

## **College Credit Transfer Policy with Weighted Credit Hours and Religious Exception**

**Objective:** The College Credit Transfer Policy is established to provide guidelines for the transfer of incoming academic credits hours. This policy aims to ensure fairness, transparency, and consistency in assessing transferred credit hours.

**1. Definition of Transfer Credits:** Transfer credits refer to academic credits earned by a student at another accredited institution.

**2. Eligibility for Credit Transfer:**

- To be eligible for credit transfer, courses must be completed at an accredited institution recognized by the appropriate educational authorities.
- The transferring student must have earned a minimum grade, (2.0 or higher) as specified by the receiving institution, in each course eligible for transfer.

**3. Evaluation Process:**

- The receiving institution will assess the compatibility of the courses taken at the transferring institution with its own academic programs.
- For courses from non-religious institutions, incoming credit hours will be considered at a ratio of 0.5 hours for every hour earned.
  - Example: student transferring in with 120 hours, bachelor's degree from a non-religious institution will receive an 60 credit hours. However, the Associate's degree requires completion of core classes if the student is transferring from a non-religious institution. After completion of core classes, 30 credit hours will be all that is required for a Bachelor's degree.
- For courses from religious institutions, credits will be evaluated on a 1:1 basis.
- An official transcript from the transferring institution must be submitted for evaluation.

**4. Maximum Transferable Credits:**

- The maximum number of transferable credits allowed for a specific program or degree has been established at 120 hours.

**5. Transfer Credit Appeal Process:**

- If a student disagrees with the evaluation of transfer credits, they may submit an appeal to the appropriate academic department.
- The appeal should include a written statement justifying the request and any supporting documentation.

**6. Timelines for Transfer Credit Evaluation:**

- The receiving institution will strive to complete the evaluation of transfer credits in a timely manner, allowing the student to plan their academic schedule accordingly.

- A provisional credit evaluation may be provided during the admissions process to assist prospective students in making informed decisions.

#### **7. Communication with Students:**

- Clear and accessible information regarding the credit transfer process will be made available on the institution's website.
- Admissions and academic advising staff will be trained to provide accurate information about the credit transfer policy to prospective and current students.

#### **8. Records Keeping:**

- The receiving institution will maintain accurate records of all accepted transfer credits.

#### **9. Continuous Review and Revision:**

- Revisions will be made as needed, with input from relevant stakeholders.

**This policy is intended to guide the fair and consistent transfer of credits from non-religious institutions, with an exception for courses from religious institutions. It should be adhered to by all relevant academic and administrative personnel.**