Fairfax University of America
4401 Village Drive
Fairfax, VA 22030
Telephone: (703) 591-7042
registrar@fxua.edu

Transfer Credit Evaluation Request Form

Purpose of this form: This form is to be used when a student wishes to request that credit hours from previous colleges/universities be evaluated for possible transfer credit, to be used toward their degree requirements at FXUA.

Transfer credit policy: When a student brings credits from other institutions, these credits will be noted with a grade of "TC" (Transfer Credits). Transfer credits ("TC") are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student's new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated. A transfer student must complete at least 50% of the credit hours required by their program of study at FXUA. Students who want to apply courses taken at another Institution toward their FXUA degree must understand that the following criteria must be met in order to be considered for transfer of credit.

(a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
(b) Courses are equivalent to FXUA courses;
(c) Courses consist of at least 3 credit hours;
(d) Courses does not duplicate;
(e) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
(f) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an evaluation agency that is an endorsed/approves member of National Association of Credential Evaluation Services (NACES) – www.naces.org or Association of International Credentials Evaluators (AICE) – www.aice-eval.org; and
(g) **Graduate Students:** (1) grade must be B or higher, (2) maximum number of transferable credits are 18 credits for Master's degree program and 9 credits for Graduate Certificate program. **Undergraduate students**: (1) grade must be C or higher, (2) maximum number of transferable credits are 60 credits for Bachelor's degree program.

Dual Enrollment Policy: Being enrolled and studying at another institution during the time while also enrolled at FXUA is considered dual enrollment. A student may transfer no more than two courses (up to 6 credit hours) from another institution; provided that the total number of transfer credit does not exceed the 50% threshold and the institution's accreditation (or its equivalency) is verifiable, with the exception of a bachelor's degree program which allows up to four courses (12 credit hours) to be transferred. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the school dean is required.

Directions: Please list the courses, as they are listed on your official transcript to be evaluated for credit transfer from your previous Institution. If the student is requesting to transfer credits from multiple institutions, a separate form must be provided for each institution. The course content, objectives and outcomes considered for transfer must match the course content of the course intended for transfer. For purposes of the evaluation, the student shall supply credible documentation suitable for determining course objectives and outcomes. **Course descriptions, syllabi or course catalogs (electronic or physical copy) are acceptable forms of documentation.**

1.) **Fill out this form completely**
2.) **Submit scanned color copies of the original documents to Registrar's Office at registrar@fxua.edu or in person at the Registrar's Office**
   - *(Documents must be completed in full to be considered)*
   - *(The accreditation status of institutions will be verified by the Registrar's Office via the Council on Higher Education Accreditation website. For foreign transcripts, the above-mentioned course-by-course evaluation report will be used to verify the accreditation status by the Registrar's Office.)*
3.) **Students will be notified of the results by email within 30 days of submission of their completed documents**
4.) **If a student is denied a transfer credit request, they cannot resubmit the same course for review unless the new request is materially different than the original request.**

3.17.2022

FXUA ID or Application #:	Last Name:	First, Middle (if any) Name:
Program of Study:	**Concentration/Specialization (if applicable):**	**Email:**

Name of Previous Institution:	Program of Study:	Institution credits are listed as: ( ) Semester Hours ( ) Quarter Hours or Other

Student Completes						Office Use Only			
Previous Institution				FXUA Courses					
Course Code	Course Name Requesting Transfer Credit	Credits *(US equiv. if foreign credential)*	Grade *(US equiv. if foreign credential)*	FXUA Course Code Requesting Equivalency	Credits	General Education Course? (Indicate YES if TC for GenEd)	Evaluator's Name	Approval Status *(Approved or Denied)*	Comment, if any

NOTE: If additional pages are needed, attach additional sheets.

By signing below, I certify that I read the transfer credit policy in the academic catalog and the information contained on this form, and all supporting documentation, is true and accurate.

Student Signature: _____   **Date:** _____

Date Received _____

Registrar's Office Signature: _____   **Date:** _____   Accreditation Status (see attached): Verified ____ Not Verified____

Date Processed _____

Dean/Chair Signature: _____   Date: _____   Approved TC: _____ Credits / Denied TC: _____ Credits

Registrar's Signature _____

(If Requesting General Education courses) **Dean/Chair Signature**: _____   **Date:** _____   **Approved TC:** _____ **Credits / Denied TC:** _____ **Credits**

Rev: 07/2022   _____

10.7.2022

	Student Completes					Office Use Only			
	Previous Institution			FXUA Courses					
Course Code	Course Name Requesting Transfer Credit	Credits (US equiv. if foreign credential)	Grade (US equiv. if foreign credential)	FXUA Course Code Requesting Equivalency	Credits	General Education Course? (Indicate YES if TC for GenEd)	Evaluator's Name	Approval Status (Approved or Denied)	Comment, if any

10.7.2022

NOTE: Add additional lines if necessary.

10.7.2022