

## Undergraduate Course Credit Transfer

Policy Information			
Policy# :	ADM.4006	Reviewed Date(s):	7/96; 8/96; 9/97;
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Responsible College Administrator:	Loredana Haeger	President Council Approved Date:	April 6, 2017

### 1. Purpose

- 1.1. 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.

### 2. Policy

- 2.1. Baptist College reserves the right to accept or decline transfer credit on any courses submitted. However, the following criteria and processes are followed when reviewing previous course work for consideration:
  - 2.1.1. 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.
  - 2.1.2. Credit received from regionally accredited colleges for specific required courses in General Education Studies and Health Studies must satisfactorily parallel with courses offered by Baptist College. Equivalent courses (excluding specific required science courses) with grades of "C" or above may be accepted from other regionally accredited colleges regardless of the year completed. If an equivalent course was repeated at one of the regionally accredited colleges, only the most recent grade will be considered for transfer credit.
  - 2.1.3. Earned credit for courses equivalent to specific required science courses completed at a regionally accredited college with a grade of "C" or above will be subject to review according to specific program timeframes. If an equivalent course was repeated at one of the regionally accredited colleges, only the most recent grade will be considered for transfer credit.
    - 2.1.3.1. Earned credit for specific required science courses five years old or less will be reviewed for applicants to all College programs.
    - 2.1.3.2. Earned credit for specific required science courses over five years old will be reviewed for applicants to General Education and Health Studies (GEHS) and Allied Health (AH) programs by the GEHS Dean and AH Dean/Program Chair.

- 2.1.3.3. Earned credit for specific required science courses, regardless of year completed, will be reviewed for currently health care professionals or Health Administration majors.
- 2.1.4. Applicants with earned credit for specific courses taken at a two year regionally accredited college as part of the Tennessee Transfer Pathways will receive block credit for a designated series of courses required at Baptist College. Time/age limits for acceptance of earned credit for specific required science courses will vary per program. A grade of “C” or better must be earned in each course taken at the two year college.
- 2.1.5. Earned credit received for Advanced Placement courses will be considered for transfer based on verification and achievement of acceptable pre-determined examination scores.
- 2.1.6. Program-specific courses completed at regionally accredited colleges will be reviewed on a case-by-case, basis by the dean/chair of that program for consideration of transfer credit. For nursing, this review will occur only after a student has been admitted to the program. Additional material such as the course description, syllabus, outline and/or textbook(s) may be requested in order to assure similar curriculum objectives.
- 2.1.7. Credit toward program-specific courses earned via other means, including but not limited to work experience, professional training, military training, may be considered on a case-by-case basis by the specific academic dean or designee according to the Credit for Prior Learning Policy.
- 2.1.8. 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.
- 2.1.9. Students have a right to appeal transfer credit during their first year of attendance.
- 2.1.10. Transfer of course/degree credit from Baptist College to another college is determined by the receiving institution.

### **3. Definitions**

- 3.1. Transfer credit – academic credit accepted toward degree requirements based on analysis “for transfer in terms of level, content, quality, comparability, and degree program relevance” (SACSCOC Position Statement on Transfer of Academic Credit).

### **4. Procedure**

- 4.1. The transfer credit approval procedure is reviewed every 2-3 years. The Dean of General Education and Health Studies and the Baptist College Registrar develop transfer guidelines after having reviewed descriptions of courses offered at nearby regionally accredited colleges (subject matter experts are consulted as needed). The transfer guidelines are used by the Registrar’s Office as a basis for transfer credit acceptance from nearby regionally accredited colleges.
  - 4.1.1. Official transcripts are evaluated by the Registrar's Office when applicants meet admissions criteria.
  - 4.1.2. The Registrar's Office approves courses with established transfer credit guidelines from colleges.
  - 4.1.3. The Dean of General Education & Health Studies reviews and approves courses when there are no transfer guidelines available for use by the Registrar’s Office.
  - 4.1.4. Academic Deans will use the ACE Manual (<http://www2.acenet.edu/militaryguide/CourseSearch.dfm>) in determining transfer credit for military courses on a case-by-case basis.
- 4.2. Applicants are notified of transfer credit decision.
  - 4.2.1. Results of transfer credit evaluations are provided to applicants electronically (college issued email).

- 4.2.2. Transfer credits are posted in the student information system when applicants are accepted to Baptist College.
- 4.2.3. As final transcripts are received, transfer credit evaluations are updated and posted in the student information system by the Registrar's Office. Students and advisors are notified to review the degree plan for additional transfer credits accepted into their program.
- 4.3. Students may submit an appeal for transfer credit within a specific timeframe.
  - 4.3.1. Applicants/students who wish to appeal transfer credit have 1 year (12 months) from the date of enrollment into Baptist College to complete the "transfer credit appeal" form on the web and provide necessary documentation for review of course content.
  - 4.3.2. The General Education and Health Studies Dean in consultation with the appropriate Program Dean (or designated Chair) will consider and act on the appeal of the original decision.
  - 4.3.3. Any recommended change of credits that are not agreed to by all parties involved (evaluating GEHS Dean and professional program Dean or designated Chair), will be forwarded to the Provost for final determination.
  - 4.3.4. The Registrar's Office will notify applicants/students of the transfer credit appeal decision, including explanation for denied appeals, via email (academic advisor, if assigned, is copied on email communication).

## **5. Related Information**

- 5.1. Tennessee Pathway requirements
- 5.2. Advanced Placement and Credit by Examination Policy
- 5.3. Credit for Prior Learning Policy