

COLUMBIA INTERNATIONAL UNIVERSITY

Transfer Credit, Advanced Standing, Transient Enrollment, and Articulation Policies

These policies conform to the criteria of The Southern Association of Colleges and Schools (SACS) (*Criteria 4.2.1 and 4.3.1*) and The Accrediting Association of Bible Colleges (AABC) (*Policy on Transfer and the Award of Academic Credit*). These policies and criteria are further informed by the statements of best practice adopted by The Council of Adult Experiential Learning (CAEL), The Council for Higher Education Accreditation (CHEA) (*A Statement to the Community: Transfer and the Public Interest*, November, 2000), and the recommendations of the American Council on Education (ACE) (*The National Guide to Educational Credit for Training Programs; The Guide to the Evaluation of Educational Experiences in the Armed Services; Guide to Educational Credit by Examination*). These policies and criteria have three primary objectives: (a) ensure efficient and effective mobility of students between Columbia International University (CIU) and other educational institutions; (b) to facilitate satisfactory student academic progress; and (c) to ensure academic integrity. CIU recognizes four types of credit status for students who come to CIU from other postsecondary institutions: transfer credit, advanced standing, the transient letter, and acceptance by articulation agreements..

Transfer Credit

General Governing Policies

Coursework transferred or accepted for credit toward any CIU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, CIU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

CIU accepts transfer credit from other accredited educational institutions, both civilian and military, subject to the following general criteria:

- a minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- credit is applicable to the CIU program of study in which the student intends to enroll;
- earned transfer credit may be limited by degree program residency requirements.

Policy on Transfer of Military Education.

Transfer credit is evaluated on the basis of discharge papers (Form DD214, identifying the Military Occupation Specialty) or Form DD2586 which includes American Council of Education (ACE) transfer credit award recommendations. The *Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE publication) is employed in establishing transfer credit awards.

Policy on Non-Reputable Schools

No credit will be awarded for course work completed at an institution which bears the characteristics of a "diploma mill" or "degree mill" and/or which is accredited by an agency lacking official recognition by the US Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

Additional Policies of the College

Transfer credit previously used for another undergraduate degree

The College will accept undergraduate transfer credit previously used for the award of the same degree or its equivalent if it does not exceed 50% of the CIU degree, and all curricular requirements are met including satisfaction of required upper division hours, field education requirements, and residency requirements.

Transfer credit from non-accredited academic institutions

Students requesting transfer credit from non-accredited schools must provide CIU Admissions with the school's catalog (if not already on file with CIU), including information about the faculty members and their academic credentials, and course descriptions and course content. A transcript from the school should include information

about the quality and quantity of the work done, recorded as qualitative evaluation by grade and hours required per course. Following review of the school's material and any advisory consultation of the dean's own choosing, the college dean determines if work is acceptable from the school. Work that is accepted from the school will be awarded at two-thirds of the award normally given to an accredited institution following computation of equivalent hours converted to CIU's semester hours. A limit of one year, or 31 semester credit hours, of work from a non-accredited school may be applied toward a CIU college degree.

Non-accredited schools whose graduates historically have done well at CIU can be informed that a normal award for work done at the school has included a certain number of hours. Identification of waiver of specific courses is delayed until review of the student's individual transcript, due to frequent changes in the school's course content or transcript information and to review of the student's level of demonstrated achievement. Periodic review of the school will be conducted every three years.

Where transcripts or catalogs provide insufficient or questionable information, the student will be required to write a narrative carefully describing the course content, hours of study, books used, and illustrative assignments for which credit is sought. These narratives will be submitted to the discipline's professor for evaluation and recommendation for credit awarded and/or possible course waivers.

Credit by Examination

The College will accept credit by examination through the ACT Proficiency Examination Program (PEP); Regents' College Examinations (RCE); the College Board's Advanced Placement (AP) Program; the College Board's College-Level Examination Program (CLEP); and the Defense Activity for Non-Traditional Education Support (DANTES) consistent with fair and equitable application of these policies.

Credit With Course Substitution

Normally, qualified hours may be transferred into the program by block credit, granting elective hours to the appropriate discipline area. When the number of hours and the content of a required CIU course is evaluated by a faculty member as equivalent, those hours may be specifically designated to fulfill the curricular requirements of the required course and identified as a course substitute.

Additional Policies of the Seminary

Transfer credit previously used for another degree

The Seminary will apply as transfer credit toward one of its seminary degree programs no more than half of the credits that may have been applied to another ATS-approved post-baccalaureate degree program, and not more than half of the credits required for a seminary degree may be granted on the basis of transfer credits. All transferable credit is listed on the credit earned form. Transfer credit does not calculate into the student's overall GPA.

Transfer credit earned through independent distance learning

The amount of transfer credit earned through independent distance learning must not exceed the total allowable limit for the degree program in conformity with requirements of The Association of Theological Schools (ATS).

