

## Anderson University – Transfer of Academic Credit Policy

### JOINT STATEMENT ON TRANSFER AND AWARD OF ACADEMIC CREDIT

Each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. Institutions are encouraged to review their policies and practices periodically to assure that they accomplish the institution’s objectives and that they function in a manner that is fair and equitable to students.

Transfer of credit is a concept that now involves transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula of similar characteristics. As their personal circumstances and emotional objectives change, students seek to have their learning, wherever and however obtained, recognized by institutions where they enroll for further study. It is important that policies and procedures for acceptance of transfer credit provide maximum consideration for the individual student who has changed institution or objective.

Transfer credit from one institution to another involves at least three considerations:

- (1) *The educational quality of the institution from which the student transfers;*
- (2) *Comparability of the nature, content, and level of credit earned to that offered by the receiving institution; and*
- (3) *The appropriateness and applicability of the credit earned from the programs offered by the receiving institution, in light of the student’s educational goals.*

American Council of Education, 2017

Anderson University policies, procedures, and practices are in line with the JOINT STATEMENT ON TRANSFER AND AWARD OF ACADEMIC CREDIT approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Council for Higher Education Accreditation (CHEA), the American Council on Education (ACE), and the Council on Post-Secondary Accreditation (COPA).

#### KEY TO INSTITUTIONAL ACCREDITING BODIES

<b><u>CODE</u></b>	<b><u>AGENCY</u></b>	<b><u>AU POLICY</u></b>
ABHE	Association for Biblical Higher Education	generally accepted
ACICS	Accrediting Council for Independent Colleges and Schools	generally accepted
TCATS	The Commission on Accrediting of Association of Theological Schools	generally accepted
MSCHE	Middle States Commission on Higher Education	generally accepted
TRACS	Transnational Association of Christian Colleges and Schools	generally accepted
NECHE	New England Commission of Higher Education	generally accepted
HLC	Higher Learning Commission	generally accepted
NWCCU	Northwest Commission on Colleges and Universities	generally accepted
SACSCOC	Southern Association of Colleges & Schools Commission on Colleges	generally accepted
WSCUC	WASC Senior College and University Commission	generally accepted

A. Regionally Accredited and CHEA Approved Institutions

Generally, all credit of "C-" level or above is transferable from traditional colleges and universities.

Exceptions are as follows:

- a. Where the student is seeking a Bachelor's of Science Degree in Nursing, nursing credit is allowed only as specifically approved by the Nursing department (evaluation is on a course-by-course basis). In all other cases nursing courses are treated as general elective credit.
- b. Remedial course credit is generally not accepted. These are courses typically numbered below 100.
- c. Vocational/technical credit is generally not accepted; academic credit is reviewed on a course-by-course basis.
- d. If the college is not accredited by a regional accrediting or CHEA approved association at the time the credit was earned, credit may be granted on a condition that a "C-" average must be maintained throughout the student's first year (minimum of 24 semester hours) in attendance at Anderson University.

B. Unaccredited Institutions That Hold "Candidacy Status" for Regional Accreditation

Transfer hours will be evaluated by the same guidelines used as for regionally accredited or CHEA approved institutions with the following condition: If the college is not accredited by a regional association, credit is to be granted on the condition that a "C-" average be maintained throughout his/her first year (minimum of 24 semester hours) in attendance at Anderson University.

C. Foreign Institutions

For international colleges or universities, the international equivalent of regional accreditation or Ministry of Education recognition will be considered.

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications, even if the foreign transcript has previously been accepted by a different college or university in the United States. Anderson University requires that applicants use an evaluation agency approved by National Association of Credential Evaluation Services (NACES) on the list provided on their website <http://www.naces.org/members.html> for foreign transcript evaluation.

**Note:** All cost associated with foreign transcript evaluation are the student's responsibility.

D. Military Service

Veterans who have successfully completed courses in a military service training program may submit a record of the courses to the Registrar for review. The amount of credit granted will not exceed that recommended by the American Council on Education in the "Guide to the Evaluation of Educational Experiences in the Armed Forces."

No credit is awarded for technical or vocational training. No grades or credit points are assigned for awarded credit. Students must submit a transcript available from the military. AARTS transcripts are for

Army and Army National Guard personnel and reservists and may be requested from <http://aarts.army.mil/>. SMART transcripts are for Navy and Marine Corp personnel and may be requested from <https://smart.navy.mil/smart/welcome.do>. Transcripts for Air Force personnel may be requested from the Community College of the Air Force <http://www.au.af.mil/au/ccaf/transcripts.asp>.

Military personnel who have completed basic training will be awarded credit for PEHS 1000-Fitness Health and Leisure, which fulfills the Fitness and Health requirement of the liberal arts program.

