

# Undergraduate Transfer Credit Policy

## I. GENERAL POLICY STATEMENT

Mount Aloysius College will consider credits in transfer into associate and bachelor degree programs from coursework taken at regionally-accredited post-secondary institutions which have received full accreditation, where the course work is equivalent to that of Mount Aloysius College, and in which the student received a grade of “C” or better. Transfer credits are also granted from nationally accredited post-secondary institutions on a case-by-case basis. Transfer credits will be awarded based on the similarity of course exit competencies and is a function of course content, length, caliber of faculty, and quality of practical experiences, where applicable. As a central principle, implementation of this policy will provide equitable treatment for native and transfer students, and ensure that students will not be required to repeat course work completed at an acceptable level of performance at a previously attended institution.

### A. Allowable Number of Transferable Credits

1. A student can transfer three (3) lower-level credits into a certificate program.
2. A student can transfer up to forty (40) credits into an associate degree program.
3. A student can transfer up to ninety (90) credits into a bachelor degree program.

## II. TRANSFER PROCESS

Students seeking transfer admissions to Mount Aloysius College will have all transcripts reviewed initially by the Office of Undergraduate and Graduate Admissions or the Center for Lifelong Learning in collaboration with the Office of the Registrar. Matriculated students at MAC are required to obtain permission from the Registrar prior to enrolling in courses at another post-secondary institution. Appropriate faculty will be involved as needed to determine the appropriateness and applicability of accepted courses to a specific degree program.

## III. FACTORS WHICH DETERMINE THE ACCEPTABILITY OF TRANSFER CREDIT

The educational institution (e.g., colleges, universities, community/junior colleges, technical colleges/institutes) from which course work is being considered for transfer credit must be accredited by a regional, professional, or national institutional accrediting body.

### A. The list of *regional accrediting agencies* includes:

1. Middle States Association of Colleges and Schools
2. North Central Association of Colleges and Schools
3. New England Association of Schools and Colleges
4. Northwest Commission on Colleges and Universities
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges

- B. *National accrediting agencies* in the U.S. must be recognized by the Council for Higher Education Accreditation (CHEA) and/or by the Secretary of the U.S. Department of Education.
- C. The review by *professional accreditation bodies* extends only to courses taught in the discipline of the professional accreditation.
- D. Course work offered at collegiate institutions that do not hold national, regional, or professional accreditation by a recognized body is not eligible for evaluation or the award of transfer credit.
- E. The foreign government or state governmental agency of a foreign country must formally recognize an educational institution as offering post-secondary school instruction leading toward a degree or diploma comparable to that offered at Mount Aloysius College.
- F. Education in a foreign country sponsored by an accredited American college or university is governed by the American school's accreditation.
- G. Seminars, workshops, training programs and other formal learning experiences provided by non-collegiate agencies and organizations (e.g., Armed Forces, corporate training programs, Microsoft certifications) may be eligible for consideration in the evaluation process.
1. Courses must be similar in content, nature and intensity to courses offered by the discipline at Mount Aloysius College;
  2. The course must carry a credit recommendation from the American Council on Education (ACE);
  3. All other formal learning experiences provided by non-collegiate agencies and organizations must appear on an official transcript from ACE;
  4. Learning experiences occurring outside the purview of an accredited academic institution and outside the evaluation scope of the ACE are not eligible for credit consideration;
  5. Continuing Education Units (CEUs) are not accepted in transfer for credit;
  6. Credit for military education and basic training is awarded in accordance with recommendations of the American Council on Education as outlined in the *Guide to the Evaluation of Educational Experiences in the Armed Service* or ACE.
- H. Credit by examination include Advanced Placement (AP), College Level Examination Program (CLEP), other examinations, including departmental challenge exams, and The Defense Activity for Non-Traditional Educational Support (DANTES).
1. Official score reports must be submitted to be eligible for transfer acceptance.
  2. Departmental and institutional challenge exams from other colleges or universities will not be considered for transfer credits.

#### IV. DETERMINATION OF COURSE EQUIVALENCIES

The determination of the comparability of course work in content, nature, and intensity will be measured against MAC courses. Coursework that is transferred or accepted for credit must represent collegiate coursework relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of student enrolled in MAC's own degree programs. Equity will be maintained between transfer credit and resident credit.

##### A. Credit equivalency is based on a course-by-course review:

1. Courses those are less rigorous than the minimum offering in the corresponding discipline at MAC will not be eligible to transfer as program requirements.
2. It is possible for a combination of courses from another single institution to present the same material as a single course at MAC. Credit may be transferred in an amount equal to the corresponding MAC course(s) when the review yields a sufficient degree of comparability in content, nature, and intensity between the combination of the presenting institution's courses and the corresponding MAC courses.
3. Transferred courses which do not meet College Core requirements, or specific programmatic requirements, or which have no MAC equivalency will transfer as free elective credit.
4. No credit shall be awarded for remedial or developmental work, freshman orientation/First Year experience, or basic technical skills (such as typing, shorthand, real estate, technical drawing, etc).
5. Coursework in technology and science that has been completed more than seven (7) years previously will not transfer as major requirements, only elective credits.
6. Credits earned at a institution that schedules courses on a quarter system will have the credits earned evaluated by rule that one (1) quarter credit is equal to two-thirds ( $2/3$ ) of a semester credit. Courses that fall into this category may be considered for waiver of the course requirement through departmental approval or the combination of courses, as described above.
7. Coursework that has been completed seven (7) or more years previously may or may not be accepted as transfer credit.
8. The College reserves the right to deny credit for specific courses from any institution, regardless of accreditation.

