



***BACCALAUREATE
TRANSFER OF CREDIT POLICIES***
As Approved by the VUSC Faculty

APPROVED

*As Applied by the
Vanguard University Records Office
1999...*

BACCALAUREATE TRANSFER OF CREDIT POLICIES

Vanguard University will transfer academic credit from other academic institutions or organizations that offer college-level credit. They are defined as the following:

1. Regionally accredited public and private colleges and universities

- 1.1. *Community Colleges:* VUSC will accept 70 units maximum of coursework from regionally accredited community colleges. All community college coursework is considered lower-division. No coursework will be accepted if it is determined to be preparatory or remedial by the community college which offers the coursework.
- 1.2. *California Community Colleges:* VUSC holds articulation agreements--which recognize Intersegmental General Education Transfer Curriculum (IGETC) units-- with 7 “feeder” California community colleges. The College also recognizes IGETC units from any California community college. VUSC accepts these units with the following stipulations:
 - 1.2.1. Only students who are not currently enrolled, and who have not been previously enrolled at VUSC may use the IGETC program to meet the general education requirements at VUSC;
 - 1.2.2. Areas 1 through 5 (CSU pattern) must be followed with the following exceptions:
 - Area 4: Only 6 units are required in 2 different disciplines.
 - Area 5: Only one class in Group A or B is required, but it must include a corresponding lab.
 - U.S. History OR U.S. Government is required (not both).
 - 1.2.3. Beyond the courses included in the IGETC pattern, students who transfer to VUSC will be required to take additional coursework: 13 units of Religion; 3 units of Philosophy (if not taken as part of IGETC); the English Proficiency Examination; and 2 units of Physical Education activity courses (which can be taken at the community college);
 - 1.2.4. Students at any California community college do have the option of transferring to Vanguard University before completion of the entire IGETC program. If a student transfers before completing the IGETC, all coursework taken at the community college to meet IGETC guidelines will transfer to VUSC and meet general education requirements;
 - 1.2.5. Partial or full completion of the IGETC does not guarantee admission to Vanguard University. Students may be approved for admission after an application for admission has been filed with the Office of Admissions at VUSC.

- 1.3. *Four-Year institutions:* VUSC accepts coursework from these institutions toward the Bachelor of Arts degree. Credit is granted as lower or upper division credit as determined by the institution from which the transcript is received.
2. **Nationally recognized testing organizations/Correspondence courses.** A total of 24 units can be given for non-VUSC testing and correspondence courses. Correspondence course transcripts are evaluated on an individual basis. Once a student has matriculated to VU, no future coursework taken at an unaccredited correspondence school will be transferred.
- 2.1. *College-Level Examination Program (CLEP):* If the minimum score recommended by CLEP is achieved, then CLEP recommendations for credit transfer are awarded. A CLEP official score report (i.e., official transcript) is required for transfer of credit.
- 2.2. *Advanced Placement (AP):* Credit is given for scores of 3 or higher. The amount of credit given is equivalent to that of one full year per examination, unless AP recommends otherwise. An AP score report (i.e., official transcript) is required for transfer of credit.
- 2.3. *International Baccalaureate (IB):* Credit is given for scores of 4 or higher on the Higher Level exams. The amount of credit given is equivalent to that of one full year per examination, unless IB recommends otherwise. An IB score report (i.e., official transcript) is required for transfer of credit.
- 2.4. *DANTES and USAFI:* Credit is given for scores of 50% or higher with the amount of credit determined by the number of units given for the comparable course at VUSC.
- 2.5. *Scholastic Aptitude Test (SAT) and the American College Testing Program (ACT):* Although no credit is given for scores achieved on the SAT I Reasoning Test and ACT tests, English and Math courses may be waived.
- 2.5.1. A verbal score of 390 or below (recentered-Spring '95 and beyond) on the SAT I or an ACT score of 13 or below requires the student to take ENGL090 Basic English. Prior to Spring '95 a score of 500 was needed;
- 2.5.2. A verbal score of 550 or higher (recentered) on the SAT I or an ACT score of 22 or higher waives the ENGL101 English Grammar and Composition requirement;
- 2.5.3. A math score of 500 or higher (recentered) on the SAT I or an ACT score of 22 or higher waives the general education math requirement. Prior to Spring '95 a score of 470 was needed;
- 2.6. *Correspondence courses from Global University (formerly Berean School of the Bible):* Credit for Global/Berean coursework is divided by the date of the coursework:
- 2.6.1. Any coursework completed prior to Fall 1985 may warrant some credit, given only to those students who were in full-time ministry at the time the coursework was done, and given at the discretion of the Division of Religion;

