

NCU Transfer Credit Policy

Approved by Dean's Council August 2017

Basic Principles:

- 1) Credit will be transferrable from institutions approved by one of the regional accrediting agencies recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA). These are:
 - ❖ Higher Learning Commission (HLC);
 - ❖ Middle States Commission on Higher Education (MSCHE);
 - ❖ New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE);
 - ❖ Northwest Commission on Colleges and Universities (NWCCU);
 - ❖ Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC);
 - ❖ Accrediting Commission for Community and Junior Colleges (ACCJC) - Western Association of Schools and Colleges;
 - ❖ WASC Senior College and University Commission (WSCUC) - Western Association of Schools and Colleges.
- 2) CHEA (Council on Higher Education) recognized accrediting agencies will be accepted for transfer. All courses will be evaluated on a course-by-course basis.
- 3) Only courses with a grade of "C-" or better will be accepted for transfer. Transfer credit will be not awarded for courses graded on a pass/fail (P/F) or satisfactory (S) basis.
- 4) Transferable credits are accepted to North Central University to the extent that they apply to a student's declared program of study. Evaluation is done by the Registrar's Office- in collaboration with the Deans and School Directors, if necessary- and relevant credits are articulated upon payment of the enrollment deposit and declaration of a major. The relevancy of general education courses are determined by course content and will be accepted for transfer corresponding to the equivalency requirements for the General Education Courses document.
- 5) Current students must complete a Transfer Request Petition and submit the form to the Registrar's Office for evaluation prior to registration for those classes at another institution. The Registrar's approval is required for transfer requests to the major core.
- 6) Residency requirements for an Associate of Arts degree requires a minimum of 15 credits taken at North Central and 27 credits for a Bachelor's degree.
- 7) Prior Learning credits will be accepted for transfer so long as official scores are submitted to the Registrar's Office within the first two semesters of attendance at North Central. A maximum of 30 combined credits will be accepted from the following sources:
 - a. CLEP (College Level Exam Proficiency) tests
 - b. AP (Advanced Placement) exams
 - c. IBE (International Baccalaureate Exams)
 - d. DSST/DANTES Exams
 - e. Advanced Standing Credit

- 8) Transfer credit accepted from another institution is reflected on the North Central transcript with a grade of "TR". Advanced Standing awarded for prior learning will be noted on the transcript with a grade of "AS". Neither TR or AS grades will be included in North Central GPA calculations.
- 9) Transfer implies the recognition of academic merit of a course or program of study. Advanced standing is not justified on the basis of the academic merit of a course or program, but rather the education achieved by the active, supervised participation of the individual in an applied or real-world setting. In some cases, advanced standing may be justified for education received in an unaccredited setting, where transfer credit would not be justified. Credits pre-approved for advanced standing from unaccredited discipleship programs will be awarded upon the successful completion of one semester at NCU where the student is in good academic standing (GPA 2.0 or higher).
- 10) All determinations regarding advanced standing will be made by North Central University. It should be understood that advanced standing credits from other institutions will not automatically be awarded or transferred to North Central University. Advanced standing credits will be awarded as noted above, as well as upon full payment of tuition which is 1/3 the current tuition rate. Federal regulations exclude these tuition charges from Financial Aid eligibility.
- 11) Continuing Education (CEU) Credits and StraighterLine exam scores are not accepted for transfer at NCU.
- 12) The Joint Services Transcript, which documents coursework taken in the military, is accepted as evidence equivalent to an academic transcript. The JST includes equivalent experience/coursework from the Army, Navy, Coast Guard, and Marine Corps. Air Force veterans must submit an official transcript from the Community College of the Air Force (CCFA) or Air Force University (AU). Military service records will not be accepted as evidence equivalent to academic transcripts from a college or university. The JST can be requested by visiting: <https://jst.doded.mil/official.html>. Air Force Veterans can request a transcript by visiting: <http://www.au.af.mil/au/ccaf/transcripts.asp>
- 13) The Deans' Council will provide oversight for all transfer credit policies, and will review as needed to ensure compliance with all accreditation standards and requirements.

International Transfer Credit

Because of the great variety of types of educational institutions that exist around the world, as well as how difficult it is to assess foreign equivalencies to American terminology and standards, North Central University requires academic credit earned from institutions located outside of the United States not only to be documented with transcripts or similar official reports, but also to be evaluated using an agency approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or the National Association of Credit Evaluation Services (NACES). Transfer credit will be assessed based on equivalency to collegiate work completed at regionally accredited institutions in the United States.

In addition, North Central University reserves the right to determine how such transfer credits might apply, or might not apply, to the specific requirements of a particular course of study. In other words, although NCU might recognize foreign academic coursework as being of acceptable academic quality, the University might also determine that the subject matter of this coursework is such that it will not meet any of the specific requirements of a particular academic program. International students must have their transcripts evaluated by an AACRAO or NACES-endorsed evaluation service and submitted directly to the admissions office.

Just as it is the responsibility of a student seeking transfer credit to provide NCU with relevant transcripts, it is also the responsibility of the student seeking foreign transfer credit to bear the cost of this evaluation.

Course Transfer Guidelines

The policies and procedures for transferring credits are as follows:

- Only grades of "C-" or better (70%) are transferable.
- The course level and course description must be equivalent to an NCU course.
- The course(s) must be required for the student's declared major to count towards HG (hours earned for graduation).
- Degrees do not transfer; all courses are evaluated individually.
- NCU does not participate in the Minnesota Transfer Curriculum (an agreement that states any A.A. degree is transferable to any 4-year public school in Minnesota and Wisconsin).
- Courses must be at the college level to transfer (usually with a course number "100" or higher); developmental courses will not transfer (usually with a course number "099").
- An official evaluation is done and credits are applied after receiving an official transcript; faxed transcripts or unofficial transcripts can be evaluated, but no credits will be applied until official transcripts are received.