



## **Office of the Registrar Transfer Policies**

According to the Higher Learning Commission, “each institution shall determine its own policies and procedures for accepting transfer credits, including credits from accredited and non-accredited institutions, from foreign institutions, and from institutions which grant credit for experiential learning and for non-traditional adult learner programs in conformity with any expectations in the Commission’s Assumed Practices” (Higher Learning Commission Policy FDCR.A.10.040).

According to the Missouri Department of Higher Education (MDHE), the Coordinating Board for Higher Education (CBHE) is required to "establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state." This responsibility is discharged through the implementation of the CBHE's credit transfer policy (Section 173.005(7), RSMo).

Hannibal-LaGrange University (HLGU) uses the CBHE Guiding Principles and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) when establishing the following policies.

### **Responsibility of the Registrar**

The HLGU Registrar is charged with the responsibility for carrying out the policies set by the Academic Affairs Committee (AAC), the Office of Academic Administration, and the Executive Cabinet. As a member of the AAC, the Registrar can alert the AAC concerning the standards set by the accrediting association (Higher Learning Commission), best practices set by CBHE and AACRAO, or rules set by the federal Department of Education concerning transfer credits. The HLGU Registrar is responsible for determining what coursework is accepted and what graduation requirements are met.

### **Transcript Policies**

An official transcript is defined as a document received by the HLGU Office of the Registrar through approved methods from another credit-granting institution. An official paper transcript must be received in a sealed envelope. A transcript presented by the student in either an opened envelope or in no envelope at all is not considered official. Students may hand deliver official transcripts as long as the envelope is sealed. An official electronic transcript may be received from one of the following exchange providers: Parchment, E-Script Safe, or National Student Clearinghouse.

To be considered official, university transcripts received from non-U.S. institutions must be accompanied by an official translation (if not in English) and evaluation from American Education Research Corporation (AERC) or World Education Services (WES).

## **Transfer Credit**

The following guidelines apply in regard to transcripts.

**1. When Are Transcripts Transcribed?** – Once a student has made a deposit to the institution or registered for courses and all transcripts have been received, credit will be posted to the HLGU transcript. Transcription time takes approximately 72 hours.

### **2. How Are Credits Transcribed?**

- a. All courses from other regionally accredited colleges and universities will be transferred in full, regardless of whether or not those same courses are offered at HLGU. Courses from nationally accredited or non-accredited institutions are evaluated on an individual basis.
- b. Transfer credits are transcribed with the same number of credit hours and grades assigned by the original credit-granting institution.

### **3. Number of Hours Accepted**

There is no limit to the number hours that can be accepted from four-year accredited universities or colleges. Although transfer hours may be counted toward graduation, catalog policies govern the minimum number of hours completed at HLGU in order to be awarded a degree.

Transfer hours from two-year institutions or community colleges are accepted as follows:

- a. Traditional Undergraduate – A total of 64 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.
- b. Adult Completion Program – A total of 76 credit hours will be accepted from accredited two-year institutions or community colleges except when an articulation agreement or memorandum of understanding states otherwise.
- c. An Associate of Arts degree (including AAT) from a regionally accredited Missouri institution or John Wood Community College is accepted as meeting all general education requirements, except for Bible.

### **4. Vocational Credit**

No vocational, career, or technical credit can be used in any degree except the AAS and the BAS, or when a memorandum of understanding or articulation agreement exists.

### **5. Non-Course Credit**

- a. **Prior Learning Assessment (PLA)** – In some cases, students may wish to receive University credit for legitimate, adequately-documented educational learning gained by some nontraditional means. (For example, the successful completion of certain courses offered by reputable law enforcement groups can sometimes result in receiving university credit.) To receive this credit, the student must demonstrate that they have learned the same facts, theories, and/or skills and that they have completed the same course objectives that would have been experienced by a student enrolled in

the equivalent classroom course at HLGU or other accredited institution (as indicated in the course syllabus). Note: Students are required to successfully complete a minimum of 12 credit hours at HLGU before such credit will be transcribed. PLA credit may not be requested during the last 32 hours of a bachelor's program or last 16 hours of an associate program.

- b. **College-Level Examination Program (CLEP)** – Students working toward a bachelor's degree may receive a maximum of 30 semester hours of work toward graduation requirements through a combination of CLEP or other approved standardized tests. A maximum of nine semester hour's credit can be received for any one academic discipline (i.e., courses with the same 3-letter departmental designation). A CLEP exam may not be used to replace a transcribed grade. Details and a brochure describing CLEP are available through the Office of Academic and Career Services.
- c. **Nursing Examinations** – Students in the nursing program may receive credit for acceptable scores on National League for nursing exams.
- d. **Institutional Examinations** – Students who have gained sufficient knowledge through previous education or experience in a particular field may receive University credit for certain courses which they challenge and successfully pass by examination. (As to whether or not challenge examinations are given in a particular course, students should consult the division- and/or department chair or the course instructor.) Challenge examinations may be taken only with the joint written approval of the course instructor, the division- and/or department chair, and the faculty advisor, and only after students have properly applied for such an examination by indicating in writing their reason for believing that they should be allowed to challenge the course.
- e. **Advanced Placement Credit** – Students who have completed university-level work during secondary school through the College Board's Advanced Placement program and achieved appropriate scores on comprehensive exams may receive university credit for specific courses. Details are available in the Office of Admissions or from the Office of the Registrar.
- f. **Credit for Educational Experiences in the Armed Forces** – Credit for properly documented educational experiences in the armed forces will be granted according to the American Council on Education (ACE) recommendations and also from "A Guide to the Evaluation of Educational Experiences in the Armed Services" (accessible at [www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx](http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx))

*Note: Additional costs and restrictions may apply to any of the non-course credit options. See current academic catalog for further details.*

- 6. **Missing Transcript Policy** – All transcripts must be received by HLGU within 30 days of the term start date or students will be administratively withdrawn.

- 7. Course Equivalency** – When a course equivalency is not clear, the Registrar will work with faculty members who are content area experts to determine whether or not transfer course content matches and is sufficient to grant credit for an HLGU equivalent course. If a transfer course is not considered an equivalent match to a HLGU course, then the Registrar will grant subject area or elective credit corresponding with the transfer course level.
- 8. Credit Life and Expiration** – In some fields knowledge progresses at a rate where past courses taken become obsolete. Some departments have stated guidelines related to the expiration of course credit. When no explicit guideline is stated, the Registrar will use professional judgement and consult with the department faculty as content area experts to determine whether transfer course content is sufficiently up-to-date for transfer credit to be applied to graduation requirements.
- 9. Remedial/Developmental Work** – Students who have earned credit hours for remedial/developmental courses at another institution will receive credit for such courses provided
  - a. HLGU accepts credit from that institution, and
  - b. That the equivalent course is included in the HLGU current catalog.
- 10. Credit Conversion** – HLGU follows best practice guidelines provided by AACRAO.