

South University Transfer Credit Policy

Revision Effective Date – 7/19/16

The Policy:

CREDIT FOR TRANSCRIPTED AND NON-TRANSCRIPTED WORK AND ACCEPTANCE OF TRANSCRIPTED (TRANSFER) CREDIT

Acceptance of Transcribed (Transfer) Credit

Credit for undergraduate transfer work will be considered if the potential course meets all of the following conditions:

- The course was taken at an acceptable accredited collegiate institution.
- The course carries a grade of "C" or better.
- For transfer credit from colleges that award plusses and minuses, the plus or minus will be dropped when the course is transferred to South University, and plusses and minuses will not be used for computing GPA. (For example: a C+ or C- will transfer as a C and will count as a C in any computation of GPA for programmatic admission requirements.)
- The course is directly equivalent to a course required by the South University program in which the student is enrolled.

Courses taken at other institutions may be combined to satisfy one or more equivalent South University courses, but no course may be counted more than once in calculating transfer credit. Students may be required to provide additional supporting documentation such as a course description or a syllabus for a class to be considered for Transfer of Credit.

The award of transfer credit may also be considered in the following cases:

- In an area requirement that a South University program does not specify a particular course, a student may submit for transfer of credit consideration a course not offered by South University but directly related in its content to the area requirement.
- For example, if a South University program allows a student to select coursework from an approved list of Arts and Humanities courses to fulfill the Arts and Humanities requirement within General Education, a student may submit for transfer of credit consideration an Arts and Humanities course not offered by South University.
- In all cases, the course submitted must also be taken at an acceptable accredited collegiate institution and carry a grade of "C" or better in order to be considered for transfer of credit.

- For a specific course requirement in a South University program, a student may submit for transfer of credit consideration a course directly related to the course requirement but at a higher content and course level than the specific course requirement.
- In a program area or in general education where courses are specified, a student may submit coursework to South University that is in a related discipline that may substitute for the required course(s). Course substitutions must be approved by the Department Chair or Dean of the College. In all cases, the course submitted must also be taken at an acceptable accredited collegiate institution and carry a grade of "C" or better in order to be considered for transfer of credit.
- Course work taken as part of a diploma, certificate or terminal associate degree may be accepted for transfer of credit. The courses submitted must be taken at an acceptable accredited collegiate institution and carry a grade of "C" or better in order to be considered for transfer of credit.

All coursework will be evaluated for its current relevance and may not transfer if the material in the coursework is deemed to be significantly noncurrent in the subject area. Individual Colleges/Schools and/or programs within South University may place limits on the age of courses eligible for transfer of credit.

In the case of courses evaluated for General Education transfer credit, the submitted courses must meet the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools for General Education credit (as stated in the current Principles of Accreditation The course must also be specifically classified as General Education (i.e., a survey or introductory course) at the transferring institution to be considered for General Education transfer of credit).

Transfer credit will not be given by South University for developmental courses such as basic Mathematics or basic English. Transfer of credit will not be given for English as a Second Language (ESL) coursework. If both a separate laboratory course and the related lecture/didactic course are evaluated for transfer of credit, credit will only be considered for the separate laboratory course if the related lecture/didactic course also received a grade of C or better. Students should consult with the Registrar about questions related to acceptance of transfer credit.

Acceptance of credits earned at other institutions, through examination, and/or other institutions, through examination, and/or other means described in this catalog is limited to 75 percent of the total hours required for an undergraduate degree. No more than half the major area course requirements can be earned through transfer credit, through examination, and/or

other means described in this catalog. Note that programmatic accreditation and/or specific state requirements may alter these percentages.

Note: For transfer of credit guidelines for the Criminal Justice (MS) see the College of Arts and Sciences. For transfer of credit guidelines for the Doctor of Business Administration, Master of Public Administration program and the Master of Business Administration program see the College of Business. For transfer of credit guidelines for the Associate of Science in Medical Assisting program see the College of Health Professions. For transfer of credit guidelines for the nursing programs see the College of Nursing and Public Health.

