

TRANSFER OF CREDIT POLICIES

*The following procedures must be complied with in awarding transfer credit **prior** to the student's matriculation to Paul Smith's College:*

1. **Courses taken at another College:** The appropriate Department Chair, in consultation with the Department Chair responsible for the subject of the course, shall evaluate the transcripts submitted by entering students. Credit will be accepted only for those approved courses which are passed with a grade of "C-" or better. Grades in such courses are not used in computing a student's Grade Point Average (GPA). It is the student's responsibility to have transcripts of prior college work sent to the Registrar's Office. To provide for optimum academic advising and scheduling of the student, transcripts should be received at least one week before the start of the student's first semester.
2. **College Proficiency Examinations (CPEP) and College Level Examinations (CLEP)*:** An applicant who passes a CPEP or CLEP exam with a grade of "C or better" will receive transfer credit for those courses applicable to his or her program as determined by the Department Chair responsible for the subject of the course. *The awarding of credit by examination, including CLEP and/or CPEP exams, is limited to 15 credit hours.
3. **Advanced Placement:** Transfer credit will be awarded for Advanced Placement scores of 3, 4, and 5. College courses taught in a high school under the sponsorship of an accredited college in which a grade of "C or better" is received, will receive transfer credit for those courses applicable to his or her program as determined by the Department Chair responsible for the subject of the course.
4. **International Baccalaureate (IB credit):** Paul Smith's College recognizes the rigorous academic nature of the International Baccalaureate program and actively seeks students with this academic preparation. Thus, students receiving a 4 or above on their Higher Level IB exams will be given credit for the equivalent Paul Smith's course. Higher Level exam scores of a 6 or 7 will be considered for credit for a two course sequence in the equivalent Paul Smith's course. Students completing the full International Baccalaureate Diploma will be admitted with 30 transfer credits and advanced standing as a sophomore. To be considered for transfer credits and advanced standing, students must submit their official IB transcripts with their admission application. The Registrar's Office, in consultation with the appropriate Department Chair, will make the final determination as to the amount of transfer and course credit. No credit will be received for Standard Level courses."
5. The following procedures must be complied with in the awarding of transfer credit **subsequent** to the student's matriculation to Paul Smith's College:
 - a. **Courses taken at another College:**
 1. Students should obtain approval from the Registrar's Office before taking a course at another college to avoid the possibility of having a completed course disapproved. A catalog description of the course must be submitted with an appropriate form. Courses are subject to approval by the Department Chair responsible for the subject of the course and by the student's Department Chair. It is the student's responsibility to have transcripts of college work sent to the Registrar's Office. Grades in such courses are not used in computing a student's GPA. For courses taken prior to May 2006, credit will be accepted only for those approved courses which are passed with a grade of "C" or better. For courses taken after May 2006, credit will be accepted only for those approved courses which are passed with grades of "C-" or better.

2. Courses that are taken at Paul Smith's College and then repeated elsewhere and transferred back with a grade level as in part (i) will be noted on the student's transcript. The original Paul Smith's College grade will not be included in the computation of the student's GPA.
3. With approval, a student will be allowed to transfer back up to a maximum of 9 credit hours following his or her last semester in residence at Paul Smith's College.
 2. In no instance may the total transfer credit accepted exceed one-half the program credit requirement for Associate degrees or 90 credits for Baccalaureate degrees.
 3. A candidate for a Baccalaureate degree must complete at least 30 credits in residence, with 15 of these credits in the major.
 4. Please note that at no time may credit be awarded more than once for the same learning.

Please note that Articulation/Transfer Agreements are listed under the Profile of Paul Smith's College section. Further questions on Articulation Agreements should be directed to the Admissions Office at 518-327-6227.