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Responsible Officer title: Vice President of Academic Affairs

Policy Owner: Academic Affairs Committee

Policy Contact: Assistant Registrar

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## **POLICY STATEMENT**

Credit for coursework taken at other institutions will be transferred to UVF subject to the following primary considerations:

- A. The accreditation status of the institution.
- B. The mission of the institution from which credits would be transferred.
- C. The comparability of the coursework with UVF coursework.
- D. The appropriateness of the coursework for meeting baccalaureate and graduate degree requirements at UVF.

### **A. Accreditation Status**

The standard of transferability is college/university-level accreditation with one of the regional accrediting agencies recognized by the Council on Higher Education Accreditation (CHEA). These are:

1. The Higher Learning Commission of the North Central Association of Colleges and Schools
2. The Middle States Commission on Higher Education of the Middle States Association of Colleges and Schools
3. The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges
4. The Commission on Technical and Career Institutions of the New England Association of Schools and Colleges
5. The Northwest Commission on Colleges and Universities
6. The Commission on Colleges of the Southern Association of Colleges and Schools
7. The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges
8. The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges

Other national accrediting agencies recognized by CHEA, such as the Accrediting Commission of the Distance Education and Training Council (DETC), will be evaluated on an institution-by-institution basis.

## **B. Mission**

UVF, as an Assemblies of God institution of higher education, accepts credits from institutions endorsed by the Alliance for Assemblies of God Higher Education.

Religious studies courses transfer if they are not doctrinal, confessional, or sectarian in nature. These courses from accredited public or non-denominational private institutions transfer without special review. Doctrinal, confessional, or sectarian courses will be evaluated by appropriate University faculty or staff.

Credits from member institutions accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), a national accrediting agency recognized by the Council on Higher Education Accreditation (CHEA), will be recognized.

Bible institutes and training centers which have articulation agreements with UVF will be evaluated based on the specifics of the agreement. Bible institutes and training centers which do not have articulation agreements with UVF will only be evaluated for Life Experience credit. This evaluation will be done on an institution-by-institution basis.

## **C. Comparability of Coursework**

UVF follows the recommendations of the joint statement of the American Association of Collegiate Registrars and Admissions Officers, The American Council on Education/Commission of Educational Credit and the Council on Higher Education Accreditation regarding the transfer of credits from institutions of postsecondary education. Transfer of credits toward a degree program is based on the comparability and applicability of the credit from the sending institution toward a degree program at UVF. Grades of at least "C" or its equivalent are considered for possible credit. Any change of major requires re-evaluation of transfer credits.

Credit granted by another institution for non-traditional experiences: College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and military training will be re-evaluated for content and comparability by the Office of the Registrar.

Credits from technical schools may be considered for transfer when appropriate to a students' degree programs. Credit is not normally transferred from specialized or proprietary institutions, military training, or industry-based education programs.

UVF will only accept transfer credit from courses that are taken in a seated, face-to-face format or online. UVF will not accept correspondence courses for transfer.

## **D. Appropriateness of Coursework**

Transferable credits are accepted by UVF to the extent that they apply to students' declared programs of study. When necessary, evaluation is done by the Office of the Registrar in collaboration with department chairpersons. Relevant credits are articulated and applied to the transcript. The relevancy of general education courses is determined by the course content and will be accepted for transfer credit according to the Equivalency Requirements for General Education Courses in the full policy.

## **Limitations**

Transfer credits from other institutions will be limited to a total of 90 credits toward a bachelor's degree and 45 credits toward an associate's degree. This statement is in compliance with UVF's policy that the final 30 credits of a bachelor's degree and the final 15 credits of an associate's degree must be taken through the University.

## **Life Experience Credit**

UVF will not automatically transfer credit for Life Experience awarded by another institution. UVF will make its own determinations regarding Life Experience credit.

## **International Transfer Credit**

Because of the great variety of types of educational institutions that exist around the world, as well as how difficult it is to assess foreign equivalences to American terminology and standards University of Valley Forge requires academic credit earned from institutions located outside of the United States not only to be documented with transcripts or similar official reports, but also to be evaluated by the National Association of Credential Evaluation Services (NACES®) member organization. Transfer credit will be assessed based on equivalency to collegiate work completed at regionally accredited institutions in the United States.

