

**Eastern Mennonite University  
Transfer Credit Policies and Practices  
University Registrar's Office**

The purpose of this document is to identify the key policies and practices that govern the acceptance of transfer credit from other colleges and universities to the EMU academic program.

**General Transfer Policies & Procedures**

**Accreditation**

Credit earned at an institution accredited by a U.S. regional accrediting agency may generally be accepted in transfer pending review to assure appropriate level, content and quality, and course comparability and relevance to programs offered by EMU.

Acceptance of credit from colleges/universities not regionally accredited may be approved through an evaluation process that includes review by appropriate EMU faculty of syllabi, learning objectives, instructor credentials, and major textbooks/other pedagogical resources. Consideration may be given to practices of other regionally accredited colleges with regard to acceptance of credit from the unaccredited school.

**Credit Systems**

When credit is accepted from an institution using the quarter credit system, three quarter hours will be accepted as two semester hours. This equivalency is used broadly within higher education and is based on the amount of seat-time/course content anticipated to be covered in one quarter (10-11 weeks) versus one semester (15-16 weeks.) In converting quarter hours or credit from any other system to semester hours, partial credits will always be rounded down.

**Course Delivery Method**

Course delivery method (classroom attendance; web-based; hybrid) is not generally a factor in the consideration of transfer credit acceptance. Programs reserve the right to identify delivery methods that will not be considered appropriate for courses to apply toward requirements.

**International Transfer Credit**

Acceptance of credit from Canadian universities, where academic systems typically follow similar models to those in the United States and where information is readily available regarding provincial/national recognition and course content, will follow the practices outlined above.

Students wishing to transfer credit from universities in other countries will be asked to submit transcripts to an independent credit evaluation service. (We typically recommend AACRAO or World Education Services Inc., due to familiarity with their reporting formats, but a student may choose any organization that is a member of the National Association of Credit Evaluation Services. A list of member institutions may be found at <http://www.naces.org/members.htm>.) The cost of this evaluation is the responsibility of the student.

The University Registrar will use the resulting evaluation as a guide but may choose to vary from it as deemed appropriate for accepting credit. Students will be required to complete a writing course at EMU regardless of writing courses previously completed. All credit accepted through this method will be assigned a “Pass” grade on the EMU record in recognition of the fact that evaluation/grading processes vary greatly among universities from different countries.

### **Graduate and Seminary Programs**

The University Registrar determines whether credit from another institution may be accepted by EMU. Graduate Program Directors and the Seminary Associate Dean determine whether credit may transfer into their programs and how that credit may apply toward curriculum requirements.

When transfer credit is approved, the Program Director / Associate Dean forwards the official transcript along with written indication of the credit to be transferred to the University Registrar’s Office for entry onto the Student Information System. The graduate/seminary program informs the student of how the credit will be applied toward curriculum requirements.

#### **Grades**

A grade of "B" (or equivalent) or better must be earned for any course to be considered for transfer.

#### **Residence Requirements**

At least one-third of the credits required for the degree must be completed through EMU.

### **Undergraduate Program**

The following items pertain to the traditional undergraduate program as well as to degree completion programs (except where noted with an asterisk.) See the final section of this document for information specific to degree completion programs.

#### **Grades\***

A grade of "C" (or equivalent) or better must be earned for any course to be considered for transfer.

Grades for transferred courses will be shown on the EMU transcript but do not apply toward the EMU grade point average. Courses with a “Pass” or similar grade will be accepted if it can be determined that such a grade represented a standard grading option for the course.

An exception to the above occurs when a student takes a course at another institution through a consortium agreement or other arrangement defined internally as “sponsored.” Such courses are noted on the EMU transcript, and grades do apply toward the EMU grade point average.

Some majors require a formal admission process separate from admission to the university, and may include transfer grades when calculating a GPA to be considered in that admission process.

### Maximum Credits to be Transferred \*

A maximum of 65 semester hours from two-year colleges may be applied toward degree requirements. (A maximum of 75 credits may be transferred from sister institution Hesston College, Hesston, KS based on our familiarity with the curriculum and a history of academic success of past transfer students.) Regardless of the number of credits transferred, a minimum of 30 credits toward any degree must be completed through EMU, including at least nine hours for any major and six hours for any minor.

### Articulation Agreements

EMU has established transfer articulation agreements with a number of institutions to provide greater ease and clarity for students wishing to continue their studies at EMU.

See the University Registrar's Office website for a current list of institutions with which EMU has formal agreements.

### Course Content Considerations

The University Registrar determines how transfer courses may be applied toward the EMU Core Curriculum (general education) requirements, consulting the Director of the EMU Core Program as appropriate.

The University Registrar makes initial recommendations as to how transfer courses will be applied to major or minor requirements. The final authority for such decisions lies with the Department Chair of the associated academic department. A student who wishes to challenge the way a transfer course has been applied to a major or minor may contact the appropriate Chair.

Academic departments hold final authority as to whether a lower-level transfer courses may, in a specific instance, satisfy an upper-level major or minor requirement.

First-year orientation courses are typically not transferred due to their emphasis on institution-specific content.

