

Credit Transfer



Keene State College Policies and Procedures

Credit Transfer

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Transfer of Credit

To receive an undergraduate degree from Keene State, students must attain matriculated status before starting their final thirty credit hours of work toward a degree. The Provost and Vice President for Academic Affairs is responsible for determining the acceptability of all transfer credits.

Shortly after admission to the College, transfer students will receive an official transfer credit evaluation from the Academic and Career Advising Center. Students should bring this evaluation to any orientation program or when meeting with an academic advisor. Credits accepted in transfer may be allocated to the [Integrative Studies Program](#) requirements or electives. The faculty of each discipline will determine through course substitution which of the transferred courses will fulfill major or minor requirements. Please refer to the degree requirement section of the Catalog for major-specific information. Developmental or remedial coursework is not transferable.

Students should direct requests for the transfer of credits through the Academic and Career Advising Center in the following categories:

- Credits received at a regionally accredited institution of higher education, if completed with a grade of C or higher.
- Credits received at degree-granting institutions accredited by an association listed in the Directory of the Council of Post-secondary Accreditation, if completed with a grade of C or higher and if documented by the catalog and course descriptions.
- Credits received at international institutions recognized as approved exchange program institutions by the National and International Exchange Center (NIEC), if completed with the equivalent of a grade of C or higher. The list of approved exchange program institutions is available on the NIEC website or from the Center itself. If the academic institution that you attended does not issue documents in English, you must submit precise word-for-word translation of all your credentials.
- Credits recommended at the upper and lower division by the American Council on Education for an educational experience in the armed services. Up to 15 credit hours earned through approved DANTES Subject Standardized Tests (DSSTs) or certain other correspondence study courses may be accepted. Guidelines for the evaluation of military credit are available from the Elliot Center.
- Credits earned at the above institutions in courses graded by Pass/Fail or Credit/Non-Credit, if evidence is presented showing that the courses were completed with the appropriate level of academic achievement.
- Students who wish to transfer credits into a teacher certification option must apply through the chair of the Department of Education. Ordinarily, no more than four credits from another institution may be applied to satisfy program requirements due to the uniqueness of Education courses.

Credits earned at institutions that are non-accredited or are candidates for accreditation generally will not be accepted in transfer. However, students may petition to have these credits accepted. If possible, the student must provide a copy of the textbook(s), the course syllabus, and any other material as requested.

Policy Regarding Credit for Prior Learning for GI Bill Recipients (38 CFR 21.4253 (d)(3) Keene State College maintains a written record of the previous education and training of GI Bill recipients and grants credit appropriately, with the training period (e.g., time to degree) shortened proportionately. All prior credit must be submitted to the College by the end of the second semester of enrollment, or certification of VA benefits will not be continued.

International Baccalaureate (IB) Credits and Diplomas

Keene State College will award 8 semester-credits for each Higher Level International Baccalaureate (IB) Examination passed with a score of 5, 6, or 7 and limits the total number of credits awarded for IB Exams to 24.

Keene State does not award credit for scores lower than 5, nor do we award credit for Subsidiary Level Examinations. IB Language Exams, if passed with a score of 6 or 7 will fulfill the Keene State College language proficiency requirement.

IB credits used to fulfill either Integrative Studies Program or core degree requirements are at the discretion of the College and individual departments.