

Mid-Atlantic Christian University Academic Affairs Policy 6

SUBJECT: Credit for Transfer Coursework

DATE: August 4, 1994

REVISED: 9/27/00, 8/5/10, 2/8/12, 3/3/13, 2/10/16, 3/15/17, 2/14/18

NEXT SCHEDULED REVIEW: even-numbered years in February

APPROVED BY BOARD OF TRUSTEES: May 11, 2018

Policy for: Registrar's Office

Procedure for: Registrar's Office

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

This policy statement partially addresses "Standard 10.8 Evaluating and awarding academic credit" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy

- A. DOCUMENTATION: Students must submit official transcripts of all work done at other colleges.
- B. TRANSFER CREDIT RELEVANT TO THE DEGREE: Mid-Atlantic Christian University will award credit to transfer collegiate coursework that is relevant to the student's declared program of study, if that coursework meets all other criteria for transfer credit.
 - 1. In practice, coursework must satisfy requirements listed in the curriculum for the degree program as identified in one of the university's academic catalogs. The transfer coursework may represent work which does not exactly match a required course; e.g., other lab science courses may be accepted in lieu of Physical Science.
 - 2. In the case of free electives in a program of study, the university will award credit for a wide variety of transfer coursework, as one means of promoting broad exposure to various disciplines, cultures, and ways of understanding.
 - 3. The Registrar will make decisions on student transfer credit in consultation with the chair of the academic department for courses in which the equivalent course is

taught at MACU. The Registrar may employ a list of commonly transferred courses for which such transfers are pre-approved by the appropriate department chairs.

4. Courses in the area of Biology, Chemistry, or Physics completed prior to five years before matriculation at MACU are not eligible for transfer, for students completing a major in Biology or Science Education.
- C. **MINIMUM GRADE FOR A COURSE TO TRANSFER:** Mid-Atlantic Christian University will only transfer courses for which a student earned a grade of “C” or better. The MACU transcript will reflect the course and credit hours transferred but not the grade.
- D. **ORIGIN OF CREDITS:**
1. **Accredited Institutions:** If an institution is accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (DOE), Mid-Atlantic Christian University accepts that accreditation as documentation that the coursework represents collegiate coursework taught by qualified faculty.

Each course will be evaluated individually as to its relevance, content, level of instruction, and equivalence to courses taught at Mid-Atlantic. Some or all of the following means may be used to make this determination, as appropriate: review of transcripts, review of college catalogs, review of course syllabi, and the professional judgment of the chair of the appropriate division of studies.

2. **Unaccredited Institutions:** If an institution is not accredited by an accrediting body recognized by CHEA or the DOE, the institution must provide documentation that the coursework represents collegiate coursework taught by qualified faculty. Such documentation will be evaluated by the academic administrators at Mid-Atlantic and kept on file in the registrar's office.

Each course will be evaluated individually as to its relevance, content, level of instruction, and equivalence to courses taught at Mid-Atlantic. Some or all of the following means may be used to make this determination, as appropriate: review of transcripts, review of college catalogs, review of course syllabi, analysis of historical experience with the institution, and the professional judgment of the chair of the appropriate division of studies. In some cases, examinations or completion of a prescribed amount of study at Mid-Atlantic may be utilized to help determine the preparedness of the transferring student. The University registrar will retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited institutions.

3. **Transfer Credit from Associate Degrees & Vocational/Technical Colleges:** Course work that leads to the Associate of Applied Science degree that is vocational/technical in content is normally not transferable (e.g., HVAC or cosmetology

courses). However, MACU will consider transferring up to twelve (12) semester credit hours as elective hours if the coursework is designated by the originating institution as at least a 200 level course, are course(s) designated as CAA (Comprehensive Articulation Agreement) courses appropriate for transfer, or are CAA designated core courses that satisfy pre-major and general education requirements.

III. Procedure

Upon receipt of official transcripts the Registrar's office will evaluate the transcript to determine courses eligible for transfer. After the evaluation is completed a summary page will be created and placed in the student's academic file, along with a copy sent to the student and to the student's advisor.

Transferred courses will also be entered into the Campus Management System where the student's official academic record is maintained in the form of a transcript.

IV. Published: MACU Catalog

V. Reason for Revision

VI. Appendices