

# **Spring Arbor University**

## **Undergraduate Transfer Credit Evaluation Handbook**

**This handbook is a guide:**

**Official determination will be made by the  
SAU Office of Academic Registration and Records**

## **Transfer Credit Policy**

Spring Arbor University accepts college-level course work that has been completed at a degree-granting college or university holding regional or national accreditation or candidacy status by an American Council on Education (ACE) recognized. Continuing Education courses and courses numbered below 100 are not transferable. Courses graded CR/NC, P/F or S/U will not be accepted for transfer unless the institutional policy of the transferring institution states that a CR/P/S grade denotes “C” or above performance.

Credits will be posted to a student record from an official transcript only. A transcript is only official as defined by the sending institution and mailed directly from that sending institution to the receiving institution.

## **Credit Evaluation**

Where it is clear that Spring Arbor University has a specific course that is comparable to one taken at a previous institution, the exact equivalent is noted. This equivalency is determined by catalog comparison or, when necessary, in consultation with the appropriate Spring Arbor University department. If Spring Arbor University does not have an equivalent course for credit accepted, the credit is noted as general credit and will count as elective hours toward the 124 needed for graduation.

Community college 100 and 200 level courses (even if content appears similar to SAU 300 or 400 level courses) will not satisfy a Spring Arbor University requirement on the 300 or 400 level and will not count toward the required 40 hours of upper level credit. Transferred 200 level courses from a 4-year institution (if equivalent to an SAU 300 level course) may be considered equivalent to SAU 300 level courses and will be used toward upper level totals at SAU.

## **Transfer Approval**

A currently enrolled student at Spring Arbor University who wishes to take a course at another institution with the intention of transferring those credits to SAU should complete a Transfer Approval Request and submit it to the Registrar’s Office *before* enrolling in the course(s). This process eliminates duplication of courses, taking unnecessary courses and confusion as to what may or may not be accepted for transfer. This process also applies to credit by exam in one of our recognized testing programs.

## **MACRAO Agreement**

The MACRAO Transfer Agreement is an agreement between 2-year and 4-year institutions within the state of Michigan. The intent of the MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) agreement is to insure that a student who completes an Associate of Arts degree (or has completed 6 credits in English, 8 credits in Humanities, 8 credits in Natural Science, Math, or Computer Science, and 8 credits in Social Science as determined by the issuing college) at a signatory community college will have satisfied the basic general education requirements of the signatory four-year college upon transfer to the four-year institution. When the student transfers into SAU, “*MACRAO Agreement Satisfied*” must be stamped on the transcript of the issuing signatory community college prior to enrollment at SAU. Spring Arbor University is a receiving institution only. MACRAO requirements must have been completed prior to matriculation with Spring Arbor University.

## **Minimum Graduation Requirements**

Particular items are subject to minimums. The following is a list of items every Spring Arbor University student must complete:

- Minimum of 124 semester hours of credit.
- Minimum of 40 semester hours of upper level credit (courses numbered 300 and above).
- Minimum of 30 semester hours at SAU.
- Minimum of nine semester hours of the major at SAU (not including practica or field experience).
- Minimum major GPA of 2.20. BSN students must maintain a minimum 2.5 GPA within the major. See specific major/program for additional GPA requirements.

## **Maximum Transfer Credits**

Various kinds of credit are subject to a specific limit. The following is a listing of these items:

- A maximum of 68 semester hours of credit may be transferred from accredited two-year institutions. (Exception – Adult Studies has maximum of 84)
- A maximum of 62 semester hours may be transferred from an unaccredited hospital Registered Nursing program.
- A maximum of 16 semester hours may be transferred from courses with a pass/fail grade (providing that the standard for the pass grade is equal to a grade of “C” or above at the institution where the course was taken; if this is not the official school policy, pass/fail courses are not transferable.)
  
- A maximum of 12 semester hours of graduate-level credit (not to be applied toward a graduate degree) may be applied to an undergraduate degree.

- A maximum of 20 semester hours of technical credit may be applied toward a main campus degree.
- A maximum of 40 semester hours of technical credit may be applied toward a degree for School of Adult Studies.
- A maximum of 30 semester hours of prior learning credit may be applied toward a degree.
- A maximum of 60 semester hours of credit may be earned through credit by exam. Spring Arbor University has a published list of accepted tests and score requirements.
- NLN exams may be used for BSN support courses only. NLN exams are included in the 60 hour testing limit mentioned above.
- Transfer hours from unaccredited institutions (see UNACCREDITED SCHOOLS).
- A maximum of two MOS's are brought in from military experience (see MILITARY). Each MOS must be held for a minimum of 12 months.

