

GENERAL TRANSFER CREDIT POLICY AND PROCEDURE

POLICY STATEMENT:

The maximum allowable transfer credit is: AA/AS - 24; BA/BS - 72; GD - 12; MA/MS the number of transfer credits allowed in the MA/MS degree is at the discretion of the Provost. Approval of the College/Faculty Advisor and Provost is required for all transfer credit. A thesis is required of university transfer students who transfer more than 12 credits towards a U of N Bachelor's degree. There is no time limit regarding the age of the course work requested to be transferred in to U of N, however, transfer credit will be posted on a transcript only after the completion of all other degree requirements. Transfer credit must be from a legitimate tertiary institution. Work for which credit is sought:

- a. must have been completed satisfactorily,
- b. must satisfy the requirements of the student's degree programme, and
- c. must follow the approval procedure outlined below.
- d. NOTE: Only in rare situations evaluated by the appropriate International College/Faculty Dean and the International Provost are credits transferred into a U of N MA/MS degree programme. The reason is that a U of N MA/MS programme is intended to represent in-depth study normally requiring the full 48 credits to be taken within a specific U of N degree programme.

PROCEDURE:

NOTE: The Student Advisor should inform the student that transfer credit evaluation is a time-consuming process requiring multiple checks and may take many weeks.

1. **Before beginning the process of transferring credits:**
 - a. A student must enroll in a specific degree programme within a U of N College/Faculty before transfer credits can be submitted for evaluation.
 - b. Documentation of secondary education is not required if the student submits university documentation showing at least one year of previous satisfactory tertiary-level work.
2. **Requesting documentation from other institutions:**

The student is personally responsible to initiate transcript requests from their former tertiary-level educational institutions. This should be in the form of an official transcript, which the U of N must receive directly from the institution. Hand delivery of a transcript from the student is not acceptable. Except in a very few, extremely rare situations:

- a. Unofficial documentation will not be considered.
- b. Copies of documents will not be considered.
- c. Unsealed, hand-carried pieces of documentation will not be considered.

NOTE: The above procedure is common practice among tertiary-level institutions. The usual reason for this is to prevent forgeries. This is generally not a concern in a missionary training institution. However, we often face the problem of documents being of poor quality when they are not the original or official copy, due to white-outs, typographical errors, large erasures, electronic transmission errors, translation errors, or other changes that tend to cast doubt on the integrity of the material. When the official documents have been sent directly from the institutions they elicit less suspicion. Had they been hand-carried by the student, the documentation integrity may be considered questionable.

3. **Translation:**

The student is responsible to provide official (certified) translations of the documentation when appropriate. Students should not translate their own transcripts, because students do at times give inaccurate interpretations (probably more from misunderstanding how the educational systems equate with each other, than from any other motive). Occasionally, the Provost Team Representative can have documents translated by other on-site staff.

Translations should accompany international documents from the former institution. Occasionally, the U of N receives either the untranslated document or just the translation from a former institution. It is best to receive the untranslated document with a translation. We need to know the truth of a student's educational history before we can recommend them for a degree. A misinterpretation of their documentation reflects poorly on U of N as well as upon the student's degree.

4. **College/Faculty Evaluation:**

The next step is for the International Dean of the College/Faculty of the student's degree programme to make their evaluation and determine if the course can be used toward the desired degree. All transfer credits must be suitable for the student's particular degree programme.

- a. If the transfer credit is related to a course which is not usually a part of the College/Faculty of the degree programme, the International Dean of the College/Faculty of the degree programme must consult with the International Dean of the College/Faculty to which the course most closely relates. The International Dean of the College/Faculty to which the course most closely relates reviews the course proposed for transfer credit and makes the appropriate recommendation to the International Dean of the College/Faculty of the student's degree programme. The International Dean of the College/Faculty of the student's degree programme then makes the final decision.
- b. The Provost Team Representative and the International Dean of the College/Faculty of the student's degree programme must work together to make sure no course is given redundant credit. For example: a speech course may be accepted for transfer credit towards CMC 211.
- c. The following procedure pertains specifically to the acceptance of transfer credit that may be substituted for a required U of N Core Curriculum Course. Oftentimes, because of the unique nature of our schools and the full nature of our degree programmes, the only credits transferred in are those which may substitute for one or more of the U of N required Core Curriculum Courses.

