

Martin University Transfer Credit Policies

Policy Statement

Martin University will consider credits in transfer from all coursework taken through a regionally-accredited institution. The work must reflect satisfactory completion (a grade of C or better from institutions that award grades). The course must meet Martin University's academic criteria for content, format, and intensity. Grades attained at another institution are not used in the computation of a Martin University grade point average.

Reason for the Policy

To set forth the criteria the University uses in determining the acceptability of credits taken outside of Martin University toward a Martin University degree.

Policy Elaboration

Factors that determine the acceptability of transfer credit.

1. Accreditation

United States - The educational institution from which coursework is being considered for transfer credit should be accredited by a regional accrediting body. However, courses may be accepted from institutions accredited by organizations recognized by CHEA (Council for Higher Education). *International* - The foreign government or state governmental agency of a foreign country must formally recognize an educational institution as offering post-secondary school instruction leading toward a degree or diploma comparable to that offered at Martin University. Credit would be considered for transfer if the education in a foreign country was sponsored by a regionally accredited American college or university that is governed by the American school's accreditation. Credit will also be considered for transfer when Martin University has been affiliated with an independent academic program through a formal inter-institutional agreement. Martin University will consider accepting transfer credits from institutions outside the United States upon receipt of the credit recommendations from a recognized credit evaluation service.

2. Determination of the level of accomplishment attained in each course.

The level of achievement for any course must be equal or above a grade of C on an "A to F" scale, as determined by the sending institution for the course to be eligible to transfer. Grades of P (pass) or S (satisfactory) are acceptable with official documentation verifying that they represent successful completion of a specific course at a C or above.

3. Meeting Martin University's criteria for content, format, and intensity.

Credit is transferred on a course-by-course basis and is reviewed by the Curriculum Committee and the lead faculty member for the course program. Courses submitted to meet degree requirements will be considered on the basis of their comparability to corresponding Martin University courses at the discretion of the Registrar and with the

approval of Academic Affairs. Special care is taken in the case of sequential courses to ensure that no student is under-prepared because of varying academic content in a prerequisite course. **There is no guarantee that all credits for transfer consideration will apply to a specific program.** The Registrar has the ultimate responsibility for supervising the degree program and makes the final determination for how potential transfer credits apply toward a student's degree requirements at Martin University.

When reviewing a course for content, a two-thirds yardstick is used. In most cases, if a course contains two-thirds of the material as a similar course offering at Martin University, the courses will be judged to be comparable. Courses that must contain specific topics to prepare students for a particular function or further study may be reviewed by the faculty of their discipline for comparability determination outside of the two-thirds guideline.

4. Non-Standard Post-Secondary

Education Credit by Examination

The following American and foreign standardized examinations which test post-secondary school knowledge are recognized for transfer credit consideration by Martin University.

The Advanced Placement Examination of the College Board (AP) The College Level Examination of the College Board (CLEP)

The nature and scope of material examined must be comparable to courses offered at Martin University. Martin University follows the American Council on Education's (ACE) recommendations for determining minimum examination scores and the number of credits to be accepted. However, the University reserves the right to set a higher standard for some examinations to establish equivalency to Martin University courses. Credit for examination cannot be evaluated from a college or high school transcripts; an official score report issued directly from the examination program or organization or an official ACE Credit Recommendations transcript is required. In general, credits by examination are comparable to freshman/sophomore level credits numbered 100-299 at Martin University.

5. College Coursework in High School

Martin University will accept courses taken before high school graduation for transfer credit when all of the following stipulations are satisfied.

- a. The course(s) must be approved and monitored by an accredited college or university and be eligible for credit toward a degree program at that sponsoring college or university.
- b. The course must carry a grade of C or better and be similar in content, nature, and intensity to courses offered at Martin University.
- c. The course must be presented on an official transcript issued by the sponsoring college or university.

6. **Armed Services**

Instruction received through the Armed Services is considered for credit in transfer based on the course descriptions provided by the various branches of the Services and the American Council on Education. The instruction which is comparable in content, nature, and intensity to undergraduate courses at Martin University may be granted credit if it carries the American Council on Education's credit recommendation. Credit award for any single course will not exceed the credit value of the comparable course at Martin University. Credit transfer requires presentation of form DD Form 295 (Application for the Evaluation of Learning Experiences During Military Service) or DD Form 214 (Certificate of Release or Discharge from Active Duty), the AARTS (Army/ACE Registry Transcript System) transcripts, or SMART (Sailor/Marine American Council on Education Registry Transcript) transcripts. Military course numbers must appear on the service record.

