



Request for Approval of Transfer Credit/Exemption

Emory University Office of Admission

Applicant

Please complete this form and submit it to the Office of Admission, **by the end of your first semester freshman year**, along with the official transcript(s) from the college(s) you have attended. If you submitted the college transcript(s) with your application for admission, you do not need to send a second copy, but note that we must have a transcript listing the final grades for all classes for which you wish to receive credit.

If you are requesting approval for more than three courses, you may photocopy this form.

This form does not need to be completed for you to request AP or IB credit; simply have your AP and/or IB exam results sent directly to Emory from the official testing agency. Note that this form along with all transcripts and score reports must be submitted for credit evaluation no later than the end of the entering student's first semester at Emory College.

Refer to the Emory College Credit Policies (on the back of this form) for detailed information about what coursework is eligible for transfer. You may also go to www.emory.edu/admission/credit.

Last/Family Name	First	Middle
Emory ID Number	Date of Birth	
High School	Email Address	

Please note that eligible coursework cannot also satisfy high school graduation requirements, and eligible coursework must have been taken on a college campus with regular college students. **Emory randomly contacts high schools, colleges, and universities to confirm the validity of the information provided on this form. Providing false information may result in the revocation of credit, revocation of admission, or other penalty deemed appropriate by Emory.**

I request permission to transfer to Emory College the following coursework:

1. Course title	Credit hours	Grade
Institution awarding credit	Taken during the semester of	
Was the course used to satisfy high school graduation requirements?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Was the course taken on the college campus?	yes <input type="checkbox"/>	no <input type="checkbox"/>
	Was this an online course?	yes <input type="checkbox"/>
		no <input type="checkbox"/>
2. Course title	Credit hours	Grade
Institution awarding credit	Taken during the semester of	
Was the course used to satisfy high school graduation requirements?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Was the course taken on the college campus?	yes <input type="checkbox"/>	no <input type="checkbox"/>
	Was this an online course?	yes <input type="checkbox"/>
		no <input type="checkbox"/>
3. Course title	Credit hours	Grade
Institution awarding credit	Taken during the semester of	
Was the course used to satisfy high school graduation requirements?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Was the course taken on the college campus?	yes <input type="checkbox"/>	no <input type="checkbox"/>
	Was this an online course?	yes <input type="checkbox"/>
		no <input type="checkbox"/>

By signing this document, I state that the information provided is accurate and correct. I understand and agree that providing false information may result in the revocation of admission, or other penalty deemed appropriate by Emory. In addition, I understand that every student who chooses to attend Emory College agrees, as a condition of attendance, to abide by all provisions of the Honor Code so long as he or she remains a student in the college. (http://college.emory.edu/current/standards/honor_code.html)

Student Signature	Date
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EMORY COLLEGE CREDIT POLICIES

Please note that all policies remain under ongoing review and are subject to change.

GENERAL CREDIT POLICY INFORMATION

The maximum number of hours that can be awarded to an incoming transfer student is sixty semester hours. For entering first year students, no more than twenty-four credit hours may be awarded for AP and IB exams, international exams, and transient study earned after freshman year at Emory. Emory College will grant placement out of core requirements in areas covered by the exams or courses for which credit cannot be conferred. If a student submits a request for credit approval that exceeds twenty-four credit hours, the student will be required to rank the preferred exams or courses for which he/she would like credit.

We do not award duplicate credit for the same course or exam. For example, a student can receive credit for only one of the following: a college English composition course, an AP English examination, or the IB higher-level English examination.

It is possible to receive Emory College credit for advance coursework taken in international educational programs such as the GCE Advanced Levels (A Levels), the French Baccalaureate, the German Abitur, etc. Examination results must be submitted directly to the Emory Office of Admission. Score results should be sent as soon as possible and must arrive by no later than the end of the entering student's first semester at Emory College. Exam results that correspond to coursework available at Emory College will be evaluated for credit. Emory College credit is awarded based on a case-by-case review.

No credit is awarded for the College-Level Examination Program (CLEP). No credit is awarded for online courses, correspondence courses, or distance learning courses.

