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## 5.611 Transfer and Intra-University Credit Policy

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Campus</b> <input type="checkbox"/> <b>Department/Unit</b> <input type="checkbox"/> <b>Interim</b>		<b>Transfer and Intra- University Credit</b>  <b>Policy 5.611</b>	
<b>Academic Policies</b>		Effective date: February 13, 2015	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	June 5, 2011
Revised	Chancellor	N/A	November 4, 2013
Revised	Chancellor	N/A	February 13, 2015
Revised	Chancellor	N/A	January 2, 2018
Revised	Chancellor	N/A	April 13, 2018
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Academic Programs

## I. Introduction

Antioch University has established a transfer credit policy consistent with current and best practices in higher education. The University recognizes that circumstances arise in life that might interrupt enrollment in school and/or that changes in educational and career direction might prompt a student to desire to transfer to another program or institution. The University believes learners should be able to build on past educational experiences, and wishes to extend the benefits of its education to qualified students who have begun their academic study elsewhere. In general, the University welcomes transfer credits that are relevant to the current degree being sought.

Antioch University has adopted the three criteria of quality, comparability, and applicability for evaluating transfer credits, as articulated in the 2001 Joint Statement on Transfer and Award of Academic Credit developed by the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, and the Council for Higher Education Accreditation:

1. The educational quality of the learning experience which the student transfers;

2. The comparability of the nature, content, and level of the learning experience to that offered by the receiving institution; and
3. The appropriateness and applicability of the learning experience to the programs offered by the receiving institution, in light of the student's educational goals.

## **II. Transfer Credit Guidelines**

Antioch University has established general transfer credit policies that apply across campuses, while respecting individual campuses' needs to determine particular details of implementation within these parameters. While specific guidelines and decisions to accept transfer credits rest with each degree program, and may be more restrictive, all campuses/units must adhere to the following minimum policies:

### **A. Applicability of Transfer Credits**

Antioch University accepts for transfer only academic credits applicable to the degree requirements of the program the applicant is entering. Each campus and degree program should develop and publish standards for the implementation of this policy.

### **B. Eligible Transfer Credits**

The following transfer credits are eligible for consideration as transfer credit.

1. Credits from institutions accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education are eligible for transfer. These six regional accrediting bodies are: Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; Higher Learning Commission; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges. Credits from academic institutions accredited by national accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA) and/or Department of Education are also eligible for transfer.
2. Learning demonstrated through equivalency examinations (CLEP, DANTES/DSST, ACT, PEP, etc.) that have been evaluated by the American Council on Education (ACE) and the College Board's advanced placement examinations are also eligible for transfer.
3. Learning demonstrated through portfolios that have been evaluated by Council on Adult and Experiential Learning (CAEL) and are listed on an ACENET transcript.
4. CLEP Subject Examinations: Antioch follows the American Council on Education (ACE) recommendations.
5. College Board Advanced Placement (AP): Antioch will award credit for one

standard course unit (or 3 semester hours if there is no standard course unit as a reference) for an AP score of 3 or more.

6. Credits on military transcripts per guidelines established by the American Council on Education (ACE) for the crediting of military experience are also eligible for transfer.

7. Credits earned through concurrent registration. Students may concurrently register for courses offered by another accredited institution, including institutions with whom AU has consortia agreements, to pursue credits that are not available (or available in reasonable time sequence) for degree requirements. The program sets the limit as to the maximum number of credits that may be accepted in transfer through concurrent registration.

Courses taken concurrently at another institution may be applied toward fulfillment of degree requirements if the following criteria are met:

- a) Students have met with their faculty advisor to discuss their academic plan and obtained their advisor's approval on the course content.
- b) The Registrar has approved the course's eligibility for transfer to AU.

8. Typically, foreign transcripts must undergo, at the applicant's expense, an evaluation by a specialized transcript evaluation service, as dictated by local campus procedure. Credits for work from foreign institutions of higher learning may also be eligible for transfer based on an evaluation by the Registrar in consultation with the campus program, provided the credits meet standards and guidelines adopted by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

9. Credits completed at institutions not accredited or approved as indicated above are generally not available for transfer. Exceptions must be approved on a course-by-course basis by the academic unit head, employing the three criteria of quality, comparability, and applicability as listed in Section I above.

10. Courses eligible for transfer must have been taken for academic credit, not continuing education units (CEUs) or on an audit basis.

11. Credits completed at other institutions that have been applied to a completed degree are not eligible for transfer credit for a degree the same level.

### **C. Transfer Credit Evaluation Guidelines**

1. An official transcript from another institution or approved agency is the only basis for evaluating transfer credits.
2. The student wishing to transfer credit may be required to supply additional documentation (catalog or course description from the other institution) to the Antioch faculty and/or Registrar, according to procedures described in campus/unit catalogs or handbooks.
3. Only academic courses applicable to the degree requirements may be accepted for transfer credit. Each campus should develop and publish standards for the implementation of this policy.
4. Only undergraduate courses with a minimum grade of “C” or better (or equivalent to “C” or better if the other institution operates on a non-graded system) are eligible for transfer.
5. Only graduate courses with a minimum grade of “B” or better (or equivalent to “B” or better if the other institution operates on a non-graded system) are eligible for transfer.
6. The number of permitted transfer credits must be consistent with University policy as well as any state policies or guidelines relevant to this issue in the state in which that campus is operating.

#### **a) Undergraduate Programs**

No more than 75% of the credits in the degree may be awarded for any combination of transfer credit and prior learning, and each campus must comply with relevant state, regional and/or professional accrediting bodies. Programs that allow more than 25% for prior learning must publish an articulated policy with clearly defined criteria. These percentages are applicable to the minimum number of credits required for the degree

#### **b) Graduate Programs**

No more than 45% of the total required credits for graduate degrees may be awarded for any combination of transfer credit and prior learning. Exceptions may be made for a greater percentage of transfer credit allowed where there is an articulation agreement with another institution.

### **D. Disclosure of Transfer Credit Policy and Procedures**

Each campus shall provide, in catalogs or handbooks, clear and detailed statements of policies, procedures, and deadlines governing transfer credit on that campus.

### III. Intra-University and Intra-campus Application of Credits

- A. Credits earned at one Antioch University program may be applied into another Antioch University program, unit or campus pending the new program's review of credit and curricular equivalency based on program requirements. All decisions regarding accepted credits are considered on a program-by-program basis, consistent with campus and institutional policy.
- B. Credits earned at Antioch University and applied to other programs, units or campuses are not subject to the limits for prior learning and transfer limits applied to non-Antioch credits as outlined in this policy and Antioch University Policy 5.613 Prior Learning Policy minimum standards.
- C. All University credits earned at any unit will appear on the current/most recent Antioch University transcript, regardless of whether they are applied to a particular degree program.
- D. An individual who has been withdrawn from an academic program on an Antioch University campus for academic, behavioral, or financial reasons and applies to any program, unit or campus within the Antioch University system is subject to the limits outlined in this policy and the Antioch University Policy 5.607 Admissions Policy. Admission into any other Antioch campus, unit or program is subject to the professional consideration and guidelines established by that campus and program.

### IV. Approval for Exceptions

Exceptions to any of these policies must be approved by the Provost.

### Policy Cross Reference

Grading System and Transcript Recording Policy	Policy #5.227
Admissions Policy	Policy #5.607
Prior Learning Policy	Policy #5.613
Satisfactory Academic Progress Policy	Policy #6.119