

Department of Civil & Environmental Engineering
Information for Transfer students

Department of Civil & Environmental Engineering
School of Engineering
Jackson State University
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Transfer Credit Policy

A rigorous system of evaluating transfer credit has been instituted which ensures that appropriate transfer credit is conferred and that transfer courses meet the program and ABET requirements. The policies for acceptance of transfer students are well defined and enforced.

The initial evaluation of courses completed by transfer students from other colleges and universities is performed by the Admissions office. Once this process is completed, the Department evaluates the transfer credit. The student must meet with his/her adviser prior to the attendance at JSU to complete the transfer credit procedure. The student must arrange for sending his/her transcripts, as well as catalog course descriptions, from other institutions, to his/her adviser (see the list of Dept. advisers), and meet with his/her adviser. A completed copy of "Transfer Credit Evaluation" Form, signed by the Adviser and the Dept. Chair, must be given to the student during the first two months of the first semester at JSU. The courses are considered transferred only after adviser's and Dept. Chair's signatures have been obtained, and a copy has been given to the student. The following guidelines will be followed.

- With the exception of surveying and general engineering courses, and some courses from international universities, all civil engineering courses accepted for transfer credit must have been taken in an ABET accredited program.
- Only college courses in which the grade is "C" or higher will be accepted. Jackson State University does not accept transfer courses with "D" grades.
- Catalog course description and, in some cases, course syllabus and student's notebooks and examinations are required to ensure that course content and objectives are substantially similar to those of JSU courses.
- Students ordinarily receive no transfer credit for courses designed specifically for technical and vocational career programs.
- The physics courses must be calculus based.
- In general, engineering technology courses are not accepted and cannot be transferred. The exceptions may be Engineering Surveying (3 credits) and Construction Management or a similar course (3 credits) which may generally be counted towards maximum of two civil engineering electives (6 credits), pending approval by the adviser in the Department and the Dept. Chair. See the list of Dept. Advisers.
- Engineering Graphics (2 credits) and Engineering Economy (3 credits) courses are accepted provided the course scopes are equivalent to the ones offered at Jackson State University.
- In some cases, the evaluations of courses other than civil engineering courses are performed by the Department offering the course.
- Existing JSU students, who plan to take courses at other colleges and universities, must obtain approval from the Department prior to enrollment to ensure that their courses are transferable. Please obtain "Request for Prior Transfer Credit Approval" Form from the Department.

- All transfer credit policies mandated by the University, and described in the Undergraduate Catalog, will be followed.
- For additional information, contact the Department.

Jackson State University
Department of Civil & Environmental Engineering
Transfer Credit Evaluation Form

Student Name: _____

Soc. Sec. No. (or J. No.): _____

College A _____

Location _____

College B _____

Location _____

College C _____

Location _____

College D _____

Location _____

College	Course Taken (No. & Name)	No. of Credits	Sem. or Quarter	JSU Equivalent (No. & Name)	No. of Credits Awarded by the Dept.	Comments
Total						

 Adviser Signature/Date

 Department Chair Signature/Date

Course descriptions and other information must be attached.
 A completed copy of this form will be provided to the student.

Jackson State University
Department of Civil & Environmental Engineering
Request for Prior Transfer Credit Approval Form

The continuing civil engineering students are required to obtain approval for Departmental acceptance of transfer credit prior to enrollment at other colleges to ensure it meets the Departmental transfer policy. In addition, the students must observe all transfer credit policies mandated by the University.

Student Name: _____ J. No.: _____ Date: _____

Transfer College Information

College _____ Location _____

Date the Course will be Taken _____

Course Name and Number _____

Number of Credits _____ Semester or Quarter _____

JSU Information

Requested JSU Equivalent Course Name and Number _____

Requested Number of Credits _____

Student Signature/Date

Instructor Signature/Date

Adviser Signature/Date

Department Chair Signature/Date