

# Fulbright

## Transfer Credit Policy

VERSION 3.0

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Approved by:



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Dean of Undergraduate Studies

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INTERNAL



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## Version History

Version	Description of change	Modified by	Modified on
1.0	Issue initial version	Dang Thanh Nga	09 December 2021
1.1	Update and add new: <b>IV. Procedures</b> A. General Guidelines B. Pre-matriculation transfer credits C. Post-matriculation transfer credits D. Transfer Credit Evaluation by SME E. AP/IB <b>V. Responsibilities</b>	Dang Thanh Nga	18 March 2022
2.0	The official release, reviewed by the Acting Dean of UG Studies (Dr. Linh Tran), endorsed by the Director of Student Life	Dang Thanh Nga	15 April 2022
2.1	Update document version control. III. Definitions: Update the definition of admitted students, subject matter expert (SME). IV. Procedures: Update the following parts: A. General Guidelines: Add the original grade of the transfer course to be displayed on the student's transcript of record. C. Post-matriculation Transfer Credits: Update the transfer credits counted toward major or minor requirements. F. Advanced Placement (AP) and International Baccalaureate (IB): Remove the maximum credits granted toward the UG program.	Dang Thanh Nga	11 July 2023
3.0	Final version	Dang Thanh Nga	24 August 2023

# 1 INTRODUCTION

Fulbright University Vietnam (Fulbright) offers students who have completed and/or plan to complete the non-Fulbright course the possibility of credits transfer to pursue an Undergraduate Degree. Fulbright limits the number of transferable academic credits accepted toward the undergraduate program in order to ensure the degree quality.

This policy outlines the instructions to the parties involved in granting transfer credit at Fulbright.

**Important notice:** *This document is subject to change, and you should expect many new features, upgrades, and significant improvements. Keep your eye out for the new version of this document in One Stop.*

# 2 POLICY STATEMENT

In compliance with the **Academic Policy\_Final\_V4.0**, this policy ensures the appropriate instructions in support of submitting and granting the transfer credit to meet Fulbright's requirements.

Fulbright staff, faculty, students, or any person who involve in a transfer credit procedure are required to follow this policy.

# 3 DEFINITIONS

**Academic Credit System:** It is used by universities to measure and assess student's work and effort during their undergraduate or graduate program. There are different academic credit systems between the Universities. It could be a quarter-, semester-, or trimester-based. A student should contact Academic Affairs and/or the Office of the Registrar to get further information on the equivalency.

**Admitted Student:** An admitted student is one that has received and accepted an Offer Letter and made the appropriate deposit to secure their admission until matriculation.

**Course Credit (Credit):** It is a unit for weighing the value and level of time requirements of an academic course taken at the educational institution.

**Credit Attempted:** All credits that a student is enrolled in a term and accumulated throughout the student's academic progress at Fulbright.

**Credits Earned:** All credits that a student gains from the courses in which a passing grade (D and higher) was received. Withdrawals and failed courses do not count as the credits earned.

**Exemption:** Exemption from a Fulbright course will be granted by the faculty if a student can demonstrate successful completion of work of the same level and scope defined by the course's learning outcomes.

**Grade Point Average (GPA):** It is a number that indicates the average of student's scores for a particular period, usually on a scale of 1.0 to 4.0, with 4.0 being the best.

**Subject Matter Expert (SME):** A Fulbright Major Coordinator who is an expert and has accumulated knowledge in a specific area.

**Transfer Credit:** The granting of credit for the course(s) or program successfully completed at another institution or educational organization.

## 4 PROCEDURES

Fulbright accepts transfer credit for eligible courses taken at an accredited institution. Transfer credit may also be considered for courses taken at Vietnamese institution authorized by the Ministry of Education and Training (MOET) and are taught in English language.

### 4.1 General Guidelines

The maximum transferable academic credits accepted to the student's undergraduate degree is 64 credits, with up to 32 credits after matriculation at Fulbright.

Students applying for transfer credit must read and follow the following guidelines:

- Courses offered in an online mode by an accredited institution outside Fulbright are eligible for consideration.
- Only courses completed with a grade of C or better are considered to receive a full credit after being evaluated and approved by the Subject Matter Expert (SME) and Dean of Undergraduate Studies. The original grade of transfer course will be displayed on the student transcript of records. The transferred grade is not counted toward the cumulative GPA.
- The Official Transcript and course syllabus, descriptions, and/or relevant documentation written in a language other than English must be translated into English and certified by a professional organization prior to submitting them for the transfer credit evaluation.
- Transfer credit granted is counted toward the total credits earned for graduation but not toward the total credits attempted receiving financial aid.
- Courses not eligible for transfer credit include the following:
  - Courses considered by the SME to be below Fulbright's 100-level.
  - Courses with content determined by the SME to be equivalent to a course the student has already passed at Fulbright.
  - Courses offered for non-credit continuing education units.
  - Non-academic/vocational-technical courses.
  - Internship program