Advanced Standing

Policies of the College

The International Baccalaureate Program.

The International Baccalaureate (IB) Diploma and its subject achievement examinations are recognized by many colleges and universities worldwide as indicative of superior academic achievement at the baccalaureate level. CIU awards credit for higher-level IB examination scores upon receipt of official IB Examination results received prior to admission to CIU. IB courses which may be applied to the CIU curriculum are awarded according to recommendations by the college faculty member of the discipline.

Policies of the Seminary

When No Transcripts of Graduate Credit Are Presented

By petition, the student may present documentation to waive courses where expertise and knowledge is accepted. No reduction in the required number of hours for the degree is granted. Credit may be granted if the student passes a Proficiency Examination according to standards published in the seminary's catalog; Credit awarded in this manner are limited to no more than one-sixth of the degree in accordance with ATS *Criteria*.

The Transient Letter

The *transient letter* certifies that a student is currently enrolled in a degree program and that all appropriate admission documentation is on file with the institution issuing the transient letter. Such confirmation enables the receiving institution to adjust its own admission/registration requirements to facilitate limited and temporary enrollment (normally a single academic term) for the purpose of completing degree requirements in the home institution.

The CIU Registrar's Office produces transient letters for the benefit of CIU students wishing to complete limited course work toward CIU degree requirements at another postsecondary institution. Upon receipt of an official transcript from the other institution, the Registrar processes the completed coursework as transfer credit subject to normal transfer policy (*i.e.*, no residency, does not count into the GPA, nothing transfers below a "C"). Credit hours earned via transient enrollment do not qualify as pertains to institutional, state, or federal financial aid award criteria.

CIU accepts students from other accredited institutions for the purpose of transient enrollment up to a cumulative limit of 12 semester hours. In such cases, the Registrar accepts the transient letter in lieu of official transcripts (on the basis of the transient letter's certification that appropriate educational credentials are on file with the other institution) and normal application and admissions department procedures are waived. The Registrar records the name of the school in the transcript header, and "Transient student" as the degree awarded. Following completion of the course(s), the student must request the CIU Registrar to forward a CIU transcript to the home institution.

ARTICULATION AGREEMENTS

An Articulation Agreement (in some cases, titled a Consortium or Cooperative Agreement) defines the purpose of the agreement, identifies course availability and limitations, identifies procedures for admission, registration and records, clarifies Financial Aid responsibilities, and identifies other elements such as matriculation status, use of library resources, promotion, and payment.

Most agreements define at least one of the following purposes: to permit cross-registration, to identify course equivalencies for transfer, or to establish special credit transfer rates on behalf of the student. Within each of these types, specifically negotiated points of agreement are established to provide the best possible service to the student

within both institutions' governing policy criteria. These points of agreement acknowledge flexibility and the ability to make each agreement unique.

Type 1: Cross-Registration

The Articulation Agreement should stipulate student qualifications for participation, procedures for enrollment, complete or partial course availability, clarification of financial aid responsibilities, matriculation status changes, financial considerations, promotion of courses, use of educational resources, procedures for grade notification, limitations upon participant enrollment, and terms for renewal or cancellation of the agreement. Cross-registration does not require additional credentials or admission processing because courses are recorded as the home school's own course work. Credits earned by CIU students registered for a course taught from the partnering institution are not treated as transfer credit *i.e.*, grades will be accepted below "C," will be calculated into the GPA, will be acceptable for Financial Aid and VA Benefits, and may be applied toward residency requirements.

For another school's students, CIU will print "Consortium student from <school>" in the transcript header of the CIU transcript. CIU will issue a grade report to the other school; likewise, CIU would expect partner institutions' registrars to issue grade reports for cross-registered CIU students. Should a seminary student enrolled at a partnering school enroll in a CIU program after applying those credits toward his/her earned degree, those credits may not be re-applied toward the second (CIU) degree to ensure the same course is not counted toward residency twice from both schools; different credits must be used to satisfy ATS dual-degree program limitations.

Type 2: Equivalent Courses

The Articulation Agreement may identify parallel courses capable of satisfying prescribed curricular requirements at either institution. Such identification provides consistent academic advising to the student. An equivalent course is still a transferred course but may substitute for the curricular requirement of the student's program.

Type 3: Establish Rate of Transfer

The Articulation Agreement may formalize a consistent transfer credit ratio or a consistent substitution of selected courses from institutions with whom programs are related or special relationships are approved.

Policy Approval and Notification to the Faculty of Revision and Application

This policy is approved by faculty action and replaces all previous transfer credit policies. Application of policies to specific schools does not require individual faculty action, but the faculty will be notified annually concerning applications and relationships to institutions.

Policy Accepted by Faculty: College: April 22, 2002
Graduate School: May 6, 2002