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## **REASON FOR POLICY**

To provide a concise and consistent standard by which UVF will evaluate previous academic credit earned outside of the institution and award such by means of transfer credit toward a UVF degree program.

Federal Regulation §668.43 (11) Regarding institutional information that the institution must make available to enrolled and prospective students.

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## **RESPONSIBILITIES**

Responsible Officer title: Vice President of Academic Affairs

Policy Owner: Academic Affairs Committee

Policy Contact: Registrar

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## **PROCEDURES**

UVF will maintain the Registrar's Office and Department chairpersons as an ad hoc committee to monitor how well the transfer credit policy is functioning, to suggest improvements to the policy as necessary, and to fit new schools and kinds of schools that might emerge into the taxonomy described below.

Articulation Agreements for transfer of credits must include the transferable courses in the educational program that UVF will accept, the name and location of the institution, the method of delivery for the transferable courses, and the estimated costs students may incur as the result of enrolling in the educational program.

Prospective students with previous college will provide the Admissions Office with their official college transcript. The admissions office will collaborate with the Registrar's Office to ensure prompt review and awarding of transfer credits for prospective students.

They present this form to the appropriate administrator or staff member at their current college/university. All admission decisions are based on applicants' academic records from previous institutions they attended.

The transfer evaluation process is normally conducted in the Office of the Registrar by the Assistant to the Registrar. The following list provides an overview of this process.

1. UVF uses the Transfer Evaluation System (TES) through College Source (<http://tes.collegesource.com>) to search for the accreditation of the institution. If the accreditation is not found through TES, then the Office of the Registrar contacts the institution or accesses the institution's website.
2. UVF's Transfer Credit Policy is also used to assist in determining whether or not UVF accepts the institution's courses as college credit.
3. Students who have earned credits through a non-accredited institution, an institution that is not a member of the Alliance for the Assemblies of God Higher Education, a non ABHE-affiliated institution, or an institution with which the College does not share an articulation agreement; do not qualify for transfer credit. They may, however, at the discretion of UVF, apply those credits as life experience credits.
4. If institutions are accredited, then UVF employs their transfer evaluation process.
5. The official transcript is reviewed. Courses with a grade lower than a C, courses with no credit value, or remedial courses (any course with a course code under 100) receive no credit.
6. After eliminating courses not eligible for transfer, TES is used again to obtain course descriptions from that specific institution.
7. The course descriptions are then compared to the the appropriate required UVF courses. If the transfer courses do not fit within the desired program requirements, then the credits are deemed non-transferable. However, these credits may be applicable to elective credits within the program.
8. If students are trying to transfer courses under the core requirements for a desired program, then the Assistant Registrar gives the approval for what can and cannot be transferred.
  - a. If students are requesting to transfer courses under the major requirements for a desired program, then department chairs are consulted for their approval or disapproval.
  - b. UVF will only transfer credits for those courses with final grades on the institution's official transcript. Courses that are identified as "Work In Progress" or "Incomplete" will not be officially transferred until the College receives an updated official transcripts with the final grades.

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## APPENDICES

### Appendix 1: Matrix: Accreditation, Institution Type, and Transfer Credit Policy

Description	Examples	Transfer Status
Regionally Accredited Schools	Penn State University, Eastern University, Evangel University	Full transferability for "C" work or better
Alliance for Assemblies of God Higher Education.	Western Bible College, Native American Bible College, American Indian College, Caribbean Theological College, Latin American Bible Institute	Transfer of courses toward degree requirement of a "C" or higher
College-level work done in the U.S. military, as delineated in the Guide to the Evaluation of Educational Experiences in the Armed Services by the American council on Education	Army War College; Aviation Maintenance Technician 151A0	Full transferability for "C" work or better following the ACE Guide guidelines
ABHE Accredited schools	NorthPoint Bible College, etc.	Full transferability for "C" work or better
Non accredited, non-traditional programs	District Schools of Ministry, Urban Bible Training Centers, Master's Commissions, Discipleship Schools, Global University's Berean School of the Bible, local church, etc.	Consideration for Life Experience credit only