



***ASSOCIATE'S DEGREE  
TRANSFER OF CREDIT POLICIES***

*As Applied by the  
Vanguard University Office of the Registrar*

***ASSOCIATE'S DEGREE  
TRANSFER OF CREDIT POLICIES***

Vanguard University (VU) will transfer academic credit from other academic institutions or organizations that offer college-level credit. Differences regarding transfer policies for Professional Studies students are noted on pages 7-10. Policies are defined as the following:

1. **Regionally accredited public and private colleges and universities.** Vanguard University will transfer units from regionally accredited institutions to count toward a bachelor's degree at VU. Each transfer course is evaluated individually; the course description from the sending school's Catalog will be compared to the course description in VU's Catalog to determine equivalency. If there is uncertainty by the Registrar's Office staff as to the equivalency of a transfer course to a VU course, the appropriate Department Chair will be asked to make a determination. He/she may ask the student to submit a course syllabus so as to gather more information.
  - 1.1. *Community Colleges:* VU will accept 45 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. *Four-Year institutions:* VU accepts coursework from these institutions toward the Associate's 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 awarded for non-VU 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 a non-regionally unaccredited institution will be transferred. Correspondence education is defined here as learning that is self-paced and does not include student-to-instructor interaction or student-to-student peer interaction whether in a seated or online environment. Course materials are delivered to the student via mail or electronic means.
  - 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/DSST and USAFI:* Credit is given for Ace-recommended scores with the amount of credit determined by the number of units given for the comparable course at VU.

- 2.5. *Correspondence courses from Global University and Berean School of the Bible:* Credit for Global/Berean coursework is divided by the date of the coursework:
- 2.5.1. 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 Department of Religion;
  - 2.5.2. Coursework taken Fall 1985 and after may be given credit according to the following:
    - 2.5.2.1. Baccalaureate-level courses may be accepted and applied toward core curriculum and major requirements;
    - 2.5.2.2. Berean School of the Bible provides continuing education units to students which are not transferable (see page 9 pertaining to Berean for Professional Studies students).
- 2.7. *Correspondence courses from the International Correspondence Institute (ICI):* VU 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:* VU 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 American Council for Education (ACE). The amount of units of credit given for acceptable courses will be granted according to the recommendations of ACE, and will be considered lower or upper division according to what is recommended. In addition, 1 unit will be granted for each six months of service based on the student's DD214 upon receipt of honorable discharge paperwork from the appropriate military branch. A maximum of 15 units will be given.
4. **Non-regionally accredited Bible colleges/institutes.** In consultation with the Chair of the Religion Department, 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. *Association for Biblical Higher Ed (formerly known as Accrediting Association of Bible Colleges--AABC) accredited institutions and Transnational Association of Christian Colleges and Schools (TRACS) accredited institutions:* The maximum number of units accepted from these institutions is 30 total semester units.
- 4.1.1. 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 institutions offering a two-year diploma will have all coursework considered as lower division.

4.2. *Bible colleges/institutes without regional, ABHE, or TRACS accreditation:* VU may accept coursework from these institutions only after review of the catalog and syllabi by personnel in the Office of the Registrar and by the Chair of the Religion Department. Full or partial credit may be given for coursework.

4.2.1. The maximum number of units accepted from these institutions is 15 semester units with all of the units accepted as lower division A maximum of 6 units, in addition to religion core curriculum units, may meet core curriculum requirements with approval of appropriate department and/or School.

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 VU courses.

4.3. *University of the Nations (formerly PACU):* The policy for unaccredited Bible colleges (4.2 above) applies for this Youth with a Mission institute with the additional stipulations:

4.3.1. VU 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 determined by the Religion Department 12/11/02*).

4.4. *CINCEL:* units do not transfer from CINCEL.

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

4.6. *Disclaimer for unaccredited work accepted by VU:* Students considering graduate education should be aware that graduate programs may not recognize credit taken at a non-regionally accredited institution, 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, graduate programs may deny admission until that work is taken over again at a regionally accredited institution."

**5. Foreign Institutions.** VU requires that students transferring from a foreign institution have their coursework evaluated by an approved Evaluation Service. (<http://NACES.org>)

5.1. *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 by an approved Evaluation Service may be required.

**6. General Transfer Guidelines for the AA degree**

6.1. A maximum of 45 units may be transferred from community colleges.

6.2. Grade Point Averages do not transfer into VU, however, students must achieve a grade of "C-" or higher for the units to transfer.

6.3. No more than 8 physical activity or intercollegiate sport units may be accepted. There is not a waiver for activity course requirements based on a student's age.

- 6.4. 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: .5-.74 will be given  $\frac{1}{2}$  unit (e.g., 3.67 will be accepted as 3.5 units; .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).
- 6.5. Duplicate Credit: Students may only receive credit for a course one time unless it is deemed “repeatable” by the offering institution (i.e., choir, PE...).

