

TEMPLE BAPTIST COLLEGE
11965 KENN ROAD, CINCINNATI, OH 45240

POLICY ON TRANSFER OF CREDITS

PREPARED BY
THE ACADEMIC COUNCIL

BACKGROUND

The Ohio Board of Regents directed the administration of Temple Baptist College to develop and implement a Transfer Policy for the college. The President in turn directed the Academic Council of TBC comprising of the Dean of Academic Affairs and the Chairpersons of the various departments to come up with a Transfer Policy for the college. The rationale of the policy developed by TBC is based on several important concepts:

1. Transfer students should be assured equitable consideration and treatment by the college.
2. Those students who have done some of their collegiate studies at a community college or university regional campus will be encouraged to transfer credits to Temple Baptist College.

EXECUTIVE SUMMARY

The transfer policy was developed to facilitate the transfer of students and credits from any college or university to TBC. It encourages faculty recognition of comparable and compatible learning experiences and expectations in a student's collegiate education and, finally, it outlines a process to be used to ensure implementation and continual review of the Transfer Policy. The following concepts are included in the policy and the transfer procedure explains them:

Admission. The policy preserves TBC's practice of making admission decisions on the basis of academic standards, space availability, adherence to deadlines, and payment of fees. It strongly urges, however, that transfer admission priority be given to students who have completed Associate of Arts or Associate of Science degrees.

Transfer and Acceptance of Credit. The policy distinguishes between the acceptance of credit by Temple Baptist College and the application of credit to the student's chosen program. Transfer credits will be accepted by TBC and posted to the student's planner and transcript. Students who have earned an A.A. or A.S. degree with an overall grade point average of 2.0 or better will receive transfer credit for all college level courses, which they have passed with a grade C or higher. From among the credits, which have been posted to the student's record and appear on the student's transcript, Temple Baptist College will determine how credits will or will not be applied toward degree requirements at the college.

Major, Minor, and Field of Concentration. Application of transfer credit for requirements in a specific academic major, minor, or field of concentration will be made on a course-by-course basis.

Electives. Transfer credit not applicable to Temple's general education curriculum, major, minor or field of concentration (including nontraditional credits not available at TBC) will count as free electives.

Student Responsibilities. In addition to defining TBC's responsibilities, the policy encourages students to plan their course of study carefully and early. Students are encouraged to seek out the necessary information and advice from the Chair of Academic Advising on courses that would transfer to TBC.

POLICY

I. INTRODUCTION

Besides the Ohio Board of Regents, the accreditation process also requires development and implementation of a credit-hour transfer policy to address the articulation problems associated with students transferring from institutions of higher education. As a result, the following policy has been developed to facilitate the transfer of students and credits from an institution to Temple Baptist College so that a transfer student with an equivalent academic record may complete a degree comparable to that of the student who began at TBC. However, all residency requirements (e.g., the minimum number of lower and/or upper division credits) must be successfully completed at Temple Baptist College prior to the granting of a degree.

The Academic Council, which drafted this document, was guided by assumptions that the policy should:

1. Create an academically sound and facilitative system to afford students an opportunity to attain their goals.
2. Encourage students to move as far through the educational system as they can.
3. Maintain a balance between good public policy and administrative burden.
4. Recognize the diversity of institutions without perpetuating barriers to articulation and transfer.
5. Continue the institutional autonomy of curricula and degree requirements.
6. Create a coherent policy that encourages cooperation and that can be maintained over time.
7. Assure equitable consideration and treatment for all transfer students.

8. **Assure students that they will not be required to repeat course work successfully completed at another institution.**

II. APPLICABILITY OF THE TRANSFER POLICY

This transfer policy is applicable to course credits and related matters for all undergraduate students who wish to transfer between an institution and Temple Baptist College.

III. TRANSFER PROCEDURE

A. ADMISSION

1. **Admission by transfer to Temple Baptist College will be subject to the academic standards, availability of space, adherence to admission deadlines, payment of fees, and other requirements applicable to all students entering TBC.**
2. **In order to fully recognize the successful completion of the A.A. degree and the A.S. degree (e.g., in a manner similar to the acceptance of baccalaureate degrees by graduate schools) and to encourage completion of these degrees, students who have earned an A.A. or A.S. degree with a cumulative grade point average of at least a 2.0 for all previous college level courses will be eligible for preferential consideration for admission as transfer students.**
3. **In order to encourage completion of the baccalaureate degree, students transferring who are not enrolled in the A.A. or A.S. degree, who have earned semester or quarter hours or more of credit toward a baccalaureate degree with a cumulative grade point average of at least a 2.0 or a C for all previous college level courses will be eligible for preferential consideration for admission as transfer students.**
4. **Students who have not earned an A.A. or A.S. degree or who have not earned semester hours or quarter hours of credit with a cumulative grade point average of at least a 2.0 or a C for all previous college level courses are eligible for admission as a transfer student on a competitive basis.**

Note: The grade point average for 2, 3, and 4 above will be computed in the same manner for students, in accord with the procedures in place at TBC.

