

Transfer, Military, and Advanced Standing Credit

Release of Student Transcripts from Previous Institutions

Student transcripts from previous institutions that were provided for consideration become the property of ERAU. ERAU does not re-release copies of transcripts from other institutions that are part of a student's education record. A student must contact the originating school for a copy of any transcript.

Transcribing Transfer and Advanced Standing Credit

Students are eligible for an Embry-Riddle transcript showing credit awarded from other sources toward their degree after they have matriculated.

Matriculation occurs when an applicant has been officially accepted for admission, has enrolled in an Embry-Riddle course within one year of the date of admission, and has maintained that enrollment beyond the drop period. If an applicant fails to maintain enrollment beyond the drop period, he/she will need to reapply for admission. Courses previously taken with ERAU will not immediately matriculate a returning student.

Transferability of ERAU Credit to Other Institutions

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Embry-Riddle Aeronautical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Embry-Riddle Aeronautical University to determine if your credits, degree, diploma or certificate will transfer.

Washington Students Transferability of Credits Statement

The transferability of credits earned at Embry-Riddle Aeronautical University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Embry-Riddle Aeronautical University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Embry-Riddle Aeronautical University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Embry-Riddle Aeronautical University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Veterans Transfer Credit

Applicants using VA benefits must provide transcripts of all previous education and training prior to admission. Prior academic work and courses taken at other institutions by veteran students and/or eligible students receiving Veterans Education Benefits will be evaluated and

credit granted as appropriate and reported to the U.S. Department of Veterans Affairs (VA) as required by law.

Transfer Credit

Once admitted to the University as degree candidates, students are expected to complete all coursework toward their degree at Embry-Riddle Aeronautical University unless advance written authorization is granted. Students applying prior academic work toward their Embry-Riddle degree program requirements must submit appropriate documentation for such credit as part of the admission process. Previous academic credit is evaluated on a course-by-course basis, and acceptable transfer work will be recorded on the Embry-Riddle transcript. Embry-Riddle does not accept life-experience credit toward degree completion.

Petition Process for Off-Campus Courses

Undergraduate students in good academic standing who wish to take courses or training, including flight instruction, outside the University while maintaining enrollment must petition in advance. To initiate this process, students must submit the appropriate petition form and provide evidence that the requested courses are equivalent to Embry-Riddle courses or acceptable as elective credit in their degree program. Approval is determined by the Office of the Registrar and the relevant academic department. Courses taken at another institution will not replace grades earned in Embry-Riddle courses. Students may not co-enroll at another institution while enrolled at Embry-Riddle.

Credit Limits and Residency Requirements

After initial matriculation, students at the Daytona Beach and Prescott campuses may not earn more than 12 semester hours (or equivalent) at another institution, and the last 30 credit hours toward a bachelor's degree must be completed in residence at Embry-Riddle. Worldwide campus students may not earn more than 18 semester credit hours at other institutions after matriculation, and the last 30 credits of a bachelor's degree or the last 15 credits of an associate degree must be completed in residence.

Active-duty Worldwide undergraduate military students may transfer more than 18 credits after matriculation and may complete residency requirements at any time, including the last 15 credits of an associate degree and the last 30 credits of a bachelor's degree. Academic residency is limited to no more than 25 percent of degree requirements for all undergraduate degrees.

Transfer Credit Evaluation

Transfer credit may be granted for coursework completed with grades of A, B, C, Pass, or Satisfactory (or equivalent) from institutions recognized by the Council for Higher Education Accreditation (CHEA). Official transcripts must be sent directly to Embry-Riddle; transcripts in a student's possession are not considered official. Transfer credit is not included in GPA calculations and is subject to University discretion. The University may require evaluation examinations for courses where equivalency is in question. After evaluation, students will receive an official transfer credit report detailing all accepted coursework.

Advanced Standing Credit

Advanced standing credit for prior learning may be awarded for postsecondary education, work and/or training experience, or from programs completed before enrollment at Embry-Riddle. Embry-Riddle does not accept life-experience or experiential credit as transferrable credits towards degree completion.

It is the student's responsibility to ensure that all documentation of previous course work, military learning experiences, credit by examination, and all FAA certificates are submitted for evaluation, along with the formal application for admission as a degree-seeking student.

Just as official transcripts are required to transfer credit from one university to another, documentation of prior learning through professional training and experience must be official.

1. Embry-Riddle will accept the minimum scores recommended by the American Council on Education (ACE) on all exams offered by

2 Transfer, Military, and Advanced Standing Credit

CLEP, DSST/DANTES, and Excelsior College Examinations-ECE (formerly REC or ACT-PEP) for the award of undergraduate academic credit. In addition, the amount of academic credit and the academic level (upper- or lower-level) designation recommended by ACE for a passing score on each of the exams will be accepted by the University.