## ***POLICIES REGARDING THE APPLICATION OF TRANSFERRED ASSOCIATE'S DEGREE CREDIT***

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

### **1. General Education/Electives.**

- 1.1. A maximum of 45 units may be transferred from community colleges.
- 1.2. Up to 12 units of work that is considered terminal, occupational, or vocational is transferable to VU if the courses are baccalaureate level and are transferable to the California State University system as specified in the offering school's course catalog. This type of course taken out of the state of California may be accepted if the courses are similar in nature to those accepted into the Cal State system or are approved to transfer by the appropriate Department Chair at Vanguard.
- 1.3. A maximum of 3 core curriculum requirements can be considered "met" by courses which a student has taken at another institution and has been given a grade of "D+", "D", or "D-." No transfer credit is given for grades "D+" or lower. This does not apply to ENGL120 or 220 equivalent courses.
- 1.4. ENGL 220 English Composition/Researched Writing cannot be met by testing. Students must have earned a grade of "C" or higher in order for the English course(s) to transfer and meet either the English 115 or the English 220 General Education requirements. A student will not be permitted to take ENGL220 without first earning a grade of "C" or higher in 115 or its equivalent.
- 1.5. The fine arts requirement can be met by a variety of courses other than those options allowed at VU if the student has been given exposure to the history and/or appreciation of the humanities or fine arts;
- 1.8. All general education religion requirements can be met with appropriate transfer courses from a Christian institution.
- 1.9. No more than 8 physical education activity or varsity sport units can be accepted. If a degree requires an activity course, it is not waived based on the age of the student.
- 1.10. Secretarial/Office Management: Up to 6 units may be granted for typing, keyboarding, shorthand, and/or other practical skills courses related to office operation. No more than 3 units of typing/keyboarding or 3 units of shorthand may be accepted.
- 1.11. Work Experience/Internship: Up to 6 units of work experience offered within an academic discipline at a college/university may be accepted for transfer credit.

## **2. Major requirements.**

- 2.1. At least one-half of the total units required within a major must be taken at VU. If more than one-half of the specified courses within a major are met by transfer credit, additional electives within the major may be required at VU until the one-half-of-the major requirement is met.
  - 2.1.1. For the Early Childhood Education AA, all major requirements may be transferred with the exception of the following courses: Cornerstone, Capstone, and Spiritual Formation for Young Children.
- 2.2. No major requirement, lower or upper division, can be met by a grade lower than “C-“.

### **Cross-University Admissions and Unit Evaluations**

Acceptance of units or a degree by one department within the University does not constitute acceptance by the other departments. Furthermore, the satisfaction of GE/Core Curriculum or any other Degree area in one department does not constitute the satisfaction of the same in another department. Admissions and Degrees for each department should be considered separate.

### **Appeal Process**

All transcripts are evaluated according to the policies stated above by the articulation personnel of the Office of the Registrar. Students wishing clarification on the evaluation may inquire of the articulation personnel. If the student wishes further review, appeals may be made to the appropriate Department Chair.

# **PROFESSIONAL STUDIES TRANSFER OF CREDIT POLICIES AND PROCEDURES**

\*The following policies are in addition to and may supersede the policies outlined in the *Associate's Transfer Policies*, and the *Policies Regarding the Application of Transferred Associate's Degree Credit*

## **Non-Traditional & Associate- Level Vocational Units<sup>1</sup>**

Units awarded from the categories below may be applied to the Elective Area for up to 15 units of credit. An additional 9 units may be applied to General Education (GE) *based upon petition to the Dept Chair and Dean representing the GE area under consideration only in the case of Unaccredited Institutional Credit*. Therefore, a total of 24 units between GE and Elective may not be exceeded.<sup>2</sup> These units must be completed prior to the student matriculating.

1. Baccalaureate level vocational units<sup>3</sup>
2. Non-regionally accredited institutional Credit<sup>2</sup>
3. American Council on Education (ACE) evaluated units<sup>4</sup>
4. Non-ACE/Technical and Professional Training Credit/CEU<sup>4</sup>
5. Credit for Prior Learning (CPL) or certificates/licensure credit<sup>4</sup>
6. AA Level courses (9 units maximum, elective only)<sup>4</sup>
7. Police Academy (18 units maximum)<sup>4</sup>
8. Co-Op work experience (6 units maximum)

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

## **Articulation Agreements**

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 9 Associate level units, applied as elective credit only, are transferable to VU. Also see "Police Academy", "Nursing", and "Criminal/Admin. Justice" below.

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<sup>1</sup> The following paragraph applies to all non-traditional work unless otherwise specified. Non-traditional work must have taken place prior to matriculation to VU.

