

# TRANSFER CREDIT

BAPTIST MEMORIAL COLLEGE OF HEALTH SCIENCES

ADMINISTRATION

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: MARCH 3, 1995

SECTION: OPERATIONAL POLICIES – ADMISSIONS

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## Objective:

To provide criteria for the evaluation, awarding and acceptance of previously earned credit that support the mission, goals and curriculum of Baptist Memorial College of Health Sciences (Baptist College) and ensures that coursework and learning outcomes are at the collegiate level and comparable to Baptist College degree programs.

## Policy:

Baptist College reserves the right to decline transfer credit on any courses submitted. However, the following **criteria and process** are followed when reviewing previous course work for consideration:

- A. Only transcripts that are submitted as part of the admissions process will be officially evaluated. Credit for transfer will be considered with an official transcript from a regionally accredited college. Additional material such as the course description, syllabus, outline and/or textbook(s) may be requested in order to assure similar curriculum objectives.
- B. Credit received from other regionally accredited colleges for specific required courses in General Studies must satisfactorily parallel with courses offered by Baptist College. Equivalent courses with grades of "C" or above may be accepted from other regionally accredited colleges. If an equivalent course was repeated at one of the regionally accredited colleges, only the most recent grade will be considered for transfer credit.
- C. Earned credit five years old or less for courses equivalent to the following Baptist College courses may be submitted for review: A & P I, II, Microbiology, Chemistry I, II, Pathophysiology and Physics I, II. When the latter courses are considered for fulfilling the requirements of the Baptist College Medical Laboratory Science degree, the time limit for earned credit is seven years. For completion degrees and the Pinnacle program, the five-year limit for earned credit may not apply. All other courses being considered for transfer will be reviewed for credit regardless of age.
- D. Earned credit three years old or less in computer science courses may be submitted for review. A computer competency examination is available for students with older course work.
- E. On a regular basis, the Dean of General and Health Studies develops transfer guidelines after having reviewed descriptions of courses offered at nearby regionally accredited colleges; subject matter experts are consulted as needed. The transfer guidelines for these courses are provided to the Registrar's Office, which then applies such guidelines to accept transfer credit from nearby regionally accredited colleges. All general transfer credit courses that have not been reviewed via this process need approval by the appropriate academic dean.
- F. Program-specific courses completed at other regionally accredited colleges will be reviewed, case by case, by the dean/chair of that program for consideration of transfer credit.
- G. Transfer credit for courses from non-regionally accredited colleges and universities may be considered by the appropriate dean after he/she reviews all materials submitted.
- H. The academic deans will use the *ACE Manual* (<http://www2.acenet.edu/militaryguide/CourseSearch.cfm>) in determining transfer credit for military experience on a case-by-case basis.
- I. Transfer credit appeals must be submitted during the student's first term of attendance.
- J. Transfer of course/degree credit from Baptist College is determined by the receiving institution.

Approved: \_\_\_\_\_

Administrator

\_\_\_\_\_ Date

Reviewed: 7/96, 8/1/96, 9/16/97; 4/09; 7/09

Revised: 4/18/01; 10/22/03; 10/11/04; 6/06; 12/08; 4/09; 7/09; 2/11; 9/12, 12/13