7. **Employer-Sponsored Instruction**

Various companies, corporations, and organizations which offer internal courses for their employees have had their curriculum reviewed by the American Council on Education for the purposes of recommending credits to degree-granting colleges and universities. Martin University will consider this type of course for credit under the following conditions:

- a. The course must be similar in content, nature, and intensity to courses offered by the discipline at Martin University.
- b. The course must carry a grade comparable to at least a C or better.
- c. The course must carry a credit recommendation from the American Council on Education and the National Program on Non-Collegiate Sponsored Instruction (PONSI).
- d. The amount of transfer credit will not exceed the credit value for a comparable Martin University offering.

8. **Credits Earned Through Institutions without Regional Accreditation**

Semester credits earned at non-regionally accredited institutions usually cannot be considered for direct transfer to Martin University, except as in cases noted above.

9. **Coursework That Will Not Transfer**

- a. Any coursework in which the grade earned is below a C.
- b. Continuing Education Units (CEUs).
- c. Courses identified as remedial, i.e., necessary to correct academic deficiencies, such as remedial English, mathematics, science and developmental reading. (Often numbered below 100-level.) Students cannot receive credit for previous courses in which the content has been substantially duplicated. Nor may course credit be earned in subjects for which advanced placement has been granted. For example, credit cannot be earned for two courses, even if one is more theoretical in approach than the other.
- d. Courses involving technology that were taken more than **five** years before enrolling at Martin University.
- e. Courses where no official transcript is provided

- f. Skill based or college/university introductory courses
- g. In any and all cases, Martin University reserves the right to accept or reject transfer credits at their discretion.

10. Prior Learning Assessment (PLA) Credit Limits and Residency Requirement

Prior Learning Assessment (PLA) 130 is an intense research course that requires students to work independently and create a portfolio that demonstrates their prior learning. Students must commit to completing all course work within the semester in which the course is taken.

Students may not receive more than 60 credit hours through the PLA process. Also, not more than 50% of the courses in the student's major may be provided through PLA. In all cases, students must take at least 34 credit hours of course work at Martin University to receive their undergraduate degree. This is the residency requirement. Credits received through PLA will be noted on the transcript with a "G" for granted. These courses will count toward graduation but will not be graded, so they will not count toward the student's GPA.

11. Guidelines for Application of Prior Learning Assessment (PLA) Credits toward Martin University General Education Requirements

In accepting PLA earned credits, Martin University takes care to ensure that students have met stated learning outcomes of programs at all levels. The University's policies seek to balance the institution's educational philosophy; with students' knowledge and the need to obtain a degree without redundant course work.

Prerequisites for Application to PLA 130

To apply for PLA 130, a course that allows for portfolio development to demonstrate prior learning through employment, volunteerism and/or personal interest, a student must have fulfilled the following requirements:

- ï Successful completion of ENG 125, CTE 150 and ENG 135 (or equivalents)
- ï Pursuing an undergraduate degree
- ï Matriculation to MU with all official transcripts on file
- ï 3+ years of "college-comparable" prior learning in volunteer or professional context
- ï Completion of PLA Pre-assessment: "Prior Learning Assessment – Am I a Good Candidate?"

Enrollment Process for PLA 130

- ï Student must complete the PLA Pre-assessment.
- ï STUDENTS MUST COMPLETE ORIENTATION BY ATTENDING THE FIRST-CLASS SESSION.
- ï Students must commit to completing all coursework within the semester in which the course is taken.

Skills Competencies

All degree-seeking transfer students, except those transferring 30 or more credit hours into Martin University, are required to take the writing, reading and math assessment placement tests. For students entering Martin University with fewer than 30 transfer credits, all general education requirements apply. Students entering with 30 or more transfer credits do not need to take SSE 100 but may take an elective to satisfy the credit requirement.

Procedures

Required Documentation for Transfer Credit Conversion

All course work presented for transfer must appear on an official transcript sent directly from the original teaching institution to Martin University. Copies, facsimiles or student carried transcripts will not be accepted. Credit for examination cannot be evaluated from a college or high school transcripts; an official score report issued directly from the examination program or organization or an official ACE Credit Recommendations transcript is required. Martin University will consider accepting transfer credits from institutions outside the United States upon receipt of the credit recommendations from a recognized credit evaluation service, such as World Education Services. International students are encouraged to contact the U.S. Embassy Student Services department in their country. Until an official transcript is received, the University will record no transfer credits.

