



## Admission

### **Transfer Students (those with more than 12 hours of earned college credit)**

Tusculum University will consider applicants for admission by way of transfer from colleges and universities accredited by regional accrediting agencies. The following items must be completed:

- A completed Tusculum University Admission Application.
- Official transcripts remitted directly from the applicant's previous institution(s). Only transcripts received at Tusculum University PO Box 5051, Greeneville, TN 37743 or via certified transcript service will be deemed official.
- An official transcript from the secondary school must be sent if fewer than 12 college-level credits have been completed

Applicants seeking transfer of course work from postsecondary institutions with national or specialized accreditation may request that the Registrar's Office review such credit with the pertinent academic department, provided the transcript and course syllabi are official and remitted directly from the applicant's previous institution. A transfer applicant must have transcripts sent from each previous institution denoting all college work taken. Only those transcripts sent by the credit granting institution will be deemed as official. Transfer applications will be considered void if discovery of previous attendance at another institution is not disclosed at the time of application and a direct violation to the University's Code of Conduct will be noted.

Applications for the fall semester should be filed with the Office of Admission during the prior winter or spring, and notification will be made when the file of credentials is complete. For entrance in the spring semester, applications should arrive before November 15 to receive priority accommodations. Applicants wanting to receive priority accommodation for fall should have applications in by April 15.

Transfer applicants must be eligible to return to the college previously attended. Tusculum will consider transfer applicants with complete official transcripts that show an average of 2.0 or better.

Veterans may submit a certified Veterans' Form DD 214 showing an honorable discharge with at least six months service. Those still active military may submit basic training documents.



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### Courses at Other Institutions

All courses taken at another institution must be approved by the Tusculum University Registrar. Unauthorized coursework may result in duplication of previously earned credit or denial of credit. Official transcripts are required upon completion of coursework at another school.

### Transfer Credits for Undergraduate Degrees

Tusculum University accepts transfer credit from accredited colleges and universities and endorses the guidelines for transfer of credit, as outlined in the “Joint Statement of the Transfer and Award of Credit” developed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the American Council of Education (ACE) and the Council for Higher Education Accreditation (CHEA). Courses recommended by The American Council of Education are evaluated on a course by course basis. Some courses must be authorized for acceptance by an academic department chair.

A transfer applicant must have an official transcript sent from each previously attended institution directly to Tusculum University denoting all coursework. Only those transcripts sent by the credit granting institution will be deemed as official. An evaluation of transfer credit will be completed by the Registrar to determine which transfer courses apply toward the student’s degree program, and therefore eligible to transfer to the Tusculum University transcript. Some courses will be collaboratively evaluated between the Registrar and the applicable academic department chair. If the declared major or degree changes after the student enrolls, the University reserves the right to re-evaluate the transfer credit as it applies to the newly declared major.

### Course Credit Evaluation Process

The transfer credit evaluation process includes accepting university-level work in a discipline offered by Tusculum University. Credit will be accepted as:

1. Direct equivalency: A course equivalent in academic level, content, quality, comparability of student learning outcomes, and degree program relevance to coursework offered through Tusculum’s curriculum. The course will be granted a Tusculum course number.
2. No direct equivalency: A course that is taught in a discipline (or related discipline) that is offered by Tusculum, but does not equate to a specific Tusculum course. The course will be accepted as elective credit, designed as ELE (i.e. BIOL-ELE, ENGL-ELE). If applicable, elective credit may be used to satisfy general education and major requirements if approved by the specific department chair. Elective credit may also be



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used to satisfy the total number of credits toward a degree. Credit accepted as elective credit may be further reviewed by an academic department upon student request to the Registrar to determine if the course would meet a direct equivalent general education or major course requirement. A course description and syllabus from the course must be provided to the Registrar for review by the department chair of the discipline in question for review of specific credit.

### Special Transfer Courses

1. Developmental Courses: Courses taught at the development or remedial level from the transferring institution will be applied toward the Tusculum transcript for pre-requisite purposes only, and will not be awarded any college-level credit.
2. Technical Courses: Courses from vocational or technical schools that are not within an academic discipline offered at Tusculum University are not accepted.
3. Credit by Examination: Advanced Placement, International Baccalaureate, College Level Examination Program and DSST (formerly known as Defense Activity for Non-Traditional Education Support) is accepted based upon established guidelines and required scores determined by individual departments. These individual guidelines are outlined below.
4. Military Credit: Veterans of the Armed Forces, active-duty service members, and the members of the military reserve may receive credit for military training. Credit is evaluated based on the American Council of Education recommendation for course credit earned through the Armed Forces. The University will award credit that is similar in likeness to a course offered through Tusculum based on this recommendation. Credit earned through the military will be reviewed by the University Registrar. Tusculum will award a minimum of 7 credits of physical education elective credit for basic training based on either the DD-214 or the Joint Services Transcript. An official Joint Services Military Transcript or other equivalent military transcript must be submitted to the Registrar for consideration of military transfer credit.
5. Non-regionally accredited courses: If a student requests transfer of credit from a non-regionally accredited college/university, the student must provide a course description and a syllabus to the Registrar for review by the department chair for transfer equivalency consideration. The department chair will inform the Registrar of whether the credit is acceptable and how it should be awarded.
6. International Transfer credits: Credit from international institutions must be evaluated by a NACES (National Association of Credential Evaluation Services) approved



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professional foreign credentials evaluation service (i.e. WES). The official professional evaluation must be submitted to the Registrar for consideration of transfer credit. Credit will be awarded according to guidelines stated in Tusculum's transfer credit policy.

### Transfer Credit

1. Course Level: Courses transfer with the credits and approximate level from the original institution. At Tusculum, 100-level transfer courses may be accepted as a 100-200 level course; 200-level transfer courses may be accepted as a 100-300 level course; 300-level transfer courses may be accepted as a 200-400 level course; 400-level transfer courses may be accepted as a 300-400 level course. When there is a question about an equivalency, the department chair will make a final decision or substitution.
2. Grades and GPA: All eligible transfer courses (as determined by the Tusculum Transfer Credit policy) will transfer to Tusculum University. Transfer grades of "F" are not accepted. Transfer grades of "D" are treated in the same way as those earned in Tusculum University courses. Therefore, all transfer "D" grades are used as hours toward graduation; and all "D" grades are used to calculate the total grade point average. Grades of "D" cannot be counted in the total number of hours required in the major.
3. Class Standing: Class standing of transfer students is determined by the number of credits accepted for transfer at Tusculum University.

### Time Limit on Transfer Credits

1. General Education: Courses meeting General Education requirements do not have a time limit for undergraduate programs.
2. Elective: Courses used for elective credit toward the total number of hours required for the degree do not have a time limit.
3. Major/Minor: The time limit for courses meeting major and minor requirements will be determined between Academic Affairs and each individual academic department.



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### **Articulation Agreements**

1. Transfer students who hold an earned Associate of Arts or Associate of Science degree from a regionally accredited community college will not be required to take additional General Education coursework other than Composition II, Mathematics, Natural Science, Religion, Civic Studies and any pre-requisite coursework required in their specific program of study.
2. Teacher Education students who hold an Associate of Science in Teaching in Elementary Education (A.S.T.) from a regionally accredited college will not be required to take additional General Education coursework other than an approved Religious Studies course and any program specific coursework.
3. Transfer students who hold an earned Bachelor's degree will not be required to take additional General Education coursework other than an approved Religious Studies course and any pre-requisite coursework required in their specific program of study.