

**Policies Governing the  
Transfer of Academic Credits  
to Union University**

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## INTRODUCTION

The purpose of the publication is to communicate transfer policy to prospective transfers as well as to faculty and degree auditors in dealing with all types of transfer and testing credit. This publication is updated as changes are made with changes being distributed on an as needed basis.

General transfer guidelines and the process of evaluating a transcript are outlined. Accreditation policy and articulation agreements, where applicable, are defined. This information includes the policy for consideration of credit from institutions in candidacy status with accreditation and from non-regionally accredited institutions. A sample letter is included to assist the student in requesting supporting information. The text of the cover letter that accompanies transcript evaluations sent to students is also included.

Following are pages dealing primarily with the specifics regarding the transfer of undergraduate credit to Union University. The acceptance of credit into core curriculum, both general core and specific cores, are addressed first. Each academic department's specific policies for the acceptance of transfer and testing credit follow.

## TYPES OF ACCREDITATION AND GENERAL TRANSFER POLICY

**Regional Accreditation Policy:** Union University accepts all college level credit earned through institutions of higher learning that hold regional accreditation in coursework where a grade of C or higher is earned. Exception: Courses with grades of D will be accepted only when the credit was applied toward the diploma or degree awarded to the student as documented on the transcript of the degree-granting institution and to include documentation of their acceptance of a D in transfer.

What is Regional Accreditation? Union's is SACS (Southern Association of Colleges and Schools); each association has a regional designation in its name. Each association operates independently. Current membership (accreditation status) often can be researched on the website of the appropriate regional association. By name, the regional accrediting agencies are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, SACS, and Western Association of Schools and Colleges.

What is college level credit? Coursework that applies toward a college degree is typically numbered 100 or higher.

Courses numbered less than 100 are usually remedial and will not transfer. Occasionally 100 level courses are remedial in content and therefore will not transfer. Many transcripts have a key attached or on their reverse side to explain course levels. Courses that bear a number of 100 or higher but indicate within their title they are remedial will not be accepted. Coursework must be directly related and appropriate to the purpose and goals of Union University and the degrees awarded.

***Bible College Accreditation Policy:*** Credits earned with the grade of C or better are provisionally accepted from colleges accredited by the Association for Biblical Higher Education (ABHE). Those credits are fully accepted upon the student's successful completion of one semester at Union University. Successful completion is defined as a 2.0 GPA in 12 semester hours attempted at Union. Regional accreditation is overarching; ABHE is part of the consideration only if the school is not regionally accredited.

***International Colleges and Schools Policy:*** Education outside the United States, with a few exceptions, do not participate in the US system of accreditation. Those official transcripts should be forwarded to an evaluation agency that is a member of National Association of Credential Evaluation Services (NACES). The agency will then provide an official evaluation to Union University for our application to Union curriculum in transfer of credit.

***Policy regarding Credit from Institutions of Higher Learning who have neither ABHE nor Regional Accreditation:*** In order to establish criteria concerning qualified faculty and equivalent learning, the chief academic officer must provide written verification of minimum degree requirements for faculty, the minimum number of graduate hours required in the teaching area, and how long this policy has been in place. Once the former has been satisfied, the credit is provisionally accepted until the student has obtained a 2.0 GPA in 12 semester hours attempted at Union. The policy as passed by the Academic Council and a sample letter that can be used to help the student write a letter follow.

***Credit by Testing Policy:*** Following the minimum score recommendations of The American Council on Education (ACE), Union University awards credit for satisfactory performance in Advanced Placement (CEEB) exams, College Level Examination Program (CLEP) and DANTES. The awarding of credit for International Baccalaureate (IB) has been established within the university on a departmental basis; not all departments award credit. Course parallels are detailed in the catalogue under "Special Advanced Placement Policies" in the Admissions chapter; however those awards are not restricted to the admission process period. Credit by testing should be attempted as close to the original learning experience as possible to optimize results. Attempts for credit by testing must be completed and official reports submitted prior to the next to last full semester (Fall or Spring) of the student's expected graduation so plans can be finalized; check with the Academic Center for published deadlines. Adult Studies program directors should be consulted in this regard for students in those programs.

