

Transfer Credit Policy

Introduction

Gupton-Jones College of Funeral Service values the academic achievements of students transferring from other institutions and is committed to facilitating a seamless transition. This policy outlines the criteria and procedures for the acceptance of transfer credits from academic institutions accredited by an agency that is recognized by the Council for Higher Education Accreditation (CHEA). This ensures both academic integrity and the relevance of transferred coursework.

General Transfer Credit Acceptance

Transfer credits are accepted for the following courses, regardless of the time elapsed since their completion:

- ENG 100: English Grammar and Composition
- MAT 100: Mathematics for Business

Transfer credit for these courses will be granted based on official transcripts that indicate a minimum grade of "C" or its equivalent.

Time-Sensitive Transfer Credits

For the following courses, transfer credit acceptance is contingent upon the following conditions:

- The course must have been completed within the four (4) years preceding the transfer to the College.
- The official transcript must reflect a minimum grade of "C" or its equivalent.
- The student must successfully pass a proficiency exam with a score of 75% or higher.

Time-Sensitive Courses:

- SCI 100: Introduction to Natural Sciences
- TEC 101: Introduction to Technology
- SCI 202: Anatomical Foundations
- SCI 222: Introduction to Microbiology
- MGMT 101: Small Business Management
- SCI 102: Introduction to Social Sciences
- LAW 203: Practical Issues in Business Law

Proficiency exams are administered according to the College's examination schedule. Students must contact the Registrar's Office to arrange an exam.

Transfer Credit Policy

Non-Transferable Courses

Due to the specialized nature of the curriculum, transfer credits will not be accepted for any Funeral Service Core (COR) courses or Capstone (CAP) courses.

Retake Requirement

Students who have completed any time-sensitive course(s) more than four (4) years prior to transferring must retake the course(s) at the College to receive credit. This retake requirement does not apply to ENG 100 or MAT 100.

Policy Review

This policy is reviewed annually and updated as necessary. The most current version of the policy is available on the College's website and in the College Handbook/Catalog.