5. Although Temple Baptist College is not obligated to admit students who have earned a cumulative grade point average below the 2.0 minimum, such transfer students may be considered for admission on an individual basis if the college so desires (e.g., students who have been out of school and have matured may have a reasonable probability for academic success at this point in their lives). Special processes may be required such as examinations, written essays, personal interviews, remedial courses, repeated courses, etc.
6. Transfer applicants who have been dismissed from another institution will be considered for admission on the same basis as students who have been dismissed from TBC (e.g., four-year institutions require such conditions as waiting periods, successful completion of an entrance examination, successful completion of two to four courses at another accredited institution, etc.).
7. Transfer students may be admitted on a conditional basis or with a probationary status based on their previous academic records.
8. Students who plan to seek admission to programs with special requirements beyond those for basic acceptance to the TBC should satisfy those special program admission requirements prior to transfer, if possible. It is the responsibility of the student to be aware of program requirements and to plan their schedules accordingly. Advice should be sought from the Chair of Academic Advising.

B. ACCEPTANCE OF TRANSFER CREDIT AND APPLICATION OF TRANSFER CREDIT

In this policy, the acceptance of credit and the application of that credit to program requirements are separated into two independent determinations, which are made by the college. This section outlines the basic guidelines for making those determinations.

The numerous individual programs have such varied purposes and course requirements that uniform application of all transfer work is not feasible. Attempts to do so would, in many cases, seriously compromise program integrity. Certain credits will transfer and remain part of the student's record, but those same credits will not necessarily be applicable to all or any degree granting programs at Temple Baptist College. For this reason, the determination of the acceptance of transfer credit and the determination of the application

of transfer credit to graduation requirements and specific program or major requirements are to be treated separately by the college.

1. ACCEPTANCE OF TRANSFER CREDIT

Acceptance of credit is a process carried out by Temple Baptist College in which a determination is made as to which credit will be posted to the student's record and will appear on the student's transcript at the college. The following guidelines shall govern the acceptance of transfer credit.

- a. Transfer credit will be accepted for successfully completed, college level work from Institutions of higher education, which are accredited by regional accrediting commissions or national accrediting commissions, which have been recognized by the Council on Higher Education Accreditation (CHEA).
- b. Since transfer credit is occasionally granted for courses taken at non-accredited institutions, Temple Baptist College may consider such credit on a course-by-course basis if deemed appropriate.
- c. To recognize fully the successfully completed A.A. degree and the A.S. degree (e.g., in a manner similar to the acceptance of baccalaureate degrees by graduate schools) and to encourage the completion of such degrees, individuals who have an earned A.A. degree or A.S. degree, with an overall GPA of 2.0 or better, will receive transfer credit for college level courses which they have passed with a C or higher grade as long as they are compatible to the course of study. Pass/fail courses, Credit by Examination courses, Experiential Learning courses and other non-traditional credit courses, which meet these conditions, will be posted to the record and will appear on the student's final transcript.
- d. Individuals who do not have an earned A. A. degree or A. S. degree will receive transfer credit for college level courses in which they have earned a grade of C or better as long as they are compatible to the course of study. Pass/fail courses, Credit by Examination courses, Experiential Learning Courses, and other non-traditional courses, which meet these conditions, will be posted to the record and will appear on the student's final transcript.

- e. **Grade point average calculations are determined differently in different institutions. However TBC does not count the grades earned at another institution in the calculation of the GPA.**

2. APPLICATION OF TRANSFER CREDIT

Application of transfer credit is a process carried out TBC. From among the credits, which have been posted to the record and appear on the student's transcript, Temple Baptist College determines how credits will or will not be applied toward requirements at the college. The areas toward which credit may be applied have been divided into categories:

- (a) General education requirements**
- (b) Major, minor, or field of concentration program requirements;**
- (c) non-traditional credit; and**
- (d) miscellaneous credit.**

The following guidelines shall govern the application of transfer credit.

a. GENERAL EDUCATION REQUIREMENTS

Most institutions of higher education have a set of arts & science courses, which make up a general education requirement, which all students must complete. This general education requirement may be called "General Requirements."

Although the philosophical basis for the general education requirements of the various programs, the structuring of these requirements, the total hours required, and the method of delivery vary between institutions and even between programs within institutions, there is, *within this general education requirement*, a common body of knowledge and academic skills which is required at all institutions which make up this appropriately diverse academia. For this reason, Temple Baptist College has been able to apply transfer credit to some of the general education requirements for equivalent or similar courses.

