

## The Policy of Credit Transfer

### A. TRANSFER STUDENT POLICY (Last Revised on July 21, 2018)

Students from accredited institutions may be admitted to GMU, providing that they meet the admissions requirement of the institution. The institution does not have an articulation or transfer agreement with any other college or university. The Institution does not accept prior experiential learning as units. Academically earned units may be given for courses in which a grade of “C” or above for undergraduate courses (“B” or above for graduate courses) has been earned and which correlates with the courses required for the completion of the program to which the student was admitted as follows:

1) For undergraduate program, a maximum of 75 percent of the units or units that may be applied toward the award of a bachelor’s degree may be derived from a combination of any or both of the following:

Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education; Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for general academic disciplines.

2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for units toward a Master’s degree. GMU accepts transfer units only from institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions.

3) No more than 24 graduate semester units or its equivalent awarded by another institution may be transferred toward the doctoral degree. GMU accepts transfer units only from institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions.

4) Credits awarded by examination, on the basis of certificates, or by assessment of prior learning will not be accepted in GMU programs.

It is the student’s responsibility to request that each institution attended send official transcripts directly to Grace Mission University Office of Admissions for evaluation. Coursework that fits into our curriculum and was earned from an accredited school is normally transferred into our program on an equal units for units basis. The procedure for determining whether transfer units from unaccredited institutions is as follows:

1. The academic dean or registrar will research the institution in question (e.g., do internet or telephone research to determine faculty credentials, hours of coursework per units, library resources, names of accredited schools accepting coursework from this institution...).

2. The student is expected to demonstrate the equivalence between the courses in question, e.g., by showing the syllabus of the course previously taken.
3. The Dean of Academic Affairs, in consultation with the GMU instructor who teaches the equivalent course, determines the transferability of the units by reviewing the material presented by the student.
4. The grade for the course for which the units transfer is sought must be at least “C” for undergraduate courses and “B” for graduate courses.

A faculty and academic staff committee will award units for unaccredited coursework as follows:

- 1) No more than 30% of a units may be granted for each units earned at an unaccredited American school that has achieved state approval (the class must fit our curriculum) for undergraduate program
- 2) No more than 10% of graduate semester units may be granted for each unit earned at an unaccredited American school toward a Master’s degree.
- 3) No more than 10% semester units may be granted for each units earned at an unaccredited American school toward a doctoral degree.

Students wishing to transfer units into GMU should include a note in their application packet indicating which transcripts should be assessed for transferable units. When receiving an acceptance letter into a GMU program, the letter should include the list of accepted transfer classes. If the list is not included, please contact the office of the academic dean.

In some cases, students take transferable courses while attending GMU (or did not ask for transfer units when applying to GMU). It is important that students request transfer units as soon as possible. In some cases, a student may take a GMU class that could have been transferred from a previous transcript. Since we cannot give units for taking the same class twice, the student has wasted time and money. In other cases, a student may assume that a class would be transferred. By the time the student learns that the course was not accepted for transfer (or not accepted for full units), he or she may have missed the chance to enroll in a class needed for graduation.

### **B. Notice Concerning Transferability of Units and Credentials Earned at This Institution**

The transferability of units you earn at Grace Mission University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Undergraduate or Graduate degree you earn in GMU is also at the complete discretion of the institution to which you may seek to transfer. If the degrees that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending GMU to determine if your degree will transfer.