The initial technical check is made by a Provost Team Representative of proposed transfer credits that may substitute for a U of N Core Curriculum Course.

Then the International Dean of the College/Faculty that is responsible for the Core Curriculum Course must review the proposed transfer credits. For example, the International Dean of the College/Faculty of Communication is responsible for the review of courses that may substitute for CMC 211, "School of Communication Foundations." Then the International Dean of the College/Faculty of the Core Curriculum Course should give a written recommendation to the International Dean of the College/Faculty of the student's degree programme.

With the recommendation in hand, the International Dean of the College/Faculty responsible for the student's degree programme makes the decision as to whether or not to grant transfer credits for all or part of the Core Curriculum Course. A consensual agreement between the two International Deans is the goal in light of Pro 11:14b "*...many advisers make victory sure*" and Pro 24:6 "*...for waging war you need guidance, and for victory many advisers.*" However, if there is a disagreement between the International Dean of the College/Faculty of the Core Curriculum Course and the International Dean of the College/Faculty of the student's degree programme, then the International Dean of the College/Faculty of the student's degree programme makes the final ruling.

Because Core Curriculum Courses are designed to lay a common foundation of knowledge, understanding and skill in areas of Communication, Biblical Studies, Humanities, and Science and Technology, transfer credits that substitute them are not to be granted lightly. Concerns to keep in mind as you evaluate Core Curriculum Course transfer credits:

- Before transferring in credits that substitute for a Core Curriculum Course carefully consider whether or not it has the equivalent content.
- No two programmes are identical. We need to be willing to transfer in credits which are equivalent to our Core Curriculum Courses.
- A College/Faculty has the right to require their degree students to take any particular U of N Core Curriculum Course, even though they have had previous tertiary-level courses that contained similar academic content but without a Biblical perspective.
- When we accept transfer credits from another institution that substitutes for one of our U of N required Core Curriculum Courses, the College/Faculty of the student's degree programme may require of them additional studies in order that they may benefit from the spirit of the substituted Core Curriculum Course. Seminars may be one means to achieve this end.

5. **Technical check:**

The technical check is made by the Provost Team Representative who evaluates the transfer credit documentation. The Provost Team Representative reviews the documents, checking their validity and transferability into the U of N system. Only courses with a "C" (or equivalent) grade or above will qualify for consideration.

In order to review international documentation, a Provost Team Representative needs a reference library and/or other resources providing information on the educational systems of all countries. The suggested standards in various international reference books are only guidelines and not the final word. University of the Nations reserves the right to use unique criteria for cross-cultural transfer credits. Generally, transfer credits often require judgement calls, which are best made by keeping in mind the standard of excellence to which U of N aspires. Careful documentation of all decisions is absolutely necessary. All transfer credit decisions must be recorded in the student's records in writing with the proper dates and signatures.

Most credit transfers require correlation of courses and credits between different educational systems. One example of this correlation is:

1 semester credit = 1.5 quarter credits
1 quarter credit = 0.67 of a semester credit

Using the above example, University of the Nations credits are semester-equivalent, and we would transfer quarter credits according to the above formula. This aspect of credit evaluation may vary from country to country.

6. **Provost Team Representative's Recommendation:**

After the technical check is completed, the Provost Team Representative makes recommendations to the International Dean of the College/Faculty of the student's degree programme regarding the following aspects:

- matriculation or transfer level
- credit evaluation
- grading systems
- other areas of consideration that may uniquely present themselves

7. **Recording the ruling:**

The final ruling must be recorded into the student's records, dated and signed. One copy should be kept in the College/Faculty office. Another copy should be sent to the Provost Office.

Transfer credits may be posted on a U of N transcript only when the student fulfills all the other requirements of their U of N degree.

8. **Student notification:**

The College/Faculty responsible for the student's degree programme notifies the student of the final decision regarding the transfer credit. This College/Faculty is responsible to discuss the student's degree programme with the student, explaining how the transfer credits will fit into their programme and what the implications are to the student (if they need to write a thesis, etc.). If the student has any questions or concerns, they should contact the International Dean of the College/Faculty.