2.6.2. Coursework taken Fall 1985 and after may be given credit according to the following:

2.6.2.1. Baccalaureate-level courses may be accepted and applied toward general education and major requirements;

2.6.2.2. School of the Bible (Institute courses--formerly known as Certificate and diploma-level) credits are not transferable.

2.7. *Correspondence courses from the International Correspondence Institute (ICI):* VUSC accepts comparable coursework from ICI. Each transcript is evaluated individually and credit for each course will be determined on its own merit. All credit accepted is considered lower division.

2.8. *Regionally accredited Colleges and Universities:* VUSC accepts correspondence courses from regionally accredited institutions with the limit of 24 total correspondence units.

3. **Military.** Credit is given for military training courses which are determined to be college-level by the *Guide to the Evaluation of Educational Experiences in the Armed Forces*. The amount of units of credit given for acceptable courses will be granted according to the recommendations of the guidebook, and will be considered lower or upper division according to what is recommended by it. In addition, 2 units will be granted to meet the general education requirement of physical education activity upon receipt of honorable discharge paperwork from the appropriate military branch.

4. **Non-regionally accredited Bible colleges/institutes.** In consultation with the Chair of the Division of Religion, credit may be accepted from Bible colleges/institutes that are not regionally accredited. Once a student has matriculated, however, no units from unaccredited colleges will transfer. A college catalog and course syllabi may be required for the evaluation process. Bible colleges/institutes fall into two categories, each with different transfer policies:

4.1. *Accrediting Association of Bible Colleges (AABC) affiliated institutions:* The maximum number of units accepted from these institutions is 60 total semester units.

4.1.1. A maximum of one-half of the Religion major can be met by transfer units (same as other majors). If areas within the major are required, a minimum of one-half of each requiring six or more units must be met by VUSC courses.

4.1.2. Those institutions offering a three-year diploma may have the third year or any units above sixty units on the transcript accepted as upper division. Those units can be applied to the upper division Religion major requirements and toward the 40 upper division units required for graduation. Those institutions offering a two-year diploma will have all coursework considered as lower division.

4.2. *Bible colleges/institutes without regional or AABC accreditation:* VUSC may accept coursework from these institutions only after review of the catalog and syllabi by Records Office personnel and by the Division of Religion chairperson. Full or partial credit may be given for coursework.

4.2.1. The maximum number of units accepted from these institutions is 30 semester units with all of the units accepted as lower division, and applied as either lower division religion major requirements (12 units maximum), religion general education (12 units maximum), or elective credits (18 units maximum). A maximum of 12 units, in addition to religion general education units, may meet general education requirements with approval of appropriate division or department Chair.

4.2.2. If areas within the major are required, a minimum of one-half of each requiring six or more units must be met by VUSC courses.

4.3. *University of the Nations (formerly PACU)*: The policy for unaccredited Bible colleges (5.2 above) applies for this Youth with a Mission institute with the additional stipulations:

4.3.1. VUSC may accept a maximum of 9 lower division units (3 for THEO 101C, 6 for elective units) for students who take IDS 701 and 702 (Discipleship Training School). Students who take IDS 701 or 703 may be granted a total of 6 units (3 for THEO 101C, 3 as electives). Students who take only IDS 702 only may be granted 3 elective units. *(This policy was updated by the Division of Religion 12/11/02).*

4.4. *CINCEL*: units do not transfer from CINCEL. Current VU students can register through VU and get credit (8 or 16 units depending on the length of time spent).

4.5. *Master's Commission*: No units are awarded for Master's Commission work.