<sup>2</sup> Categories 2 through 5 require application/petition before units are awarded.

<sup>3</sup> No more than 15 units may be transferred from this category. This includes art lab courses from regionally accredited art institutions.

<sup>4</sup> Total combined Elective and GE units from categories 3-7 may not exceed 24.



### **Berean School of the Bible (division of Global University)**

Refer to 2.5 in *Baccalaureate Transfer of Credit Policies* for general policy. In addition, transcripts are reviewed by the Chair of Religion for Professional Studies.

### **Community Colleges**

A maximum of 45 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)**

Prior Learning Assessment 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. Prior learning must have taken place before matriculation to Vanguard, though the units will be transferred post-matriculation. CPL will not be awarded for courses that duplicate credit already awarded. Vanguard utilizes the organization Learning Counts (a service of the Council for Adult & Experiential Learning) for students who seek to pursue credit for prior learning.

### **Criminal Justice/Administrative Justice Courses**

These courses are generally viewed as vocational in nature and therefore fall under the “24 maximum” guideline. However, the “24” guideline does not include the following baccalaureate 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

### **Extension Courses from the California University systems**

Courses numbered X 800-899 are Continuing Education units (see Continuing Education Unit section above for transfer rule). Courses numbered X 1 to X 199 are equivalent to regular UC courses and will be accepted without a maximum limit. The X300 through 499 courses will transfer as vocational units and do not need to go through review. They will be a part of the 15 unit maximum allowed for the combination of unaccredited, vocational, CPL, Military & AA level courses, and will only be transferred if they were taken prior to matriculation to VU. The letters preceding the course number indicate the UC campus at which there is an equivalent course, e.g. XL=Los Angeles, XI = Irvine. A “C” immediately following the campus designation indicates a concurrent course offering at that particular campus.

### **Math General Education**

- For PS majors requiring a “College Math” course, *Business Math* taken from a regionally accredited institution may be used to satisfy this requirement.
- Intermediate Algebra, if taken at an institution that considers it BA level/transferable, will be evaluated on a case-by-case basis through the Math Dept.

### **Military Units**

Credit is given for military training courses which are determined to be college-level by ACE. The amount of units of credit given for acceptable courses will be granted according to the recommendations of ACE, and will be considered lower or upper division according to what is recommended. In addition, 1 unit will be granted for each six months of service based on the student's DD214 upon receipt of honorable discharge paperwork from the appropriate military branch. Baccalaureate level work may be applied to General Education and Elective areas. See the section entitled "Non-Traditional & Baccalaureate Level Vocational Units" for transfer of unit guidelines.

### **Nursing Courses**

All nursing courses taken in the U.S. from regionally accredited institutions may be transferred for elective credit even if they are numbered by that institution as AA level. These courses will be accepted as BA-level transferable (per Nursing Department Chair—Fall 2008).

Courses from other institutions with grades of "C-" may be accepted for transfer, but cannot meet any requirements (general education or major). They will be transferred for elective credit only.

### **Police Supervisory Training**

Students who have completed Police Supervisory Training may receive waivers for three units of Humanities 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.

### **Quarter Units**

3 quarter unit courses will transfer for 2 semester units at VU. For General Education requirement blocks, a student must have at least 8 semester units to satisfy the requirement for a 9 unit block and 10 semester units for a 12 unit block. For the English Composition block (6 units), 4 units (from 2 quarter unit courses) is acceptable. See page 4 for how quarter units are converted to semester units.

### **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, and Elective.

### **Unaccredited Bible Colleges: Association for Biblical Higher Education (ABHE)**

Refer to 4.1 in *Associate's Transfer of Credit Policies*.

### **Unaccredited Bible Colleges: Non-Regionally Accredited/Non-ABHE Bible Institutions**

Refer to 4.2 in *the Associate's Transfer of Credit Policies*. In addition, these units may be accepted pending the approval of the Department Chair of Religion. Students may petition for their acceptance by submitting to the Office of the Registrar: Syllabi from three courses, a course catalog for the year(s) attended, and a transcript. The Office of the Registrar will forward the petition. (15 units max.)

### **Unaccredited Secular Institutions**

These units may be accepted pending the approval of the Department Chair of the appropriate department. Students may petition for their acceptance by submitting to the Office of the Registrar:

Syllabi from three courses, a course catalog for the year(s) attended, and a transcript. The Office of the Registrar will forward the petition. 15 units maximum.

### **Cross-University Admissions and Unit Evaluations**

Acceptance of units or a degree by one department within the University does not constitute acceptance by the other departments. Furthermore, the satisfaction of GE/Core Curriculum or any other Degree area in one department does not constitute the satisfaction of the same in another department. Admissions and Degrees for each department should be considered separate.

### **Official Evaluation**

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

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