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Responsible Officer title: Vice President of Academic Affairs

Policy Owner: Academic Affairs Committee

Policy Contact: 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 (HLC)
2. The Middle States Commission on Higher Education (MSCHE)
3. The New England Commission of Higher Education (NECHE)
4. The Northwest Commission on Colleges and Universities (NWCCU)
5. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
6. The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC)
7. The WASC Senior College and University Commission (WSCUC)

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.

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## **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 Association for Biblical Higher Education (ABHE) Commission on Accreditation, a national accrediting agency recognized by 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 (AACRAO), the American Council on Education (ACE), and CHEA 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), American Council on Education (ACE), and military training (Joint Services Transcript (JST) and DSST/DANTES) 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.