4.6. *Disclaimer for unaccredited work accepted by VUSC*: A disclaimer shall be attached to all official evaluations: "It is important to note that students considering graduate education should be aware that many graduate programs will not recognize credit taken at non-regionally accredited institutions, even if a regionally accredited undergraduate institution has accepted the unaccredited work, applying it as credit toward an undergraduate degree. If the undergraduate degree includes work at such institutions, many graduate programs will deny admission until that work is taken over again at a regionally accredited institution."

5. Foreign Institutions. VUSC requires that students transferring from a foreign institution have their coursework evaluated by an approved Evaluation Service.

5.2. *Foreign Bible colleges: Transcripts* from non-U.S. Bible colleges are evaluated on the same basis as U.S. Bible colleges and an official evaluation of the transcript may be required.

POLICIES REGARDING THE APPLICATION OF TRANSFERRED BACCALAUREATE CREDIT

Vanguard University will apply any accepted units toward the requirements for the Bachelor of Arts or Science degree in the following manner:

1. General education/Core Curriculum requirements.

- 1.1. A maximum of 70 units may be transferred from community colleges.
- 1.2. Work considered as terminal, occupational, or industrial arts is not transferable to VUSC (exceptions must be recommended by the appropriate divisional Chair at VUSC).
- 1.3. A maximum of 3 general education requirements can be considered “met” by courses which a student has taken at another institution and has been given a grade of “D.” No transfer credit is given for grades of “D” or less.
- 1.4. ENGL 102/104/220C English Composition/Researched Writing cannot be met by testing. Students who transfer in the equivalent course to ENGL 220C may be waived out of ENGL 120C Persuasive Writing.
- 1.5. The fine arts requirement can be met by a variety of courses other than those options allowed at VUSC if the student has been given exposure to the history and/or appreciation of the humanities or fine arts;
- 1.6. Speech Composition and Presentation is not required of those who transfer a Homiletics course (COMM201C is a prerequisite of Homiletics at VUSC).
- 1.7. Grade Point Averages do not transfer into VUSC, however, students must achieve a grade of “C-“ or higher in order for the units to transfer.
- 1.8. All general education religion requirements can be met with appropriate transfer courses.
- 1.9. The ethics requirement must be met with a Christian ethic course (with the exception of prospective students enrolled in IGETC courses at a California community college).
- 1.10. No more than 8 physical education activity or varsity sport units can be accepted. There is not a waiver for activity courses because of a student’s age.

2. Major requirements.

- 2.1. At least one-half of the total units required within a major must be taken at VUSC. If more than one-half of the specified courses within a major are met by transfer credit, additional electives within the major will be required at VUSC until the one-half-of-the major requirement is met.
 - 2.2. Lower division courses to a maximum of 6 units can be applied to upper division requirements. These are not considered upper division and cannot be applied to the 40 upper division units required for graduation. Lower division courses meeting upper division requirements effectively reduce the number of upper division units required within a major.
 - 2.3. No major requirement, lower or upper division, can be met by a grade of "D."
- 3. Coursework which is considered terminal or vocational in nature.** Non-academic courses that are vocational or terminal are not transferable. Up to 12 units, however, may be given in the following areas:
- 3.1. *Administration of Justice: Credit* may be granted as lower division electives if the content of the course(s) is determined to be sociological in nature (e.g., Introduction to Administrative Justice, Concepts of Criminal Law, Community Relations, Principles and Procedures of the Justice System, and Organized Crime.
 - 3.2. *Fire Technology: Upon* recommendation of the Science Division, some credit may be given if the content of the course is determined to include sufficient academic study of the physical sciences.
 - 3.3. *Flight Training or Aviation Courses: Upon* recommendation of the Science Division, some credit may be given if the content of the course is determined to include sufficient academic study of the physical sciences.
 - 3.4. *Food Service and/or Home Economics: Upon* recommendation of the Science Division, some credit may be given for nutrition-related coursework if the content of the course is determined to include sufficient academic study of science.
 - 3.5. *Nursing: Upon* recommendation of the Science Division, some credit may be given if the content of the course is determined to include sufficient academic study of the physical and/or biological sciences, and/or mathematics.
 - 3.6. *Photography, Pottery, and other art-related courses: Credit* may be awarded as lower division electives only.
 - 3.7. *Real Estate: Upon* recommendation of the Business Division, credit may be given if the content of the course is determined to include sufficient academic study in Business.
 - 3.8. *Secretarial/Office Management: Up to 6 units* may be granted for typing, shorthand, and/or other practical skills courses related to office operation. No more than 3 units of typing or 3 units of shorthand may be accepted.
 - 3.9. *Work Experience: Up to 6 units* of work experience offered within an academic discipline may be accepted for transfer credit.