## **Types of Transferable Credit**

### **TECHNICAL**

Technical courses are those that train a person for a specific vocation. Many times the training is of a “hands-on” nature, but this **is not always the case**. Usually technical areas of study are limited to certification programs or associate degree programs. Some of the kinds of courses that are considered technical include (but are not limited to) the following:

- Secretarial
- Practical Nursing
- Automotive Technology
- Hospitality/Food Service
- EMT Training
- Police Training/Law Enforcement
- Mechanical/Electrical Technology
- Paralegal Training
- Building Trades
- Travel/Tourism

In the degree completion programs, students are limited to a maximum of 40 technical credits that may be applied to their BA/BS at Spring Arbor. When courses are taken in a technical area/program, all courses in the program or department are considered technical since the focus of the course is to teach the student how the topic is specifically applied to the technical area of study.

### **NON-TRANSCRIPTED ITEMS**

Sometimes prospective students have completed various kinds of training that are not on a college transcript. Some of these items may be eligible for up-front transfer credit by virtue of the fact that they have been evaluated for college credit potential.

Since Spring Arbor University recognizes the recommendations of the American Council on Education (ACE), any recommendations made by ACE will be recognized as up-front transfer credit. The ACE publication, **THE NATIONAL GUIDE to Educational Credit for Training Programs**, contains a listing of a number of organizations that offer various training programs and the corresponding ACE credit recommendations. The training completed by the student and the listing in the GUIDE must match (dates, place of training, etc.) in order for a student to be given the amount of credit listed.

Another similar publication, **COLLEGE CREDIT RECOMMENDATIONS: The Directory of the National Program on Noncollegiate Sponsored Instruction** (PONSI), lists various kinds of noncollegiate instruction/ training that will generate up-front transfer credit as long as the training completed by the student matches the information listed in the PONSI book.

Items that are not listed in either of the two publications mentioned above would need to go through the prior learning assessment process if a student wishes to use those items to generate credit.

### **PRIOR LEARNING ASSESSMENT**

Prior Learning credit earned at another institution may be eligible for transfer to Spring Arbor. The Registrar's Office investigates how prior learning credit is determined and awarded at the previous institution. If faculty awards the credit in a similar manner as Spring Arbor University, the credit may be transferred.

Spring Arbor University students are allowed to earn up to a maximum of 30 semester hours of prior learning credit. If prior learning credits are transferred from another institution, the transferred prior learning credits are deducted from 30 in order to determine the amount of prior learning credit that the student may earn at Spring Arbor University.

Items that are not eligible for transfer credit **may** be eligible for prior learning credit. The Registration and Records Office makes the determination as to the eligibility for inclusion in prior learning credit.

### **UNACCREDITED SCHOOLS**

A committee has been established to review transcripts submitted from unaccredited institutions. If the committee rules in favor of accepting credits from the institution, the

following maximum hours will be transferred upon successful completion of one semester at Spring Arbor University:

- 75 hours from a four-year institution
- 62 hours from a three-year institution
- 40 hours from a two-year institution
- 30 hours from a practical nursing program

The term “Unaccredited” means that the institution is not accredited by an ACE-recognized accrediting body. Because Spring Arbor University accepts the recommendations of the American Council on Education (ACE), this means that “accredited” institutions are listed in the **Accredited Institutions of Postsecondary Education** as published by ACE and the U.S. Department of Education; “unaccredited” institutions are not listed in the above named publications. The Guide also lists non-degree-granting institutions (certificate programs). Spring Arbor University **does not** accept credits from “non-degree granting” institutions.

When students are transferring credits from unaccredited institutions, the credits are transferred in conjunction with any other limited hours. (i.e. Students may transfer a maximum of 84 hours from two-year institutions. If they have accumulated 50 semester hours from **accredited** two-year institutions, they would only be allowed to transfer an additional 34 hours from an **unaccredited** two-year institution. This would take them to the total maximum of 84.)