**Students at the Richmond and Virginia Beach campuses may only transfer in 70% of the total hours required for an undergraduate degree.*

General Education Transfer Credit

Students who enroll at South University having graduated with an A.A. or A.S. degree intended for transfer into a baccalaureate degree from a post-secondary institution that participates in a statewide general education articulation agreement in the following states will have satisfied all Area I (General Education) Requirements:

- Alabama
- Florida
- Georgia
- Kentucky
- Louisiana*
- Michigan**
- North Carolina
- Ohio***
- South Carolina
- Tennessee
- Texas
- Virginia

In order to qualify, applicants must provide an official transcript verifying graduation with an A.A. or A.S. degree from an institution that meets the criteria described above. Certain programs at South University have specialized admission requirements, which are unaffected by this policy.

*Students must complete one of eight (A.A./LTD or A.S./LTD) eligible concentrations for the Louisiana Transfer (LT) degree as shown at: <http://latransferdegree.org/college-students/>.

**Eligibility is limited to institutions participating in the Michigan Association of Collegiate Registrars & Admissions Officers (MACRAO) Transfer Agreement at:

<https://www.macrao.org/publications/macraoagreement.asp> or the Michigan Transfer Agreement (MTA) at:
<https://www.macrao.org/Publications/MTA%20Participation%20Guidelines%20&%20Signature%20Form.pdf>

***Eligibility is limited to institutions participating in the Ohio Transfer Module (OTM) at:
<https://www.ohiohighered.org/transfer/policy>

Information Technology Transfer Credit

For all Information Technology courses, transfer of credit is not accepted for courses that are older than seven years.

Students can meet the ITS1000 requirement if they meet any of the following criteria:

- A score of 50 or higher (out of 80) on the CLEP Information Systems and Computer Applications national exam, credit will be awarded for ITS1000 Computer and Internet Literacy (four credit hours).
- A score of 3 or higher (out of 5) on the College Board Advanced Placement Computer Science A exam, credit will be awarded for ITS1000 Computer and Internet Literacy (four credit hours).
- The student holds a current Microsoft Office Specialist certification; credit will be awarded for ITS1000 Computer and Internet Literacy (four credit hours). Students must provide a copy of the certification to the University
- A score of 70 or higher (out of 100) on the South University ITS1000 Placement Exam, credit will be awarded for ITS1000 Computer and Internet Literacy (four credit hours).

Credit for Industry Standard Certifications

South University's Bachelor of Science in Information Technology accepts two Comptia certification examinations for college credit, which includes the Comptia Security+ and Network+ certifications. Credits earned through these examinations will be accepted as transfer credit and a student must submit a copy of their CompTIA Certificate(s) with a Date Certified no older than 7 years to validate their certification(s) and be eligible for possible transfer credit award. For the Comptia Security+ certification students will earn credit for ITS3104 IT Security: Access and Protection and for the Comptia Network+ certification students will earn credit for ITS2103 Fundamentals of Networking.

Science Courses Transfer Credit

For students in the Physical Therapist Assistant program, the following courses will not be accepted for transfer of credit if the course is older than 7 years before the student's original start date:

- AHS1001 Medical Terminology
- BIO1011 Anatomy and Physiology I
- BIO1012 Anatomy and Physiology I Lab
- BIO1013 Anatomy and Physiology II
- BIO1014 Anatomy and Physiology II Lab

For students in the Bachelor of Science in Health Sciences and the Associate of Sciences in Allied Health Sciences programs, the following courses will not be accepted for transfer of credit if the course is older than 7 years before the student's original start date:

- AHS1001 Medical Terminology
 - BIO1011 Anatomy and Physiology I
 - BIO1012 Anatomy and Physiology I Lab
 - BIO1013 Anatomy and Physiology II
 - BIO1014 Anatomy and Physiology II Lab
 - BIO2015 Human Pathophysiology
 - BIO2070 Microbiology
 - BIO2073 Microbiology Lab (online students only)
- OR
- BIO2071 Microbiology Lab (campus students only)
 - CHM1010 General Chemistry
 - NTR2050 Nutrition

RN to Bachelor of Science in Nursing (BSN) & RN to Master of Science in Nursing (MSN) General Education & Foundation Courses Transfer Credit

Students applying to the RN to BSN Degree Completion and the RN to MSN Programs, who have earned an Associate's degree in nursing from an acceptable accredited institution, may receive up to 90 transfer of credits for the General Education and Foundation course requirements. For students to receive block transfer credit for General Education courses, they must meet the standards outlined in the General Education Transfer Credit policy on page 107.