Courses identified as developmental or pre-collegiate are not accepted.

A request for a graduate/seminary course to be applied toward an undergraduate program will be reviewed by the Chair of the associated undergraduate academic department. When such transfer is approved, it is with the understanding that the same course may not also be applied to an EMU graduate or seminary degree, except in instances of combined undergraduate/graduate programs.

Transfer credit must reflect content appropriate to a four-year liberal arts degree. There is recognition that it can be difficult to evaluate whether a specific course includes sufficient liberal arts content to be accepted, or includes technical/vocational to the extent that it is not appropriate to accept. EMU may elect to accept courses from programs that are "not intended for transfer" providing the courses meet the mission of the school and rise above the level of basic job training.

(The concept of “technical/vocational” can be difficult to define. One understanding is that such courses emphasize the learning of specific skills with little presentation of the theory behind those skills and with minimal relevance to other content areas. Other considerations may include whether prerequisite courses are required to complete the course at hand and the nature of the program under which the course is offered.)

In the evaluation process, coursework that is deemed not to be above the level of basic job training will not be accepted. A limited amount of coursework that reflects a combination of liberal arts and technical/vocational content may be accepted. Decisions about course content will be made by the University Registrar in consultation with the appropriate faculty members.

#### Credit for Military Training Experiences

A student who wishes to receive credit in recognition of military training experiences must provide a Joint Services Transcript (JST.) Review of a JST will typically result in award of credit for the completion of Basic (Recruit) Training. Additional credit listed on the JST will be reviewed following the practices identified in this document.

#### Time Limitations

Acceptance of transfer credit is not automatically limited by the number of years that have passed since the credit was earned. Individual academic departments may decline to allow credit to apply toward a major or minor based on the time frame by which credit was earned.

#### Credit by Examination

Credit for external examinations such as Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES/DSST will be awarded only upon receipt of a score report from the testing company, not on the basis of credit awarded by another college, and according to established EMU policies for credit by examination.

Credit awarded by another institution as the result of an institutional examination or portfolio-type process may be accepted at the discretion of the University Registrar following review of supporting documentation from the institution that awarded the credit.

#### Credit for RN Diploma Program

Students may receive 45 semester hours of elective credit on the basis of having graduated from a diploma nursing program and holding current licensure as a registered nurse. An official transcript and validation of current nursing licensure will be required.

#### Reporting Credit Evaluations to Students\*

Tentative credit evaluations for prospective students may be requested from the University Registrar by the appropriate undergraduate admissions counselor. Evaluations remain tentative until all official transcripts are received and a final review has been completed. A final evaluation will be made available to students within one month of initial matriculation.

### Pre-approval of Transfer Courses

EMU students who wish to enroll in a course at another institution for the purpose of applying the credit toward an EMU degree should complete a “Request for Transfer Credit Approval” form to assure that the course will transfer as desired.

### EMU Core Curriculum Requirements for Transfer Students with a Previous Bachelor’s Degree

A student who has earned a bachelor’s degree from another accredited institution satisfies the EMU Core requirements by completing the following courses:

- Six semester hours of cross-cultural experience/ designate courses (may be transferred.)
- One Anabaptist Biblical Perspectives course.
- The Core Curriculum Senior Seminar.

The student must have completed at least one course in each of the following areas, either at EMU or at a previous college: natural science/mathematics; social/behavioral sciences; fine arts/humanities. A student whose first language is other than English may, upon assessment, be required to complete WRIT 130 College Writing and/or WRIT 150 Speech.

### Residence Requirements

At least 25% of the credits required for the degree (usually 30 SH) must be completed through EMU. This will include the final 30 SH leading to graduation unless a written exception is approved. At least nine semester hours in the major and six hours in any minor must be taken in residence.

### **\*Degree Completion Programs**

The transfer policies specified above will apply to EMU degree completion programs with the following exceptions:

1. Degree completion programs will accept credit from courses graded “D” or above which otherwise meet undergraduate transfer criteria.
2. All grades posted to the EMU transcript, including “D” and “F” grades, will be applied toward the cumulative grade point average.
3. No limit is specified to the number of credits that may transfer from two-year colleges.
4. Transfer credit evaluations are prepared by degree completion personnel in consultation with the University Registrar.
5. Transfer of technical credit for the Leadership and Organizational Management program: Technical credits may be accepted in transfer from associate degree or diploma granting

institutions accredited by accreditation agencies recognized by the U.S. Department of Education. This includes regional accrediting agencies (e.g., Southern Association of Colleges and Schools Commission on Colleges, Middle States Commission on Higher Education) and national accrediting agencies (e.g., Accrediting Commission of Career Schools and Colleges (ACCSC), Council of Occupational Education (COE)) when the technical credits for transfer have been earned as part of a conferred associate's degree or diploma.

Responsible Party

Responsibility for this policy lies with the University Registrar.

Policy Review

This policy is to be reviewed every three years.

Distribution

This policy is available on the University Registrar's website.

--David A. Detrow, University Registrar

March, 2018

March, 2019

September, 2020