

Transfer Policy

Introduction

Marylhurst University welcomes students with transfer credits from other regionally accredited colleges and universities and endorses the "Joint Statement on Transfer and Award of Academic Credit" approved by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the American Association of Community Colleges.

Determination of Transferability

Marylhurst University evaluates credit in transfer for courses completed at colleges and universities accredited by one of the regional accrediting bodies, as well as from foreign post-secondary institutions recognized and approved by the local Ministry of Education as degree-granting institutions. Transferability is determined based on evaluation of official college or university transcripts. For coursework from institutions outside the United States, students must submit a course-by-course evaluation from World Education Services, Inc. (WES), Educational Credential Evaluators (ECE), or AACRAO International Education Services (IES).

The decision to accept courses in transfer is based primarily on how individual courses compare in content, academic quality, and level to courses offered at Marylhurst University. Catalog course descriptions and syllabi will be used to determine appropriate placement and equivalency of transfer courses to Marylhurst University courses.

Courses are accepted for transfer to the university if they meet the following criteria:

- Student received a grade of "C-" or better for undergraduate courses, or "B" or better for graduate courses. Courses graded "pass" will be accepted in transfer if the granting institution defined a pass grade as at least a "C-" or better for undergraduate courses or a "B" or better for graduate courses. Incompletes, withdraws, audits, and continuing education units will not be accepted. [Note: Specific Marylhurst programs may have higher grade requirements for courses transferring into the major.]
- Coursework was at the college-level or was professional/technical in nature. Transfer credit is *NOT* awarded for pre-college coursework intended to prepare students for college level work, including courses in:
 - GED preparation and adult basic education
 - Reading skills or vocabulary development
 - Developmental writing instruction
 - Mathematics below the college level, including arithmetic, elementary algebra, and intermediate algebra
- A limited number of credits may be accepted in transfer for courses in the following areas:
 - Professional/technical fields intended to prepare students for jobs related to a specific trade, including keyboarding, 10-key, or other office skills; cooperative work experience; and military credits categorized by the American Council on Education (ACE) as *Vocational Certificate*
 - Physical education, health, or first aid/CPR
 - English as a Second Language (ESL)
 - Parenting or life skills

For the B.A., B.F.A., B.Mus., B.M.T., and B.S. degrees, a maximum of 18 quarter credits total may be accepted. For the B.A.S. degree, a maximum of 90 quarter credits may be accepted in the professional/technical fields, and an additional 18 quarter credits total may be accepted in the remaining areas.

Number of Transfer Credits

Although no limit exists on the number of transfer credits that may be accepted to the university, not all transfer credits may be applicable to all programs. The number of transfer credits applied to any program will depend on the applicability of the specific credits to the degree requirements.

Age of Transfer Credits

No restrictions are placed on the age of transfer credits as long as they meet the criteria for transferability; however, regional accreditation must have been held by the granting institution at the time the courses were taken.

Acceptance of Graduate Credits

Transfer credits taken at the graduate level are accepted as upper division credits at Marylhurst for students pursuing a baccalaureate degree. Any requests for application of graduate credits to a graduate degree will be evaluated individually by the respective graduate program chair.

Credit Hour Equivalencies

Marylhurst University operates on the quarter system. Transfer credits based on a different unit of credit will be converted to quarter credits before being transferred (e.g., 1 semester hour = 1.5 quarter credit hours).

Repeated Coursework

Transfer credit for repeated coursework will be accepted only for the last time the course was completed at any institution. Courses identified by the institution as repeatable, such as music ensembles, will receive credit for all instances of the course, provided they met the course transfer criteria.

Credit for Prior Learning (CPL)

Credits earned through all forms of CPL are considered transfer credit. A maximum of 90 credits for prior learning may be applied toward a bachelor's degree. Of those, up to 45 may be earned through Credit by Examination, and up to 45 may be earned through other forms of CPL (prior learning assessment portfolio and CPL accepted in transfer from other regionally accredited colleges and universities.) The 90-credit limit does not apply to training transcribed by the American Council of Education (ACE), military experience, or credit for Advanced Placement (AP) or International Baccalaureate (IB) exams. Limitations do apply to credits categorized as professional/technical.

CPL may be applied to any requirement of a degree or certificate program as appropriate, including the major, minor, or concentration, and the Marylhurst Core.

Credit By Examination

Marylhurst University accepts credit earned through the following examination programs:

- College-Level Examination Program (CLEP)
- DSST Program (DANTES)
- New York University (NYU) Foreign Language Proficiency Examination Program
- Excelsior College Examination Program (UExcel)

Transferability is determined from an official test score report.

Credit for Military Education and Experience

Marylhurst University accepts credit for armed service education and training according to the recommendations of the American Council on Education (ACE). Transferability is determined from an official military transcript or, for basic training, the student's DD-214. No limit exists on the number of military credits that may be accepted in transfer to the university in the *Lower-Division Baccalaureate/Associate Degree* and *Upper-Division Baccalaureate Degree* categories, although not all military credits may be applicable to all programs. Both courses and occupations credits are accepted in transfer.

Credit for Non-Traditional Courses and Experiential Learning

Marylhurst University accepts credit for non-traditional or prior learning transcribed through a regionally accredited college or university or through the American Council on Education (ACE) according to the same guidelines given for traditional coursework. Marylhurst does not accept in transfer credits for any form of learning not previously transcribed.

Advanced Placement and International Baccalaureate

Advanced Placement (AP) and International Baccalaureate (IB) credit is awarded on a course-by-course basis following the same policies and practices governing institutional transfer credit. Minimum scores vary by subject.

Credit for Internships and Service Learning

Marylhurst University accepts credit for internship, practicum, and service learning according to the same guidelines given for traditional coursework.

Students with Previous Degrees

Marylhurst University accepts the Associate of Arts Oregon Transfer (AAOT) or equivalent transfer degree to fulfill all requirements of the Marylhurst Core except MC 201 Entering Student Seminar, MC 401 Senior Core Project, and WR 323 Inquiry and Research. Placement of coursework from the AAOT or equivalent in the major will be evaluated on a course-by-course basis.

Students holding a baccalaureate degree conferred from a regionally accredited college or university may pursue a second baccalaureate degree at Marylhurst University. The second degree must be in a different major from any previously earned baccalaureate degree. Second degree students must complete all coursework required for the major and any minors or concentrations. Second degree students must also meet all residency and GPA requirements for undergraduate degrees. Students holding a baccalaureate degree from a foreign institution must submit documentation from an approved credential evaluation service verifying that the degree is equivalent to a U.S. baccalaureate degree or higher to be considered second degree students. A previous bachelor's degree fulfills all requirements of the Marylhurst Core.

Exceptions and Right of Appeal

Students admitted to a degree program may appeal transfer decisions or request acceptance of coursework completed through unaccredited institutions or agencies by submitting an appeal to the Office of Academic Affairs. Students will be asked to provide a copy of the institution's catalog, course syllabi and an official transcript of their coursework. The institution and the individual courses will be evaluated to determine how they compare in content, academic quality, and level to courses offered at Marylhurst University.