Union awards credit for military experience/training, Defense Activity for Non-Traditional Education Support (DANTES), and non-collegiate sponsored instruction in accordance with the recommendations of the American Council on Education and in compliance with Union's participation in the Servicemember Opportunity Colleges (SOC) Program. College-level credits are awarded as parallels or departmental electives as appropriate; where applicable they do meet degree requirements. The maximum credit accepted by testing is 32 semester hours; when more than 32 hours are earned the 32 hours that best satisfy the student's requirements and wishes are applied to the degree. NOTE: Recommendations for military and other non-traditional education by ACE are made in 4 categories: no credit, vocational credit, lower division college credit, and upper division college credit; UU will acknowledge equivalencies in the last two categories.

***Credit for Prior Learning/Portfolio Credit Policy:*** Is transferable only into programs that award CPL credit. Presently only the BSOL program awards CPL credit. BSOL students work with the Director of Prior Learning in developing the portfolio. Additional information is available in the Continuing Studies Department's chapter of the *Catalogue*.

***Time Expiration of Undergraduate Credit:*** Union University does not impose a time limit on undergraduate credit; however, the Nursing Program of Union University does not accept Human Anatomy & Physiology credit that is more than 5 years old at the time the student is to begin clinical study. Current knowledge from A&P credit older than 5 years can potentially be validated by the student's passing the NLN Anatomy Examination; see the School of Nursing for

details.

**Transcript Evaluation Procedure:** Official transcripts received by enrollment personnel are logged as received, copied for the counselor's reference, and forwarded to the Registrar for evaluation provided the student has an application to the university on file. The transcripts are logged as received in the Academic Center, checked for previous (partial) evaluations, and evaluated. The evaluation report is entered into the student's computer file and a copy mailed to the student; a duplicate report is maintained with the transcript in the AC awaiting the arrival of the paper admission file on the student. Upon arrival of the admission file at the beginning of the semester, the transcript and evaluation report will be added to the file for retention, no less than 5 years after the student discontinues enrollment at Union University. The transfer credit posted to the computer is viewable to Union faculty & staff under the "legitimate need to know" clause of FERPA with the same security measures as Union credit is viewable.

Transcripts, test reports and all other documents received become the property of Union University. They cannot be copied for a party outside UU, including the student, nor can they be transferred to another institution. They may only be copied for UU use in accordance with the "legitimate need to know" clause of the Family Education Rights and Privacy Act, FERPA.

Official reports of testing in consideration for credit by testing are handled in the Academic Center in a similar manner as transcripts. As with transcripts, only official documents are evaluated.

**Freshmen with Credit:** Freshmen who have earned college credits by Dual Enrollment (college and high school simultaneously) or by credit by testing will have their credits evaluated in the same manner as transfer students. Freshmen cannot use Dual Enrollment or Testing Credit to earn Sophomore status before completion of their first semester as a full-time student in college following high school graduation. The credits will be posted but the student level will not be updated as sophomore until the first Fall or Spring Semester is completed with grades processed as an "FF," first-time freshman per IPEDS (of the National Center for Education Statistics of the federal government) definition requires.

**Evaluation of Courses bearing Reciprocal Credit:** Courses allowed for reciprocal credit at the former institution may be used in either category regardless of the prefix shown on the transcript. Consideration is given to the student's program of study and the department of assignment at Union University.

**Transfer of Graduate Credit Policy:** Restrictions regarding minimum grade and time expiration upon the acceptability of transfer graduate credit are detailed in the *Graduate Catalogue* and vary by program.

The Registrar will award transfer graduate credit for courses with grades of A or B upon recommendation of Program Directors for degree seekers of our graduate programs. Application of the coursework to the student's graduate program/degree is determined by the Dean or Director of the respective program. Previous graduate work is not evaluated on non-degree or non-licensure seekers or those seeking advanced degrees except as applicable to those degrees. Undergraduate credit is evaluated only as it applies to prerequisites or for teacher licensure but is not posted to the transcript.