Students who have completed their degrees at a non-American institution, must provide an official evaluation of credit from a recognized credit evaluation agency (e.g., World Education Service). Transfer of credit will be reviewed and awarded on a course by course basis.

Acceptance of Graduate Transfer Credit

Transfer credit may be allowed in some graduate or post baccalaureate degree programs at the discretion of the College/School Dean or Department Chair. However, the majority of credits

toward any graduate or post baccalaureate degree program must be earned at South University. The University reserves the right to reject any or all undergraduate or graduate credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the University on this question shall be final. The University reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Credits Earned at a South University Campus

Credits earned at any South University campus will be accepted at all campuses except as mentioned herein. If accepted, these credits will not be considered transfer credit (with the exception of Legal Studies ["LGS"] courses for students in the Associate of Science in Paralegal Studies or Bachelor of Science in Legal Studies programs); they will be included as credits earned at South University. If a campus should close a program in any state, students in good standing will be accepted at any South University campus having the same or a similar authorized degree program. The credits earned in the students' original degree program will be applied to the degree program at the new location.

Acceptance of Non-transcripted Credit

South University offers students an opportunity to obtain course credit in areas of competency through several non-transcripted means, including AP Examinations, University-administered proficiency examinations, education training, and military experience and training. South University does not award credit for life experience. Acceptance of credits earned at other institutions, through examination, and/or other means described in this catalog is limited to 75 percent* of the total hours required for an undergraduate degree. No more than half the major area course requirements (i.e., those requirements beyond General Education) can be earned through transfer credit, through examination, and/or other means described in this catalog.

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Clinical Pastoral Education (CPE)

Credit may be awarded in the Doctor of Ministry (DMIN) program for work successfully completed at a CPE center accredited by the Association for Clinical Pastoral Education (ACPE). 4 quarter hour credits may be awarded for each unit of CPE completed. Students must provide documentation from the center indicating the dates of the program, and the hours and units or levels completed; the form must be signed by a certified CPE supervisor or his/her designee.

- If a student has completed 2 units (Level I), MIN7591 and MIN7691 can be awarded transfer of credit.
- If a student has completed 4-5 units, but can only document Level II, then MIN7592 and MIN7692 can be awarded transfer of credit.

- If a student has completed 4-5 units (Levels I and II) with documentation, then MIN7591, MIN7691, MIN7161 and MIN7563 can be awarded transfer of credit.

College Board Advanced Placement (AP) Examinations

South University supports the College Board's Advanced Placement Program, which allows high school students the opportunity to pursue college level courses in their own schools and to be taught the material by their own teachers. After completion of the AP courses, students take the appropriate AP test to determine their level of achievement. For college credit to be awarded, a student must have official score reports from the College Board sent directly to the Office of Registrar at South University.

Since there is major overlap in course content between the two English AP exams, the awarding of AP credit in English will be treated separately from that of other disciplines as follows:

1. If a student receives a score of "3" on either English AP exam, credit will be awarded for ENG1100 Composition I (four credit hours);
2. If a student receives a score of "4" or "5" on the English Language and Composition Exam, credit will be awarded for ENG1100 Composition I and ENG1200 Composition II (eight credit hours);
3. If a student receives a score of "4" or "5" on the English Literature and Composition Exam, credit will be awarded for ENG1100 Composition I and ENG1300 Composition III (eight credit hours).

If a student receives a score of 3 or higher on the AP Computer Science A exam, credit will be awarded for ITS1000 Computer and Internet Literacy (four credit hours).

For additional information concerning the awarding of AP credit, contact the Registrar at the appropriate campus.

Credit by Examination

CLEP and DSST certification exams can be submitted for evaluation for course credit. The guidelines for awarding credit are available from the Registrar at the appropriate campus. In general, no score less than 50 on the CLEP test will be considered for course credit. The credit granting score for DSST exams is available from the Registrar.

