

GOODWIN COLLEGE

Policies and Procedures

TITLE:	Transfer Credit – International Credit Evaluations
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INTRODUCTION STATEMENT:

Goodwin College supports diversity and strives to ensure the ease of transfer for all international students who may have earned collegiate level credit outside of the United States.

REASON FOR POLICY:**POLICY REQUIREMENTS:**

POLICY REFERENCE NUMBERS: #2604 Transfer Credit – International Credit Evaluations

POLICY STATEMENT (CATALOG):

Goodwin College accepts international credit earned at collegiate institutions outside of the United States. International transcripts must be evaluated by an evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

RELATED POLICY INFORMATION:

The rules governing what will transfer in based off of the evaluation are governed by standard transfer policy laid out in policy #2601.

EXCLUSIONS:**CONTACTS:**

- Transfer Counselor
- Registrar
- Academic Advisors

DEFINITION:**RESPONSIBILITIES:**

PROCEDURES:

The student:

- must contact a NACES member evaluator and request an evaluation of his/her transcript;
 - a list of approved members is available online and in the Academic Advising Center
- must request that the evaluation be course-by-course;
- and that an original of the official evaluation be sent in a sealed envelope to the Goodwin College Registrar's Office.

Upon receipt of the evaluation the Transfer Counselor will evaluate and post transfer credits using the standards laid out in policy #2601.

FORMS AND INSTRUCTIONS:

1. Official Transcript
2. List of NACES approved evaluators

APPENDICES:

HISTORY:

EFFECTIVE DATE:	9-8-09
RESPONSIBLE COLLEGE OFFICER:	Registrar Transfer Counselor
RESPONSIBLE OFFICE:	Registrars Office