4. **Quarter unit conversion.** Quarter units are converted to semester units by multiplying the total quarter units by .667 (e.g., $4 \times .667 = 2.67$). Those converted units which include a fraction will be accepted according to this principle: .75 or higher will be accepted as 1 semester unit (e.g., 62.81 units will be accepted as 63 units; 41.53 units will be accepted as 41 units).

**SCHOOL FOR PROFESSIONAL STUDIES
TRANSFER OF CREDIT
POLICIES AND PROCEDURES
AND
CONCURRENT REGISTRATION PROCEDURES**

*The following policies are in addition to and may supersede the policies outlined in the *Baccalaureate Transfer Policies*, and the *Policies Regarding the Application of Transferred Baccalaureate Credit*

The Transfer of Units for SPS students will be based upon the following table:

| | BUOM | REML | PSYD | MIST-BS | MIST-BA |
|-------------------|-------------|-------------|-------------|----------------|----------------|
| Major | 45 | 48 | 51 | 48 | 48 |
| General Education | 40 | 46 | 40 | 40 | 40 |
| Academic Elective | 9 | 0 | 0 | 12 | 0 |
| Elective | 30 | 30 | 33 | 24 | 36 |
| Total | 124 | 124 | 124 | 124 | 124 |

Non-Traditional & Baccalaureate Level Vocational Units

Units awarded from the 5 categories below may be applied to the Elective Area for up to 30 units of credit. An additional 15 units may be applied to General Education (GE) *based upon petition to the Division Chair representing the GE area under consideration*. Therefore, a total of 45 units between GE and Elective may not be exceeded.¹

1. Baccalaureate Level Vocational Units²
2. Unaccredited Institutional Credit²
3. ACE Evaluated General Units³
4. Non-ACE/Technical and Professional Training Credit/CEU³
5. Credit for Prior Learning³
6. AA Level courses (12 units maximum, elective only)³
7. Police Academy (18 units maximum)³

Students transferring units from the above categories should be aware that some Graduate Schools might not consider these units acceptable toward the baccalaureate degree.

ACE Evaluated Military Units

ACE Military Units distinguished at the baccalaureate level may be applied to General Education, Academic Elective, and Elective Areas.

Articulation Agreements

¹ Categories 2 through 5 require application/petition before units are awarded.

² No more than 30 units may be transferred from this category.

³ Total combined Elective and GE units from categories 3-7 may not exceed 30.

Units awarded on the basis of articulation agreements with unaccredited institutions should not be seen as in addition to the policy on Non-Traditional & Baccalaureate Level Vocational Units.

Associate Level Units

A maximum of 12 Associate level units, applied as elective credit only, are transferable to VUSC. Also see “Police Academy” and “Criminal/Admin. Justice” below.

Berean University

Refer to 2.6 in *Baccalaureate Transfer of Credit Policies* for general policy. In addition, transcripts are reviewed by the Religion Division Chair.

Community Colleges

A maximum of 80 units may be transferred from Regionally Accredited Community Colleges.

Continuing Education Units (CEU)

Upon verification of content mastery, students may earn one semester credit hour for every three CEUs.

Credit for Prior Learning (CPL)

CPL may be accepted from Regionally Accredited Institutions, the limit for which is based upon the values previously outlined for Non-Traditional Units. However, CPL units recorded as Associate Level will not be accepted.