When applying for transfer credit, a student is responsible for providing all information requested about the course(s), including but not limited to:

- Course syllabus/curriculum,
- Course learning outcomes,
- Assessments
- Official Transcript. A transcript is considered official if it meets the following criteria:
  - Electronic official transcript should be sent from the host institution to Fulbright Office of the Registrar at email [registrar@fulbright.edu.vn](mailto:registrar@fulbright.edu.vn)
  - A physical transcript is sealed in an envelope with the appropriate stamp or seal from the host institution with the Registrar's signature. Physical copy should

be mailed to the following address:

Department: Office of the Registrar  
Fulbright University Vietnam  
105 Ton Dat Tien, Phu My Hung, Tan Phu Ward, District 7  
Ho Chi Minh City, 700000  
Vietnam

## 4.2 Pre-matriculation transfer credits

Newly admitted students, including freshmen and transfers, must submit the final and official college transcript, AP exam scores, IB exam scores along with the [Application for Credit Transfer \(Appendix 1\)](#) form to the Office of the Registrar no later than the first term at Fulbright.

The evaluation process will be conducted by the SMEs and Dean of Undergraduate Studies. The student will be notified of the transfer credit that can be counted toward the Fulbright full-time program.

## 4.3 Post-matriculation transfer credits

This procedure applies when an admitted student who has matriculated at Fulbright intends to transfer the credits earned from another college or university to Fulbright.

Before registering for any course outside Fulbright, matriculated students should consult with his/her Academic/Major Advisor and keep the Registrar's Office informed to ensure the course is eligible to transfer to Fulbright program.

After matriculation, a student may receive up to 32 credits from other institutions. The transfer credit can be used to fulfill up to 50% of the total credits of major or minor, approved by the SME and Dean of Undergraduate Studies.

The following procedures apply:

**Step 1:** The student meets with the Academic/Major Advisor to determine if taking the course outside Fulbright is appropriate.

**Step 2:** Complete the [Application for Pre-approval of Transfer Credit form \(Appendix 2\)](#); Submit it with the course-related information to the Office of the Registrar. This pre-approval does not guarantee your full credit transferred until the course works are completed.

**Step 3:** Registrar coordinates with the Dean and SME to comment on the pre-approval form. Registrar informs the result to the student.

**Step 4:** The student registers for the course at the other institution. The student is fully responsible for the payment of the registered course.

**Step 5:** Complete the course.

**Step 6:** Submit the Application for Credit Transfer form and Official Transcript to the Registrar's Office. It takes 2-3 working weeks to process once the required documents are well received.

**Step 7:** The Office of the Registrar will coordinate with SME(s) to share the initial documents and request for their evaluation and determination whether the proposed transfer credit is justified, and how many Fulbright credit hours the course(s) should earn. Students might be

asked for additional evidence about the course(s). The result will receive final approval from the Dean of Undergraduate Studies before informing the student.

**Step 8:** The Office of the Registrar will inform the result to the student. The Fulbright Transcript of Records will be updated with the number of transfer credits once it is approved.

See [Appendix 3](#) for the Transfer Credit Flow chart.

#### **4.4 Transfer Credit Evaluation by Subject Matter Expert (SME)**

SME who has proficiency in a subject area is responsible for reviewing and evaluating the transfer credit toward the Fulbright Undergraduate Program.

Course and program transfer credit shall be based on the equivalency of knowledge, skills, assessments, or learning outcomes. The number of credits granted for each transfer course may be different from the number of credits from sending institution.

#### **4.5 Course Exemption**

In case of no course equivalency but the student has successfully demonstrated the required knowledge for the course at Fulbright, student may receive an “Exemption” note on the application form. An exemption is made by the SME and informed to the Course Instructor and Office of the Registrar for the update on the enrollment system.

Course exemption does not count for credit, but it does satisfy the course pre-requisite for enrolling in the course at Fulbright. To make up the credits, the student will enroll in an alternative course at the same level.

#### **4.6 Advanced Placement (AP) and International Baccalaureate (IB)**

Fulbright recognizes the educational value of the AP and IB taken by the students. Students can apply to have AP and IB credits applied toward the 128-course credits graduation requirement.

Only AP courses with scores of 4 or higher and IB courses with scores of 5 or better are considered for Fulbright credit awards. In general, AP and IB credits will be used to satisfy elective and exploratory course requirements.

