

# **TRANSFER CREDIT FROM NON-REGIONALLY ACCREDITED COLLEGES/UNIVERSITIES POLICY**

**Policy Number: A.02.14**

## **SCOPE**

All faculty and students

## **PURPOSE**

To allow the consideration of transfer credit from non-regionally accredited colleges/universities.

## **Policy/Procedure**

1. An applicant wishing to transfer credit from a non-regionally accredited college/university must meet the admission requirements specified for high school students or for transfer students.
2. The Office of Admissions delivers the files of admitted students with potential transfer credit to the Coordinator of Academic Records- Transfer Credit in the Office of the Registrar.
3. If a student has coursework completed at a non-regionally accredited college/university then the Coordinator of Academic Records- Transfer Credit will send a copy of the transcript(s) in question along with a Request for Review Form to the VPAA.
4. The VPAA or the properly appointed delegate will make a decision to accept or disallow transfer credit from the transcript(s) in question.
5. The Office of the VPAA will complete the Request for Review Form and send the form back to the Office of the Registrar. The form will be included as part of the applicant's file for admission.
6. The Coordinator of Academic Records Transfer Credit will complete the transcript analysis process and return the file to the Office of Admissions. All decisions about inclusion in the Core or in major or minor programs must be made by the Chair of the relevant academic department.
7. The Office of Admissions will contact the applicant regarding the university's decision.

**APPROVED: Dr. Robert Ivany**

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