#### E. Credit by External Examination

##### a. AP/CLEP

Anderson University recognizes the achievements of high school students by participating in the Advanced Placement (AP) and College Level Examination Program (CLEP) of The College Board. Students may earn academic credit for entry-level courses.

Students who earn exemption or credit through examination for a specific course may not subsequently enroll in and receive credit for the same course. They also may not enroll in any course that is at a lower level in the department for which they received AP/CLEP credit without the permission of the department chair and or dean of the appropriate school. Students must make arrangements with The College Board to have an official copy of their AP or CLEP results sent directly to the Office of the University Registrar. Refer to specific criteria stated in Appendices A and B.

##### b. International Baccalaureate

Anderson University recognizes the intellectual rigor, high academic standards, and emphasis on international understanding and responsible citizenship of the International Baccalaureate (IB) program. An IB score of 4 or greater will be considered for course credit; refer to specific criteria stated in Appendix C.

##### c. Cambridge International Examinations

Students may earn course credit for satisfactory scores of C or greater, as determined by the University. Credits awarded may count toward a major or the liberal arts program. Students who have taken these exams should forward their scores to the University. Refer to specific criteria stated Appendix D.

##### d. Anderson University's External Credit Policy undergoes a continual process of evaluation and, as a result, the courses and credits received for each exam may change.

##### e. A maximum of 30 semester hours may be acquired through credit by examination.

#### F. Appeals Process

a. If a student wishes to appeal the transferability of course work, the appeal must be filed within the first semester after the work has been posted on the student's permanent record or after receiving notice from the University Registrar that the course work was not accepted for transfer credit. For more information, contact the Office of the University Registrar

b. The Registrar will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate dean or chair. A written response will be delivered to the student in a timely manner once the appropriate persons have reviewed the course materials, past practices, and the student's specific circumstances.

#### G. Maximum Transfer Credit

“A maximum of 84 transfer credits is granted for all course work with a grade of “C-“ or better completed at a regionally accredited college or university; within those 84 hours, a maximum of 30 semester hours may be acquired through credit by examination.”

#### H. Associate of Arts and Associate of Science Degree Transfer Policy

Any student transferring to Anderson University from a regionally accredited college/university with an Associate of Arts or Associate of Science degree will have completed the AU Liberal Arts Core requirements with the noted exceptions of the religion requirements (Biblical Literacy and Christian Ways of Knowing, and the liberal arts requirements that are embedded in the majors (Writing Intensive, speaking Intensive, and Experiential requirements). Associate degree transfer students must complete at least 60 hours at Anderson University and reach 120 credits to graduate. This policy only applies to students who enter AU beginning in the fall of 2015. For more information, contact the Office of the University Registrar.

<b>AP Exam title</b>	<b># hours</b>	<b>AU equivalency</b>	<b>Comments</b>
<b>Art History</b>			
Grade of 5	2	elective	
Grade of 4	2	elective	
Grade of 3	0	no credit	
<b>Art Drawing</b>			
Grade of 5	1	elective	
Grade of 4	1	elective	
Grade of 3	0	no credit	
<b>2D Design</b>			
Grade of 5	1	elective	
Grade of 4	1	elective	
Grade of 3	0	No credit	
<b>3D Design</b>			
Grade of 5	1	elective	
Grade of 4	1	elective	
Grade of 3	0	No credit	
<b>Biology</b>			
Grade of 5	4	BIOL1000	
Grade of 4	3	elective	
Grade of 3	1	elective	
<b>Calculus AB</b>			
Grade of 5	4	MATH 2010	
Grade of 4	4	MATH 2010	
Grade of 3	4	MATH 1400	
<b>Calculus BC</b>			
<b>Grade of 5</b>	<b>4</b>	<b>MATH 2010</b>	A grade of 5 & a successful completion of MATH 3010 or MATH 3020 earns an add'l 4 hrs credit in MATH2020
Grade of 4	4	MATH 2010	
Grade of 3	4	MATH 1400	
<b>Chemistry</b>			
Grade of 5	8	CHEM 2110 & 2120	
Grade of 4	4	CHEM 2110	
Grade of 3	4	4hrs = CHEM 1000	
<b>Comparative Politics</b>			
Grade of 5	3	elective	
Grade of 4	3	elective	
Grade of 3	2	elective	
<b>Computer Science A</b>			
Grade of 5	4	4 hrs = CPSC 1400	
Grade of 4	4	4 hrs = CPSC 1400	
Grade of 3	0		
<b>Computer Science AB</b>			
Grade of 5	8	CPSC 1400 & 1500	
Grade of 4	8	CPSC 1400 & 1500	
Grade of 3	4	CPSC 1400	
<b>Econ-Macro</b>			
Grade of 5	3	ECON 2010	
Grade of 4	3	ECON 2010	
Grade of 3	0	0	