Courses found to be equivalent to general education courses at another institution will be

applicable to the General Education requirements of TBC. Non-equivalent courses which were used to satisfy general education requirements at the sending institution and which are in the general area of the courses used to satisfy the general education requirements in TBC may be counted towards the general education requirements, but these applications will be determined by TBC.

b. MAJOR, MINOR, OR FIELD OF CONCENTRATION PROGRAM REQUIREMENTS

Application of transfer credit for requirements in a specific academic major, minor, or field of concentration will be made on a course-by-course basis. Documentation of transfer course content may be necessary if catalog descriptions are not definitive. In these cases additional information, such as the course syllabus and/or the name of the textbooks, credentials of the Professor who taught the course shall be obtained from the sending institution or from the student. Although re-examination of individuals in standard classroom courses already successfully completed is inappropriate, it may be necessary to establish proficiency through auditions, portfolio examinations, etc., as part of the transfer credit review in a limited number of cases for performance and artistic skill based courses for which the standards of the sending institution are clearly different from those at Temple Baptist College.

c. UPPER DIVISION CREDIT

Many four-year institutions distinguish between lower and upper division courses and require a given number of courses that must be taken at the upper division level. The intent is to guarantee that each student will have at least a minimum number of classroom experiences in areas of specialization after completion of prerequisite courses at the lower division level.

Upper division credit and lower division credit will be awarded for transfer work based upon the level of the course at the sending institution. If a lower division course at the sending institution is transferred as equivalent in content to an upper division course at the

TBC, it will be counted as lower division credit. Likewise, an upper division course taken at the sending institution which is transferred as equivalent in content to a lower division course at TBC will be counted as upper division credit.

d. NON-TRADITIONAL CREDIT

Courses taken Pass/fail, Credit by Examination, Experiential Learning, and by other non-traditional methods will be applicable to the equivalent courses whether available at TBC in a traditional or non-traditional setting. If there are no equivalent courses and if the courses are not applicable to the "Transfer Module," the broader General Education Requirements, or specific programmatic requirements, the courses will count as free electives. However, TBC has limitations on the number of non-traditional courses, which can be counted toward a given program or degree. No more than 48 – quarter credits may be earned through evaluation towards a Bachelor's degree.

e. MISCELLANEOUS CREDIT

Transferred courses which do not meet specific programmatic requirements, or which have no equivalency at TBC shall transfer as free elective credit (e.g., this often occurs in cases where the student is transferring from an applied or technical program). However, TBC has limitations on the number of such courses, which can be counted toward a given program or degree.

f. CLEP PROGRAM

Academic credit may be awarded by Temple Baptist College to students with high scores on the general exams and/or the subject examinations of the College Level Examination Program. The CLEP five general exams cover the areas of English Composition, Mathematics, Natural Science, Social Studies and Humanities. A student may receive nine-quarter credits in each of the five areas for a total of forty-five quarter credits. Credit for each subject examination is awarded only in those areas applicable to the curriculum of Temple Baptist College. In both the general and subject

examinations of CLEP, Temple Baptist College determines the minimum score for which academic credit will be awarded by the college. The student must arrange for the CLEP examination at his own expense at a participating institution. TBC may offer this examination. For academic credit awarded by TBC through CLEP, the student is required to pay one-half of the prevailing tuition charge.

C. ADVISING

Temple Baptist College shall provide appropriate transfer advising to students. Transfer advice is the responsibility of the Chair of Academic Advising and the Program Chairpersons and shall be made available to students as early in their matriculation as possible, so that they can plan their programs to maximize transferability and applicability of credits.

D. TRANSFER STUDENT RESPONSIBILITIES

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students will need to take the responsibility for planning their course of study to meet the requirements (both academic and non-academic) of Temple Baptist College, as early in their matriculation as possible. The student is responsible for seeking out the information and advising which will be necessary to develop such a plan. Delays in developing and following an appropriate plan or changes in plans (e.g., changes in major) may reduce the eventual applicability of transfer credit to the degree program ultimately selected. Transfer students should:

- 1. Seek out program/degree and transfer information and meet with the academic advisor to assist them in preparing a course of study to meet the academic requirements for the intended program/degree. When possible, courses should be selected which satisfy requirements at TBC in order to maximize applicability of transfer credit.**
- 2. Be aware that remedial and developmental courses will generally not be applicable to any degree program.**
- 3. Be aware that changes in the course of study (e.g., change of major) most likely will reduce the number of**

credits, which are applicable to the program ultimately selected at TBC.

4. Understand the application fees, transfer admission, course transfer, financial aid, scholarship, and housing policies of TBC. This includes being aware of deadlines, restrictions, and other criteria such as the policies regarding deposits required prior to enrollment and the dates when refunds of those deposits are available.

5. Complete all material required for application and submit the application on or before deadlines.