- a. Students will be granted credit only for those examinations completed prior to enrollment with the Daytona Beach and Prescott residential locations of the University.
 - b. Worldwide will grant credits for approved national examinations (including CLEP, DSST/DANTES, etc.) to students while enrolled, but only prior to the last 15 hours of their associate programs, or the last 30 hours of their bachelor's degree programs. National exams may not be used to subsequently satisfy a pre-requisite requirement when a student has taken an ERAU course and failed to earn a sufficient final grade to satisfy that pre-requisite requirement. In this circumstance, the ERAU course must be repeated to satisfy the pre-requisite requirement.
 - i. Active-duty undergraduate military students may complete national exams (CLEP, DSST/DANTES, etc.) at any time while pursuing their undergraduate degree and are not restricted from applying exam credits within their last 15 credits for associate degrees or 30 credits for bachelor's degrees.
2. Embry-Riddle will generally follow the recommendations of ACE for courses listed in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experiences in the Armed Forces.
3. Credit may be granted on the basis of certain FAA licenses with appropriate rating, and may vary by program.
4. Advanced placement may be granted, based upon the existence of earned credit at a postsecondary institution that is determined by the University to demonstrate a higher level of competency than a particular English, math, or accounting course requirement. Under the advanced placement ruling, a course may be waived and considered for the purpose of student advisement to be "met"; however, the student must make up the credit deficit. The deficit may be made up in electives unless otherwise specified by the Department Chair. An advisement report will be maintained in the student information system.

Prior Graduate Coursework and Award of Credit

Prior graduate credit earned with ERAU, as well as any transfer credit, is permitted to satisfy program requirements only if courses were completed within the seven-year period immediately preceding the date the most recent application for admission is received. Credit awarded on the initial evaluation after admission is generally applied to a new program or catalog curriculum version when students request a change of program/catalog; however, courses more than seven years old at the time of the request are generally ineligible to satisfy degree program requirements.

Once admitted to the University as degree candidates, students are expected to complete all work to be applied toward their degrees with the University unless advance written authorization is granted.

Credit may be received for certain graduate courses taken as non-degree graduate work or as part of another (completed or incomplete) Embry-Riddle graduate degree program. Only relevant coursework will be applied to an applicant's graduate degree program at Embry-Riddle. Transfer credit is not included in the GPA/CGPA calculation for any purpose.

Credits earned at institutions listed as degree-granting institutions in the Accredited Institutions of Postsecondary Education (AIPE) as published by the Council for Higher Education Accreditation (CHEA) will be considered.

The content of the applicable course or other program will be used to determine the nature of the credit to be applied to the student's degree requirement. The appropriate department chair and program chair will make these determinations.

When transferring credit from a completed Embry-Riddle graduate program to an additional program, this credit may include prior work on a Graduate Capstone Project (GCP). The combined total credit award applied to any Embry-Riddle graduate degree is 12 credit hours.

Transfer credit will be granted only if the student demonstrates academic performance expected of a graduate student at Embry-Riddle, meaning that the course was completed with a "B" or better (3.0 on a 4.0 system). Credit for academic work used to satisfy the requirements of an ERAU undergraduate degree will not be accepted toward the requirements of a graduate degree, unless in a program designed to facilitate shared credit.

Worldwide Campus

Online Course Vendors

Online course vendors, such as SOPHIA Learning LLC (Sophia.org), StraighterLine.com, Study.com and Saylor Academy, who offer on-demand, self-paced coursework, are not considered to be national examinations, such as CLEP, DSST/DANTES, etc., nor are they accredited degree-granting institutions. Therefore, they fall under different credit acceptance criteria: prior to matriculation, students who have completed coursework via institutions whose courses carry ACE recommendations but may be non-degree granting and/or non-accredited, including, but not limited to: SOPHIA Learning LLC (Sophia.org), StraighterLine.com, Study.com and Saylor Academy, will be awarded any applicable ACE recommended credit. After matriculation, the acceptance of additional credit from such institutions, despite any ACE recognition, is not permitted.

Validated Advanced Placement (VAP)

Graduate students who believe their knowledge and prior learning experience qualify them for master's level credit for a specific Embry-Riddle graduate course may submit the Petition for Award of Validated Advanced Placement (VAP).

To be eligible for an award of VAP credit, students must be admitted to an ERAU graduate degree completion program and have received the completed evaluation of previous credit. Students may petition for VAP credit only once, and this must be done within one year of the first term of enrollment.

The student must submit a VAP petition form, a detailed comparison of the training to the learning outcomes in the outline of the course(s) in question, and creditable supporting documentation to substantiate the petition, which is then retained by the University in the student's academic file.

ERAU academic chairpersons will review the petition and make the determination of credit.

There are eligibility maximums established for VAP credit awards. Credits awarded through the VAP process are generally minimal.

Contact Academic Advising to request additional information regarding the Validated Advanced Placement process.