If students earn a credit granting score for a CLEP or DSST exam that does not directly correlate to a course offered by South University, credit may be awarded as a) free elective, OR b) General Education credit in the appropriate area.

If CLEP or DSST examinations do not exist for a specific course, the Vice Chancellor for Academic Affairs, in consultation with the Dean of the College/School overseeing the course, is the final authority on whether or not a course may be exempted through the examination process. The Department Chair creates the examination to be used from previously administered final examinations in the course. To be eligible to earn credit the student must:

1. Submit a written request to his/her campus Dean of Academic Affairs and Operations or Director of Online Instruction.
2. Verify that s/he has not previously taken the course at South University.
3. Verify that s/he is not currently enrolled in the course at South University.
4. Score an 80% or better to receive credit. Students scoring below an 80% must take the course challenged as required in the curriculum.
5. Pay the applicable examination fee (this does not apply to examinations to exempt the keyboarding or word processing course).

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average. Students may not earn more than 75 percent* of their total credits and 50 percent of their major credits through credit by examination, transfer credit, or a combination thereof. The time limit for granting credit by examination for any course is the same as that for accepting transfer credit for the same course.

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Credit by Education Training

College credit may also be awarded for education training completed through business and industry, the armed services, or government organizations. South University is guided by the principles and recommendations of the American Council on Education (ACE) guidebooks when assessing requests for credit earned in this manner. Students must have their ACE transcripts sent directly from the Center for Adult Learning and Educational Credentials to the appropriate campus Registrar at South University.

University Credit for Military Experience and Training

The University recognizes and uses the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services to determine the value of learning acquired in military service. We award credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a Service member's program. In addition, we utilize Joint Services Transcript or corresponding official service transcript in our processing of prior learning experiences for possible transfer credit.

Students who wish to have their military experience and training evaluated for university credit should submit copies of appropriate forms to the appropriate campus Registrar. Veterans

should submit DD Form 214, and active duty military personnel should submit DD Form 295. Active duty Army personnel and soldiers discharged since October 1, 1986, should also provide the appropriate campus Registrar with copies of their Army/American Council on Education Registry Transcripts.

The University may also accept as transfer credit completion of formal military courses as recommended by ACE when verified through official transcripts (Army/ACE registry Transcript System, Community College of the Air Force, Joint Services Transcript, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Additionally, credit may also be awarded through review of a student's certified Department of Defense (DD) Form 214 (Armed forces of the United States Report of Transfer or Discharge) in conjunction with the ACE Guide, to the Evaluation of Educational Experiences in the Armed Forces. Credit will be applied to a degree program upon the approval of the Department Chair from which the degree is to be awarded.

Timing of Transcribed and Nontranscribed Credit Consideration and Acceptance

South University will accept transcripts for transcribed (transfer) and documentation of non-transcribed credit evaluation at any point during a student's program of study, provided that limits placed on the total number of credits for the program and components of the program will not be exceeded. During a student's first quarter enrolled at South University, all official transcripts must be received and evaluated for those courses related to establishing basis of admission. No courses will be evaluated for transfer of credit during a student's final quarter before graduation. Active/Guard/Drilling Reserve military students may have a waiver from this policy concerning their final quarter (for students in on-campus programs) or final two course sessions (for students in online programs) and should work closely with their academic advisors or academic counselors as to their eligibility to have courses evaluated for transfer of credit at any time during their program.

Students are encouraged to submit all transcripts for transfer of credit evaluation or documentation for non-transcribed credit as soon as possible upon admission to their program of study to enable accurate scheduling of coursework. Students are also strongly encouraged to discuss with their advisors or registrars the potential transferability of outside coursework being considered.

Notice Concerning Transferability of Credits Earned at South University

In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason South University does not imply, promise, or guarantee that credits earned at South University will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your

coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept South University credits. South University encourages students to initiate discussions with the potential transfer school as early as possible.

The Associate of Applied Science programs are considered by some educational institutions and state agencies to be “terminal” and/or “occupational” programs. Credits earned in terminal and/or occupational programs are generally not applicable to other degrees; however, the acceptance of transfer credit remains at the discretion of the receiving institution.