

Transfer of Credit

Transcripts

Students who wish transcripts of records in order to transfer to other schools or for other purposes should apply in person or by signed letter to the Registrar's Office at least two weeks in advance of need. To protect students and alumni, **no telephone requests for transcripts will be honored.** Transcripts are issued only at the request of the student, and official transcripts are sent directly to the college or university to which transfer is desired. A fee of \$3 is required for each transcript. Transcripts are released only when all outstanding balances have been paid. Further information about the services provided by the Registrar's Office will be found on pages 53-55 of this *Bulletin*.

Transfer within the University

Students who wish to transfer within the university from the College of Arts and Sciences to the Boler School of Business, or vice versa, should consult with the academic advising office of their academic unit.

Concurrent Enrollment and Transfer of Credit

On occasion it may be desirable or even become necessary for students to enroll as transient students at another institution. With the approval of the appropriate dean, students may assume such concurrent enrollment status at other accredited institutions. The following are situations for which deans will generally approve concurrent registration and transfer of credit:

1. Cross-registration

Full-time students with a 2.0 or better average may register for one course per semester at any of the participating colleges and universities in the Northeast Ohio Council on Higher Education Cross-Registration Program. This is an enrichment program, and courses eligible for cross registration are those normally not available at the home institution. Certain restrictions apply, and approval must be granted by the dean of the appropriate college, and the registrars at the home and host institutions.

2. Study Abroad

John Carroll University encourages students to study abroad, normally during their junior year. Students are free to choose the country and the university where they wish to study, provided they design a program of study under the direction of their academic advisor, department chair, and the coordinator for Study Abroad.

The Boler School offers a program of courses in London, England, each spring semester. This program is designed specifically for sophomores who intend to major in one of the programs offered by the Boler School. A limited number of students are accepted into this program during the fall semester preceding the program. Interested students should contact the dean's office of the Boler School or the coordinator of study abroad.

John Carroll University has special consortial agreements with the Loyola University of Chicago Center in Rome, the Beijing Center in China, and the Berlin European Studies Program; and has exchange agreements with Sophia University (Japan), and Nanzan University (Japan). When John Carroll students take courses at any of these institutions, all grades (even Ds and Fs) and all credits received are entered upon the John Carroll transcript and the quality-point average is modified accordingly. Financial-aid packages are applicable in these consortial study abroad programs to students who qualify for aid according to university financial aid guidelines.

Students may not take classes on a pass/fail option and must earn grades of C or better in all study abroad course work.

3. Washington Internships

John Carroll University participates in semester-long internship programs with the Washington Center and with American University, both in Washington, D.C. Up to 16 credit hours may be completed and transferred to John Carroll. Before participation, students must complete arrangements through the office of the appropriate dean.

4. Courses at other accredited institutions

John Carroll students who wish to take courses at another institution will ordinarily first consult with their advisor. Then they must obtain written permission of the appropriate dean **before** enrolling elsewhere. Course descriptions should be provided. For divisional Core and/or special designations, syllabi may be required. The permission, if given, will specify the terms under which credit will be transferred. The student must request that a transcript be sent to the registrar at John Carroll. A grade of C or better is required for transfer of credit. In such cases, only the credits are transferred; the grades received do not affect the student's quality-point average at John Carroll.

Note: Students who intend to earn transient credit from a two-year institution (community colleges) may do so (after securing proper approvals) provided the sum of the credit hours earned or in progress at John Carroll or planned at the two-year institution does not exceed 64 semester hours.

No more than two special designations (D, S, R, W) may be transferred in to fulfill Core requirements.