<b>AP Exam title</b>	<b># hours</b>	<b>AU equivalency</b>	<b>Comments</b>
<b>Econ-Micro</b>			
Grade of 5	3	ECON 2020	
Grade of 4	3	ECON 2020	
Grade of 3	0	0	
<b>Engl Lang/Comp</b>			(If a student receives a grade of 5 and/or 4 on both the LANG & LIT then he/she will receive 3 sem hrs = ENGL 1110 for LANG/COMP & 3 hrs. = elective for LIT/COMP)
Grade of 5	3	ENGL 1110	
Grade of 4	3	ENGL 1110	
Grade of 3	0	0	
<b>Engl Lit/Comp</b>			
Grade of 5	3	ENGL 1110	
Grade of 4	3	ENGL 1110	
Grade of 3	0	0	
<b>Enviro Science</b>			
Grade of 5	4	BIOL 2070	
Grade of 4	3	elective	
Grade of 3	1	elective	
<b>European History</b>			
Grade of 5	3 + 1	HIST 2030 or 2040 + 1hr (4 total)	
Grade of 4	3	HIST 2030 or 2040	
Grade of 3	2	elective	
<b>French Language</b>			
Grade of 5	3	elective	
Grade of 4	3	elective	
Grade of 3	2	elective	
<b>French Litere</b>			
Grade of 5	3	elective	
Grade of 4	3	elective	
Grade of 3	2	elective	
<b>German Language</b>			
Grade of 5	3	elective	
Grade of 4	3	elective	
Grade of 3	2	elective	
<b>Govt &amp; Pol US</b>			
Grade of 5	3	POSC 2100	
Grade of 4	3	POSC 2100	
Grade of 3	2	elective	
<b>Human Geography</b>			
Grade of 5	3	POSC 2080	
Grade of 4	3	POSC 2080	
Grade of 3	2	elective	
<b>Music Theory</b>			
Grade of 5	8	8hrs = MUSC 1010,1020,1030,1040	
Grade of 4	4	4hrs = MUSC 1010, 1030	
Grade of 3	2	Aesthetic-Option B - (E1) MUSC9320	
<b>Physics B</b>			
Grade of 5	4	PHYS 2240	
Grade of 4	4	PHYS 2240	
Grade of 3	4	PHYS 1000	
<b>Physics C E&amp;M</b>			
Grade of 5	4	PHYS 2250	
Grade of 4	4	PHYS 2250	
Grade of 3	0	no credit	

<b>AP Exam title</b>	<b># hours</b>	<b>AU equivalency</b>	<b>Comments</b>
<b>Physics C MECH</b>			
Grade of 5	4	PHYS 2240	
Grade of 4	4	PHYS 2240	
Grade of 3	0	no credit	
<b>Psychology</b>			
Grade of 5	3	PSYC 2000	
Grade of 4	3	PSYC 2000	
Grade of 3	2	elective	
<b>Spanish Language &amp; Lit</b>			
Grade of 5	3	Elective	
Grade of 4	3	Elective	
Grade of 3	2	Elective	
<b>Statistics</b>			
Grade of 5	4	MATH 2120 or PSYC 2440	
Grade of 4	4	MATH 2120 or PSYC 2440	
Grade of 3	2	elective from Psyc	
<b>US History</b>			
Grade of 5	3 + 1	HIST 2110 or 2120 + 1 hr elec	
Grade of 4	3	HIST 2110 or 2120	
Grade of 3	2	Elective	
<b>World History</b>			
Grade of 5	3	HIST 2000	
Grade of 4	3	HIST 2000	
Grade of 3	2	elective	

CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE
<b>English and Literature</b>			
American Literature	70	5 hours	English elective
Analyzing and Interpreting Literature	70	5 hours	English elective
English Literature	70	5 hours	English elective
American Literature	60	4 hours	English elective
Analyzing and Interpreting Literature	60	4 hours	English elective
English Literature	60	4 hours	English elective
College Composition Modular	59	3 hours	English
American Literature	50	3 hours	English elective
Analyzing and Interpreting Literature	50	3 hours	English elective
College Composition	50	3 hours	English 1110
English Literature	50	3 hours	English elective
<b>World Languages</b>			
French	50		Take foreign placement exam
German	50		Take foreign placement exam
Spanish	50		Take foreign placement exam
<b>History and Social Sciences</b>			
American Government	50	3 hours	Elective Credit
History of the United States I: Early Colonization to 1877	50	3 hours	History 2110
History of the United States II: 1865 to the Present	50	3 hours	History 2120
Human Growth and Development	50		Dept. Review
CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE



Introduction to Educational Psychology	50	3 hours	Dept. Review
Introductory Psychology	50	3 hours	Dept. Review
Introductory Sociology	50	3 hours	Dept. assessment
Western Civilization I	50	3 hours	History 2030
Western Civilization II	50	3 hours	History 2040
<b>Science and Mathematics</b>			
Chemistry	66	4	Chemistry 2110
Calculus with Elementary Function	55	4 hours	Math 2010
Biology	50	4 hours	Biology 2210
Calculus with Elementary Function	50	4 hours	Math 1400
Chemistry	50	4	Chemistry 1000
<b>Business and Computer Science</b>			
Information Systems and Computer Applications	50	3 hours	Dept. Review
Principles of Macroeconomics	62	3 hours	ECON 2010
Principles of Microeconomics	62	3 hours	ECON 2020

**Cambridge International  
Level A**

SUBJECT EXAMINATION	MINIMUM SCORE	HOURS AWARDED	COURSE CREDIT AWARDED
Art and Design	B		Upon review by the Dept. Art and Design
Biology	C	4	Biology 2210
Biology	B	4	Biology 2210
Chemistry	A	4	Chemistry 2110
Chemistry	C	4	Chemistry 1000
Computer Science	C		Upon review by the dept. Computer Science
Dance	C		Upon review by School of Music
English Literature	C	3	Elective credits
English Literature	A	5	Elective credits
English Literature	B	4	Elective credits
French A -Level	B	4 to 8	**Dept. assessment exam
<i>French AS - Level</i>	A	3	<i>Elective</i>
<i>French AS – Level</i>	B	2	<i>Elective</i>
<i>French Literature AS - Level</i>	A B	3	<i>Elective</i>
<i>French Literature AS – level</i>	B	2	<i>Elective</i>
<i>German AS - Level</i>	A	3	<i>Elective</i>
<i>German AS – level</i>	B	2	<i>Elective</i>
German A -Level	B	4 to 8	**Dept. assessment exam
<i>German Literature AS - Level</i>	A B	3 2	<i>Elective</i>
<i>German Literature AS – level</i>	B	2	<i>Elective</i>
Language and Literature in English	B	4	ENGL 1110
Language and Literature in English	C	3	ENGL 1110
Pure Math 1 & 3	B	8	MATH 2010/MATH 2020

SUBJECT EXAMINATION	MINIMUM SCORE	HOURS AWARDED	COURSE CREDIT AWARDED
Pure Math P 1,3,6,7	B	4	MATH 2120
Music	C		Upon review by School of Music
Physics	A		Dept. assessment exam
Physics	B or C	4	PHYS 1000
Psychology	C		Upon review by Dept. of Psychology
Sociology	C	3	SOCI 2010
Spanish A - Level	B	4 to 8	**Dept. assessment exam
<i>Spanish AS - Level</i>	A	3	<i>Elective</i>
<i>Spanish AS - level</i>	B	2	<i>Elective</i>
<i>Spanish Literature AS-Level</i>	A	3	<i>Elective</i>
<i>Spanish Literature AS – level</i>	B	2	<i>Elective</i>
Language and Literature in English	A	5	ENGL 1110

**\*\* If student places into 3000 level with the AU placement exam, s/he receives credit for 2010-2020. If student places into 2020 with said exam, s/he receives credit for 2010, if only places in 2010, student receives credit for 1020.**

**Credit for International Baccalaureate Examinations, will only be considered for those students who score 4, 5, 6 or 7 on an examination as listed below:**

<b>Subject Exam</b>	<b>Level</b>	<b>Minimum Score</b>	<b>Credits Awarded</b>	<b>AU Equivalency</b>
Anthropology	HL	4	3	Sociology elective
Biology	SL	4	4	BIOL 1000
Biology	HL	7	4	BIOL 2210
Chemistry	SL	4	3	CHEM 1000
Chemistry	HL	7	4	CHEM 2110
Computer Science	SL	4		Credit to be determined by dept.
Computer Science	HL	4		Credit to be determined by dept.
English Language	SL or HL	4	3	English elective
French	HL	5	3	French elective
German	HL	5	3	German elective
History	SL or HL	4	3	History elective
Mathematics	SL	5	4	MATH 2010
Mathematics	HL	5	8	MATH 2010/2020
Music	SL or HL		3	Credit to be determined by dept.
Philosophy	SL or HL	4	3	PHIL 2000
Physics	SL	4	4	PHYS 1000 or 2110
Physics	HL	7	4	Credit to be determined by dept.
Psychology	SL or HL	4	4	Credit to be determined by dept.
Spanish	HL	5	3	Spanish elective
Visual Arts Option A	HL	7	4	Elective
Visual Arts Option B	HL	7	4	Elective
Visual Arts Option A	SL	7	3	Elective
Visual Arts Option B	SL	7	3	Elective
World Religion	SL or HL	4	6	Religion 2000 & Religion/History 3320