Students who complete two exams and/or college courses with duplicate or overlapping content (e.g. AP and IB) will be awarded credit for only one exam or course.

To request AP or IB credit, contact the AP or IB organization to have your scores sent directly to the Office of the Registrar at Fulbright (address above).

#### **4.7 Appeal**

The student can appeal a transfer credit application result. An appeal will only be accepted if the student provides additional supporting evidence. Such appeals must be submitted in writing to the Office of the Registrar, within 7 working days of receiving the transfer credit decision.

The SME, Dean, and Provost may get involved in the appeal process.

Unless granting of transfer credit is time sensitive (e.g., a student is requesting transfer credit for a required course that is only offered in the current term), the appeal process should be completed within 30 working days.

A student cannot appeal a decision for the courses that have been rejected by the SME due to the course inequivalence at Fulbright.

## **5 RESPONSIBILITIES**

### **5.1 Student Responsibilities**

The student is responsible for contacting the institution outside Fulbright to have transcripts and any other required supporting documentation.

### **5.2 University Responsibilities**

To assist in the evaluation of courses, Fulbright university publishes the course outlines for all courses on the One-Stop portal which is accessed by all Undergraduate students.

### **5.3 Office of the Registrar Responsibilities**

Office of the Registrar has responsibility in collecting and confirming the final decision of the student's application for the transfer credit. Appeal procedure is also organized and conducted with the involvement of the Office of the Registrar.

Contact the Office of the Registrar by submitting an inquiry on the One Stop portal for any concerns related to this policy.

## **6 RELATED POLICIES AND DOCUMENTS**

This policy is in compliance with the published Academic Policy available in the One-Stop portal.

## **7 POLICY REVISION**

This Academic Policy is effective from the date of signing. It will be reviewed and updated at any time if any change. The approved policy will be published and available in the One-Stop portal.



## Application for Transfer Credit

Please read the Transfer Credit Policy published in the One-Stop portal prior to submitting a request.

An official transcript with seal or digital transcript from the issuing institution must be sent directly to the Office of the Registrar at the email [registrar@fulbright.edu.vn](mailto:registrar@fulbright.edu.vn) or the mailing address in the Policy.

### Student Information

Student Name (*Print*) \_\_\_\_\_

Student ID \_\_\_\_\_ Email Address \_\_\_\_\_

Academic Advisor \_\_\_\_\_

#### Declaration:

I declare that the information contained in this form is complete and correct. I understand that the information collected in this form is used for evaluating and granting of transfer credit. Fulbright University Vietnam has full access to this information in compliance with the University policies.

### Transfer Information

Name of the institution at which courses taken (*Print*)

\_\_\_\_\_

\_\_\_\_\_

State the academic credit system:  Quarter  Semester

Official Transcript:  Attached  To follow

Course(s) that you wish to receive the transfer credit or exemption.

*\* Course details, including course curriculum, learning outcomes, and assessments of each course indicated in this application are required to submit.*

Complete by student				FOR SME USE ONLY		
Courses for which Transfer Credit requested	Credit Value	Final Grade	Course Format (online, on-campus, blended...)	Equivalent to the Fulbright course (Y/N)	Transfer Credit Granted	Recorded on Student Academic Record (Transfer, Exemption)
<i>i.e. Principles of Economics</i>	<i>4</i>	<i>A</i>	<i>Online</i>	<i>Y</i>	<i>4</i>	<i>Transfer</i>

**SME(s) additional note(s):**

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SME(s) signature(s)

Date

---

Dean of Undergraduate Studies 's signature

Date

**The course(s) approved for transfer credit will be updated in Fulbright Official Transcript under the "Transfer Credit" Section in the following term by the Office of the Registrar.**

For Office of Registrar Only

Transfer Student

Date received: \_\_\_\_\_

Initials: \_\_\_\_\_

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## Application for Pre-Approval of Transfer Credit

### Student Information

Name (Print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Degree: \_\_\_\_\_

### Host Institution Information (Where the course will be completed)

Institution Name: \_\_\_\_\_

–

Number of course(s) requested for credit transfer: \_\_\_\_\_

**\* Note: A detailed course information, including course description, syllabus, assessments & grading information, from the host institution must be submitted along with this application.**

Academic Year & Term to be completed (i.e. 2021-2022 Fall 2021)

\_\_\_\_\_

Reason for applying transfer credit:

*I have read and understood the University policy on Transfer Credit and confirm that this application and all attached documentation is accurate.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

Approver's comments:

\_\_\_\_\_  
Approver's signature

\_\_\_\_\_  
Date

# Transfer Credit Flow Chart