Criminal Justice/Administrative Justice Courses

These courses are generally viewed as vocational in nature and therefore fall under the “30 maximum” guideline. However, the “30” guideline does not include the following B.A. level courses which have been approved for Social Science application:

1. Principles and Procedures of the Justice System
2. Concepts of Criminal Law
3. Community Relations
4. Intro. To Administration of Justice
5. Intro. To Corrections
6. Intro. To Criminal Justice
7. Community Interaction
8. Organized Crime

Math General Education

Business Math taken from a regionally accredited institution may be used to satisfy the general education math requirement for the SPS.

Military Units Based Upon the DD-214

Students are awarded 2 PE units per year (1 per half year) of time spent in the military as evidenced by the DD-214, up to a maximum of 8 units.

Police Supervisory Training

Students who have completed Police Supervisory Training may receive waivers for both the Communication (for COMM290) and the Philosophy general education requirements (PHIL201).

Police Academy

A maximum 18 units of “Police Academy” may be transferred. Per review of equivalency of program among institutions which indicate course levels differently, this amount can be transferred whether listed at the AA or BA level.

Testing Organizations' Units

Units earned by way of DANTES, AP, IB, CLEP, and Challenged Courses from Regionally Accredited Institutions may be applied in the following areas: General Ed, Academic Elective, and Elective.

Unaccredited Bible Colleges: Accrediting Association of Bible Colleges (AABC)

Refer to 4.1 in *Baccalaureate Transfer of Credit Policies*.

Unaccredited Bible Colleges: Non-Regionally Accredited/Non-AABC Bible Institutions

Refer to 4.2 in *Baccalaureate Transfer of Credit Policies*. In addition, these units may be accepted pending the approval of the Religion Division Chair. Students may petition for their acceptance by submitting to the Records Office: Syllabi from three courses, a course catalog for the year(s) attended, and a transcript. Records will forward the petition. 30 units max.

Unaccredited Secular Institutions

These units may be accepted pending the approval of the Division Chair appropriate to the students major. Students may petition for their acceptance by submitting to the Records Office: Syllabi from three courses, a course catalog for the year(s) attended, and a transcript. Records will forward the petition. 30 units maximum.

Cross-University Admissions and Unit Evaluations

Acceptance of Units or a Degree by one school within the University does not constitute acceptance by the other schools. Furthermore, the satisfaction of GE or any other Degree area in one school does not constitute the satisfaction of the same in another school. Admissions and Degrees for each school should be considered separate.

Concurrent Registration Procedures

The following criteria have been established for considering potential traditional students for enrollment in SPS classes:

1. Students are considered on a case by case basis.
2. Students must obtain "cross-registration" approval by their Division Chair.
3. Students must possess a cumulative GPA of 3.0 or higher.
4. Students must have "Junior" class standing or higher.
5. Students may not "cross-register" for more than nine units.
6. Students will be enrolled in SPS as "students at large" (not eligible for Financial Aid).
7. Students will pay the prevailing SPS tuition rate.

The following criteria have been established for considering potential SPS students for enrollment in Traditional U/G classes:

1. Students are considered on a case by case basis.
2. Students must obtain "cross-registration" approval by their Division Chair.
3. Students will be enrolled in U/G as "students at large" (not eligible for Financial Aid).
4. Students will pay the prevailing Traditional U/G tuition rate.

Official Evaluation

Records is the Office authorized to complete Official Evaluations, based upon Official Transcripts. Evaluations of transcripts and non-traditional learning from the SPS Office should be considered preliminary and non-binding.

Appeal Process

All transcripts are evaluated according to the policies stated above by the articulation personnel of the Registrar's Office. Students wishing clarification on the evaluation may inquire of the articulation personnel. Any appeal for re-evaluation should be made in writing to the Records Office who will enlist the help of divisional/departmental personnel for recommendation as appropriate. Written notification of the Registrar's Office response will be made to the student. If the student wishes further review, appeals may be made to the appropriate Divisional Chair.

Transfer of Credit Policies: JEG/jkh Summer 1985

Revised: May 1988, June 1989, March 1990, March 1992,

Undergraduate Transfer of Credit Policies: RAH October 1995

Revised: May 1996

Baccalaureate Transfer of Credit Policies: RAH July 1998

Revised: TEH/Oct 1999

Revised: DRF April 2000

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