Credit Conversion

Martin University is on a semester system. All academic course work accepted for transfer will be converted into semester hours of credit by the Registrar's Office. Quarter hours will be converted to semester hours using a 2/3 (.67) conversion factor, unless otherwise prescribed by the presenting institution. In all cases, the transcribing institution's recommendation for semester credit conversion will be given serious consideration.

Process

Applicants may obtain a preliminary estimate of applicable transfer credits appropriate to the individual's area of expressed interest. This preliminary evaluation **is non-binding**. Final evaluation of transfer credits is completed when all official transcripts from a student's previous institutions have been received. All students who are admitted to the University as matriculated students are assigned a mentor. Matriculated students and their mentors are jointly responsible for making sure that all degree requirements are met. Admitted students are encouraged to meet with their mentor as soon as possible for initial degree planning.

Only credits that are applicable to a matriculated student's degree requirements are acceptable. The student's assigned mentor with administrative approval (VP) will determine which courses fulfill Martin University's degree requirements. Transfer credits are recorded by the Registrar's Office on the student's transcript, which must be submitted at the time the student applies for admission as a degree-seeking student. After a student has enrolled as a degree-seeking student, credit earned from external learning will be accepted only with the prior approval of Academic Affairs. Students who drop out and earn credits while away will reapply and have a transfer credit analysis done during the readmission process. Since graduation requirements

at Martin University vary from program to program, a reevaluation of transfer credit is required if a student changes majors after enrolling. At such time, the mentor will re-assess all prior learning toward meeting the requirements of the newly declared degree. Should a degree program's requirements change during a student's tenure at Martin University, he or she will be allowed to finish their program in the original degree plan which they used upon entering Martin University provided they remain active students. Students may select the new degree plan at their option. Should they wish to do so, they must notify their mentor in writing as soon as possible. However, students who change majors or who have not been active students for more than four semesters will be required to use the current degree plan and not the plan with which they began work at Martin University.

The University does not require that transfer applicants provide official transcripts to register for classes, and as a result, many do not provide them at the point of application. Students have one semester to provide an official transcript. Failure to do so will result in Transfer Students enrolling in courses they already took, but where there is no proof. Applicants, then, fall into one of three categories: official transcript provided with application, unofficial transcript provided, and no transcript provided. Additionally, applicants with multiple previous institutions may actually be represented in more than one category.

Student Services will monitor these students until the transcript is received (or it is determined that the transcript will not be submitted). Without an official transcript, students will be enrolled in courses without regard for any courses, which may have been, completed elsewhere.

Applicants who have earned prior credit at a regionally accredited university will be admitted using the following guidelines:

Official transcript presented with completed application.

The Academic Affairs Curriculum Committee will review the transcript to identify courses that most likely will transfer. This preliminary review will:

1. Provide evidence of a given prerequisite for major courses.
2. Provide a basis for a suggested (unofficial) degree plan.
3. Provide a basis for determining if applicant is candidate for Prior Learning Assessment.

Student Services will register applicants in any core or major course for which pre-requisites have been met. Mentors will register students for subsequent semesters.

Unofficial transcript presented with completed application.

Student Services will review transcript to identify courses that most likely will transfer. This preliminary review will:

1. Serve as the determining factor for whether the applicant must take the Placement test.
2. Provide a basis for suggesting (unofficial) degree plan.

Student Services will register applicants in core courses for which the prerequisite has been met. Applicants may not register in major courses until the official transcript has been received. If the official transcript is received before the end of the semester's drop/add period, the student may change his/her schedule to reflect transferred courses; no schedule changes may take

place after the conclusion of the drop/add period.

Students must provide an official transcript no later than the end of the first registered semester. Students who do not provide an official transcript by this time may not further register in courses for which the prerequisite has not been officially transferred. Additionally, students may be required to take the Placement test before registering for the subsequent semesters.

If no transcript is presented with a completed application, applicants must take the Placement test and will be placed in courses according to resulting scores. If official transcript is received before the end of the semester's drop/add period, the student may change his/her schedule to reflect transferred courses; no schedule changes may take place after the conclusion of the drop/add period. Students will have one semester to provide an official transcript after which time students will be assigned courses as if no transfer credits would be available. Should students obtain an official transcript later.

The University will attempt to place transfer courses on the degree plan, but in no case will a student be allowed to replace any Martin course with a transferred course. No courses can be transferred directly into Martin University without an official transcript, nor can Prior Learning Assessment be used to accept credits as a way around the need to obtain an official transcript.