B. The Associate of Applied Business, Associate of Applied Science, Associate of Specialized Business/Technical degrees generally do not have the complete set of traditional general education requirements commonly found in Associate of Arts, Associate of Science and baccalaureate degrees. Except for some specially designed "two-plus-two" technical degree programs, they are not designed to articulate with college or university programs. Since these degrees may meet only a portion of the general education requirements, students who choose to extend their studies to a baccalaureate degree or who change to an A.A. or A.S. degree may need a substantial amount of course work to fulfill the College Core requirements.

1. Some technical courses may be consistent with the technical aspects of curricular offerings of certain MAC programs. Applied course work will be evaluated in keeping with the multiple criteria and standards of this policy and will be awarded or denied transfer credit accordingly.
2. An applied course that is awarded College elective credit will be referred to the appropriate department to determine its applicability to specific program requirements.

C. Transfer students who possess an associate's degree from an appropriately accredited institution with a minimum 2.0 gpa will may be granted junior standing. A student's standing will be based on the total number of credits the students is able to transfer into the College with grade of C or better. Courses with the grade of less than a C may have allowed the student to complete his or her degree at the initial institution, but courses with grades of less than a C are not transferable. The associate degree could be equated to 60 earned credits and will be applied toward degree requirement for a bachelor's degree; however, it may take the student more than the remaining 60 semester hours to complete all graduation requirements.

1. Students with a two-year degree are not exempt from MAC general education requirements on the basis of their degrees. Such students will receive a course-by-course evaluation of their transfer credit that will indicate applicability of their courses to MAC general education and program requirements for degree audit purposes.
2. Students are generally awarded only lower division MAC credit for courses completed at two-year institutions (community/junior colleges).
3. Elective credits awarded for upper-division courses taken at four-year institutions will be designated as upper-division for transfer purposes (i.e., will apply to the upper-division credit hour requirement for graduation).

D. Mount Aloysius College will grant academic credit to students who have successfully **completed a program** at:

1. Pennsylvania Technical Colleges;
2. Accredited trade or technical schools listed in *Transfer Credit Practices of Designated Educational Institutions*, a publication of the American Association of Collegiate Registrar's and Admissions Officers;
3. Other accredited proprietary schools, provided the school is accredited by a regional or national accrediting agency or recognized by the Secretary of Education and/or Council for Higher Education Accreditation (CHEA).
4. Transfer credit will be awarded as follows:
  - a) Specific requirements in the student's curriculum of study at Mount Aloysius College may be waived or granted equivalency credit by the appropriate department on the basis of vocational-technical training.
    1. MAC faculty may require appropriate material and documentation to make their decision.

E. An appeal of a credit transfer decision may be presented to the Registrar in writing, who will determine acceptability of coursework for transfer. This written appeal should contain copies of course syllabi and course descriptions. Documentation of transfer

course content and/or the name of the textbooks may be necessary if catalog descriptions are not definitive.

## V. REQUIRED DOCUMENTATION FOR TRANSFER CREDIT CONSIDERATION

- A. All course work presented for transfer must appear on an official transcript sent directly from the original teaching institution.
- B. Copies, facsimiles or student carried transcripts will not be accepted. They may be used for a tentative evaluation only by the Admissions Office.
- C. All foreign transcripts, not issued in English, must have an accompanying translation certified by a professional translation service (e.g., World Education Services).
- D. Advanced Placement exams are reviewed only with official score reports sent directly from the College Board. Scores of 4 and 5 earn credit in all areas. Scores of 3 waive the course requirement but is not awarded credit.
- E. CLEP scores of not less than 50 will be awarded MAC credit. Scores must be sent directly from the College Board.
- F. A specific DANTES exam must carry a standard score equal to or above the 70<sup>th</sup> percentile.
  - 1. DANTES Subject Standardized Tests, which are comparable in the nature and scope of material examined to courses offered at MAC, will be considered for transfer credit.

## VI. COLLEGE COURSE WORK DURING HIGH SCHOOL

Mount Aloysius College will consider courses taken prior to high school graduation for transfer credit.

- A. The course/s must be offered by a regionally accredited college or university and be eligible for acceptance into a degree program at the sponsoring college or university.
- B. The course must carry a grade of C or better and be similar in content, nature, and intensity to courses offered at MAC
- C. The course must be presented on an official transcript issued by the sponsoring college or university.