In rare cases, graduate credit may be used in the documentation of prerequisites content of a second bachelor degree provided other criteria for that degree are met. See the undergraduate catalogue or inquire of the Registrar for additional details.

## NON-ACCREDITED INSTITUTIONS

### Criteria to Accept Transfer Credit from Institutions Not Regionally Accredited Approved by the Academic Council, June 1, 1999

Before transfer credit is accepted at Union from institutions of higher learning that are not regionally accredited, criteria concerning qualified faculty and equivalent learning must be satisfied. The institution must have qualified faculty defined as those with a master degree and 18 graduate hours in the teaching field. In order to verify that the institution has a qualified faculty, the chief academic officer of the institution in question would be asked to provide Union, in writing, the following information about that institution's faculty:

- a) minimum degree requirement
- b) number of graduate hours required in the teaching area
- c) how long this policy has been in place.

Once the above is satisfied, the student's credit is provisionally accepted. Upon the student's obtaining a 2.0 GPA in a minimum of 12 hours of coursework at Union, the credit is fully accepted and posted to the student's academic record in accordance with usual transfer policies.

\*\*\*\*\* SAMPLE LETTER FOR USE BY STUDENT OR ADMISSION OFFICER  
\*\*\*\*\*

Chief Academic Officer  
School  
Address

Dear Sir or Madam,

The following information is requested in regard to the evaluation of the academic transcript on:  
\_\_\_\_\_ (student name/SSN) who attended your institution  
\_\_\_\_\_ through \_\_\_\_\_ (dates). Union University has developed a policy for the consideration of transfer credit from institutions of higher learning without regional accreditation.

1. What is the minimum degree requirement for teaching faculty in your employ?
2. What minimum graduate semester hours earned is required in the teaching field for your teaching faculty?\*
3. How long has this policy been in place?

\*If less than 18 graduate semester hours in the teaching field is allowed, please provide a list of my faculty, by course, and note whether each met the 18-hour minimum or not.

The response should be mailed to: Registrar, Union University, 1050 Union University,  
Jackson, TN 38305.

The response will also be accepted by FAX at 731-661-5187 when provided on letterhead.

Thank you for your time in response so I/the student may continue education at Union University.

## **TOOLS, TIPS, AND FYI REGARDING TO TRANSFER CREDIT**

### **A cover letter provided with each evaluation of transfer credit**

Official transcripts of applicants to Union University are evaluated and processed as received. The enclosed evaluation, then, represents only your credits and schools we have received with this mailing. An updated transcript must be personally requested by you if courses are incomplete or ungraded since rarely do schools resend updated transcripts without a specific request.

In reading the enclosed evaluation please keep the following policies in mind:

- Transfer credits are accepted as semester hours on the level on which they were earned.
- Grades of “D” are acceptable in transfer only if applied by the previous institution in their awarding a degree.
- All college-level courses with acceptable grades from community colleges are transferable to Union; however, no more than 72 semester hours are applicable toward the degree. In the event you have earned from than 72 hrs (total from all community colleges) you will be assisted in the selection of the 72 hrs that best satisfy the program you wish to pursue at Union.
- Residency hours (earned at UU) must total no less than 25% of the hours required for the degree to include 15 upper-level (junior/senior) hours in each major and 6 upperlevel hours in each minor.
- Transcripts are evaluated toward the program of study indicated by the student at the time of evaluation. A change of program may require a re-evaluation.
- Courses evaluated with a discipline prefix and “elective” are applicable in the degree requirements as electives with that discipline prefix as UU offerings allow. If, however, the course is evaluated as “elective” without a discipline prefix, the course only applies toward the minimum 128 hours for graduation and can satisfy no specific graduation requirement. The student may present additional information (course description and full syllabus) for further consideration.
- LL, or lower-level, refers to freshman and sophomore level courses. UL, or upper-level refers to junior and senior level courses.
- EE indicates the Expected Equivalency for a course on your transcript that has not yet been completed. Its completed transfer is subject to the receipt of an updated, official transcript indicating an earned grade of C or higher.

