fairfax's semester-hour course requirements will be considered for transfer credit.

When the conversion of credit hours completed results in a fraction, the number of credit hours will be rounded up to the next full credit hour for the benefit of the student.

The University of Fairfax does not award academic credit for life or work experience.

Students and graduates should note that when seeking to transfer credits to another educational institution, the receiving institution has full discretion as to which credits are transferable. All University of Fairfax school officials must accurately represent the transferability of any courses or programs.