College credit for entering students will be evaluated and awarded by members of the admission staff under the joint supervision of the dean of admission and the student academic affairs dean in the college.

For further questions concerning these policies, please contact the Office of Admission, 3263-001-1AA, 1390 Oxford Road NE, Emory University, Atlanta, Georgia 30322 or call 800.727.6036.

ADVANCED PLACEMENT

Other than the exceptions noted below, Emory College grants three semester hours of college credit for each score of four or five on examinations of the Advanced Placement (AP) Program of the College Entrance Examination Board.

Exceptions:

- Emory awards six hours of credit for a score of four or five on the Calculus BC examination. Students receiving credit for the BC examination may not receive credit for the AB examination as well. Students who do not receive credit for calculus BC but who score a four or five on the calculus AB sub-grade will receive three hours of credit for calculus AB.
- Biology test credit transfers as lecture only (no lab).
- In the case of two AP results for an individual language or Computer Science (i.e., English Literature and English Language), credit may be awarded for either examination but not for both.
- Emory College does not grant credit for the Human Geography examination.
- Beginning fall 2009, AP or IB History exam credits will not count toward the history major or General Education Requirements (GER). Instead, scores of 4 or 5 on the AP History exams or 5, 6, or 7 on the IB History higher-level exams will count only as general elective credit toward graduation.

To receive credit, admitted students must have AP results sent directly from the College Board to the Emory Office of Admission; our reporting code is 5187. Score results should be sent as soon as possible and must arrive no later than the end of the entering student's first semester at Emory College.

No credit is granted at Emory College for AP examination scores of one, two, or three.

INTERNATIONAL BACCALAUREATE

Emory College grants three semester hours of credit for scores of five, six, or seven on the higher-level International Baccalaureate (IB) Examinations in the subject areas offered at Emory College. (Check the Emory catalog for a listing of subjects offered.)

No credit is granted for scores below a five on the higher-level exam.

No credit is granted for the standard-level examinations regardless of the scores achieved.

To receive credit, admitted students must have IB results sent directly from the International Baccalaureate Organization to the Emory Office of Admission. Score results should be sent as soon as possible and must arrive no later than the end of the entering student's first semester at Emory College.

COLLEGE CREDIT

The college work must be taken at an accredited institution.

The college work must correspond to courses available to students at Emory College. (See www.emory.edu/courseatlas)

The student must have received a grade of C or better. Emory does not give credit for courses taken Pass/Fail, Satisfactory/Unsatisfactory, or Credit/No Credit.

Biology test credit transfers as lecture only (no lab).

The college credit must not have counted towards meeting high school graduation requirements, and the course must be a regular college course taught on the campus of a university, college, or junior college in which regular degree-seeking college students also were enrolled (not a course taught in the high school or at the college strictly for high school students).

For courses that meet the stipulations above, students will receive the appropriate credit hours, will be exempt from the equivalent course at Emory College, and will have satisfied, partially or fully, whatever General Education Requirement or other requirement that the Emory course satisfies. (To review Emory General Education Requirements, visit college.emory.edu/home/academic/course/requirements.)

Entering students who have college credit earned while in high school that they would like to have evaluated for transfer credit must complete and return a Request for Approval of Transfer Credit/Exemption form.

Transcripts should be sent directly to the Office of Admission from the issuing institution. It is critical that all credit evaluation be concluded prior to course registration so that academic advisers have an accurate academic history.

For transferred college credit, Emory will convert quarter hours to semester hours by multiplying by 2/3. For example, a 5.0 quarter-hour course is worth 3.3 semester hours. Semester hours transfer unchanged.

We compare course descriptions to determine similarity of classes. If we do not have a catalog from the school you attended, or we cannot find course descriptions on your school's website, you will need to have one sent to us to ensure all of your class work is evaluated properly. (Physical education, health, and/or remedial courses will not transfer.)

Your grades will not transfer, only the credits.

We do not determine which courses might apply toward major requirements. The student is encouraged to contact the appropriate department to determine what classes could count toward his or her major.

The Request for Approval of Transfer Credit/Exemption form and all transcripts must be submitted by entering students no later than the end of their first semester at Emory College. All transfer credit is counted prior to any Emory credits.