

# The University Senate of Michigan Technological University

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## PROPOSAL 14-03

### TRANSFER CREDIT EVALUATION - UNDERGRADUATE

#### Policy Statement

Collegiate and non-collegiate sources of credit are evaluated as transfer credit when it has been determined that they meet accreditation standards, and that the student has demonstrated an acceptable level of performance in regard to the credit.

The qualifications are:

1. Each course considered for evaluation must have been satisfactorily completed with a grade of C (2.0) or better and must be comparable in content, nature, and intensity to courses offered at Michigan Tech.
2. Grades and grade point averages are not transferable. Grades are not used in computation of the University or Departmental Grade Point Averages (GPAs).
3. The limit on the number of credits that can be transferred is at the discretion of the degree granting department/college/school.
4. All transfer credit awarded is recorded on the academic transcript.

#### Reason for Policy

The university is committed to accepting the maximum allowable amount of transfer credit to facilitate the transfer of students and credits to Michigan Tech. Credit by examination encourages students to begin their college learning experience at the level most appropriate to their preparation. This policy helps to ensure that students receive appropriate credit and that they will not be required to repeat course work completed at an acceptable level of performance.

#### Policy Requirements

Credit will be evaluated for the non-traditional experiences of credit by examination and military education only.

The evaluation and awarding of University transfer credit for course work originating at non-U.S. institutions that do not hold regional accreditation is evaluated based on the student's International Baccalaureate (IB) diploma or International A-levels.

The guidelines for applicability of major specific credit toward degree requirements are within the province of the degree granting department/college/school.

The guidelines for applicability of credit toward General Education requirements are within the province of the General Education Committee.

Specific university articulation agreements can dictate the impact and recording of transferred course information.

Credit by examination granted by another institution is not automatically transferable and no student is required to accept examination credit.

Transfer credit can be repeated under the provisions of the repeat policy.

## **Related Policy Information**

There is no limit to the number of credits that may be transferred however students must be aware of the residency credit requirement for graduation.

Transfer credit from a non-accredited post secondary institution must be authorized by the Dean of the College/School.

Appeals to the evaluation or transferability decisions of a course are handled by the appropriate department head or in the case of General Education the Vice Provost for Instruction. The final level of appeal is the Dean of the College/School and in the case of General Education the Vice Provost for Instruction.

## **Exclusions**

All students not classified as degree seeking undergraduates are excluded from this policy.

## **Contact(s)**

Center for International Education 7-2760

Extended University Programs 7-3170

Office of Student Records and Registration, Transfer Services 7-3323

Undergraduate Admissions 7-2335

## **Definitions**

### *Accreditation:*

Educational quality as assessed by specific international, national, regional, state, and professional, governing bodies and associations indicating that certain minimum standards have been met.

### *Collegiate:*

Course work taken at a college or university.

### *Credit by Examination:*

Credit for a body of knowledge in an existing college course through the taking of a comprehensive examination rather than experiencing the classroom instruction. Standardized examinations which test post secondary knowledge include but are not limited to the following:

- Advanced Placement Examination of the College Board (AP)
- College Level Examination Program of the College Board (CLEP)
- International Baccalaureate higher level examinations (IB)
- College or University challenge examinations
- MTU departmental proficiency examinations

### *International A-levels:*

Pre-university education (following the British system) which corresponds to the U.S. 12th grade, plus a 13th grade, culminating in a series of exams known as the GCE Advanced Levels ("A" levels). Advanced standing credit is granted for each "A" level pass in which grades of C or better are earned.

### *International Baccalaureate:*

The International Baccalaureate Program (IB) is a comprehensive and cohesive curriculum of general education that responds to the need for greater challenge on the

upper secondary level. Administered by the International Baccalaureate Office in Geneva, Switzerland, the program encompasses all the traditional courses of study in the last two years of secondary school incorporating multi-cultural perspectives and internationally based standards of achievement. Students earn credentials recognized for admission to colleges and universities throughout the world and also for course credit or advanced placement at those in North America.

#### *Military Education:*

Credit for armed service education and training. Credit is not generally awarded for occupational training. Military education programs include but are not limited to:

- Veteran's DD214 (Certificate of release or Discharge from Active Duty)
- Defense Activity for Non-Traditional Education Support (DANTES)
- Community College of the Air Force (CCAF)
- Army/American Council on Education Registry Transcript System (AARTS)
- Sailor/Marine/ACE Registry Transcript (SMART)

#### *Non-collegiate:*

Sources from a setting outside of a college/university - credit by examination and military education.

#### *Transfer Credit:*

Academic credit granted for the successful completion of course work at another accredited institution, or other credit deemed to have recognition under this policy.

### **Responsibilities**

*Academic departments/colleges/schools* - Establish guidelines for the application of transfer credit toward their degree requirements.

*Center for International Education* - Initial point of contact for International students seeking transfer credit. Evaluate lower division courses from non-U.S. institutions, determine transfer credit equivalencies based upon academic department guidelines.

*Deans* - Act as final authority on evaluation appeals for courses in their college/school. Authorize credit from non-accredited post secondary institutions when appropriate.

*Extended University Programs* - Initial point of contact for Distance Learning students seeking transfer credit. Provide supplemental information to assist in evaluation process.

*Faculty* - Evaluate and provide recommendations on upper division courses.

*Student* - Provide official transcripts for all previously attended colleges and universities.

*Student Records and Registration* - Credit evaluation of domestic lower division courses and determine transfer credit equivalencies based upon academic department guidelines. Can be initial point of contact for domestic students seeking transfer information. Apply all transfer credit to permanent record. Provide transfer evaluations to student and academic advisor.

*Undergraduate Admissions* - Can be initial point of contact for domestic students seeking transfer admission. Responsible for community college transfer guides. Initial point of contact for colleges seeking transfer agreements.

*Vice Provost for Instruction* - Act as final authority on General Education credit evaluation appeals.

**Adopted by Senate: 23 April 2003**

**Approved by President: 19 May 2003**

**Became Senate Policy 301.1**