Enrollment at Union University affects the policies applicable to transfer credit, particularly in respect to concurrent enrollment and community college enrollment. Acceptance restrictions are placed on testing, extension, and correspondence credit as well as community college credits and any concurrent enrollment. After enrollment at Union, the university expects exclusive enrollment at Union University except where allowed by policy or by approval of the Registrar prior to enrollment.

## THE UNION UNIVERISTY STUDENT SEEKING TRANSFER CREDIT AFTER ENROLLMENT AT UU

The student enrolled in Union University is expected to earn all credit from Union University. Written petition and written approval of transfer credit (whether in summer or concurrent with UU enrollment) is required prior to enrollment. A petition form requiring the student to state his/her individual need is available in the Academic Center for this purpose. Response time is generally within a week; however, peak grading and enrollment seasons may delay it beyond the typical turn around so prior planning is beneficial to all parties.

### **POLICIES FOR TRANSFER CREDIT INTO THE 2006 (and following) GENERAL CORE CURRICULUM AT UNION UNIVERSITY FOR THOSE PROGRAMS *NOT* SEEKING TEACHER LICENSURE**

General Core Requirements must be distinct from Specific Core Requirements but may duplicate with hours in major(s) or minor(s). Specific Core Requirements are detailed on following pages. Students seeking a second baccalaureate degree are only required to complete the new major and its prerequisites (for a minimum of 30 hours) and are **not** required to meet other General or Specific Core Requirements.

Programs may limit General Core Curriculum choices and designate courses as prerequisites to the major beyond the General Core provided such limitations have been duly approved by University procedures. See the respective department for details.

<u>Core Requirement</u>	<u>UU Hours</u>	<u>Parallel or Related Policy</u>
“Gateway Course”	2	under development
ART 210	3	or appreciation of a fine arts area(s); techniques (example: painting, voice) in fine arts areas are <b>not</b> applicable.
ENG 111 & 112	6	freshman English (composition, II should also be intro to literature, but <b>not</b> to include remedial English, grammar or technical writing).
HIS 101 & 102	6	or 6 hrs of U.S. History surveys; if the student brings one U.S. history give him the choice of either 101 or 102 to complete.
ENG 201 & 202, etc.	6	or sophomore level <u>survey</u> of literature ( <b>not</b> narrow topics such as one genre or literary period).
MAT 101, etc.	3	any college-level math (ie, <b>not</b> remedial); the transfer course in a math topic that is accepted as an “Elective” is <b>not</b> applicable. A course accepted at a “MAT Elective” is.
PEWS 100, & 103 or	2	any PE activity course(s) to total 2 hrs; if the student is beyond

"traditional" college age by graduation (>24) it will be waived upon request. Swimming Proficiency **not** mandated if hour requirement met by transfer credits.

CHR 111 & 112	6	any Bible/Christian Studies; but <b>not</b> philosophy, world religions, or ethics
PHY 111, etc.	4	any area of physical science, to include a laboratory experience.
BIO 100,112,121 or 221	4	any area of biological science, to include a laboratory experience.
COM 112 or 235	3	no substitutions (only parallels)
one of: PSY 213, SOC 211, ECO 211, ECO 212, HON 210, PHL 240, PSC 211	3	no substitutions (only parallels).

Equation of Quarter Hours to Semester Hours (ratio of 3 to 2):

5	quarter hours	=	3 1/3	semester hours
4		=	2 2/3	
3		=	2	
2		=	1 1/3	
1		=	2/3	

Departments reserve the right of placement of their majors and minors according to their level of proficiency. Most often this occurs in regard to Art Studio classes (the student should be prepared to present his portfolio), Music Theory and Applied classes (the student should expect a theory placement test and the audition process to determine applied placement), and languages (the student should expect entry level testing or further evaluation toward upper level placement).