If an institution is unaccredited and Spring Arbor University is not accepting credit from that institution a student **may** have potential to use those credits as a part of their prior learning assessment. **The Registration and Records Office should always be consulted before making any “promise” to a prospective student regarding how/if these credits will be used.**

## **MILITARY**

Anyone wanting credit for military experience must furnish a copy of his or her DD214. **For best/most accurate evaluation of usable education credit the student should request a transcript from his/her branch of service.** If a transcript is not available, the SAU Records Office will evaluate the DD214. The items that may generate credit are the student’s MOS (Military Occupational Specialty), basic training, and courses completed. **A maximum of two MOS’s are used in generating military credit, and each must have been held for at least one year.** The DD214 should have a complete summary of activity while serving. However, the DD214 is not always complete. In these cases, copies of certificates verifying course completion can be useful in giving more complete information for evaluation.

**Student transcripts may be requested from the following:**

**All transcripts must come directly from the sending agency to the SAU site or Records Office to be considered official.**

- Air Force personnel should request a transcript, available from Community College of the Air Force. CCAF/RRR, 130 W. Maxwell Blvd. Maxwell AFB, AL 36112-6613. There is information at <http://www.au.af.mil/au/ccaf>. *Because other branches of military credit are listed in the 4-year category, Air Force personnel are not penalized because of the title “Community College.”*
- Army personnel serving after October 1980 are eligible for transcript by contacting AARTS, Ft. Leavenworth, KS 66027-5010, or the student may go online for an unofficial copy of their transcript: <https://aartstranscript.leavenworth.army.mil>. **Online evaluations may be printed but will be considered unofficial.**
- The U.S. Coast Guard has a website that will help Coast Guard personnel with transcription of in service credit <http://www.uscg.mil/uscg.shtm>. The student should go to the Coast Guard Institute, the “member” tab and click on “Forms” or “Leaving the Coast Guard.” There is an application there to complete.
- Michigan National Guard personnel can receive a transcript from their Education Officer through their local Guard office, particularly if they are **currently** fulfilling their obligation. The headquarters for the **Michigan National Guard** is located at **2500 Washington, Lansing, MI 48901**. A phone call from the student to the Education Officer is normally adequate to request that the **information be sent directly to Spring Arbor University**.
- Navy and Marine personnel may be able to receive transcripts through the Navy Education Web Site: <http://www.smart.navy.mil/> or they can call 1-877-253-7122. *The Navy and Marine computerizing of records has not been completed at last notice. Therefore record information before 1990 may not be available.*

ACE recommendations are used in awarding credit for military experience. ACE has reviewed specific MOS’s and courses at the request of the service training centers. Credit recommendations are made from the syllabus personally reviewed by college instructors and/or professionals in the field. Each training center specifies when the course was taught using the evaluated content. Therefore, **all criteria presented in the ACE Guide, dates of training, location of the course, etc. must match exactly**. Credit is given for items listed as baccalaureate credit (both lower and upper-level) but not for items shown as vocational certificate credit recommendations. Items can receive credit only once. The item generating the most credit will be used. (e.g. typing may be listed for credit in two different training programs. If one of the listings recommends 2 semester hours for typing and another course recommends 3 semester hours for typing, only the 3-hour item would be used, unless a different level of difficulty is indicated.)

## **CREDIT BY EXAM**

Spring Arbor University accepts credits from four testing programs: AP, CLEP and DSST are available to all students. NLN exams are restricted to BSN students only. By taking these examinations, students can receive college credit and/or be exempted from

certain course requirements. DSST exams are given at Spring Arbor through the Academic Student Connections Office. CLEP exams are offered by colleges and universities around the state. A list of available test sites may be found at [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

In disciplines where courses are sequential (i.e. Math, Sciences, Languages), a student who has taken a higher-level course may not use a lower level examination to earn additional credit at the lower level. Students will not be allowed to count credit by exam in a subject in which they have had prior academic work or for a class that covers the same subject matter in which they are currently enrolled.

A student may earn up to a limit of 60 hours through credit by exam. No more than one-third of the credit hours required in a major or minor may be earned through credit by exam. A student whose transcripts have been evaluated for transfer credit (prospective or current student) and who plans to take credit by exam must submit a Transfer Approval form to the Registrar's Office prior to taking the exam. To receive credit by exam an official transcript or score report must be sent to the Registrar's Office from the testing service.

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