

# TRANSFER CREDIT ACCEPTANCE - UNDERGRADUATE

**POLICY NUMBER:** AAPC-TRANSCREDUG

**POLICY TYPE:** ACADEMIC & ADMISSIONS POLICY COMMITTEE

**RESPONSIBLE OFFICIAL TITLE:** VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** UNIVERSITY REGISTRAR

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 8/12/2020

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 8/12/2024

**SUPERSEDES POLICY DATED:** 8/15/18

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

Northern Kentucky University's (NKU) undergraduate transfer credit acceptance policy is consistent with the Kentucky Council for Postsecondary Education (CPE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). These entities create policies designed to facilitate the transfer of students and credits earned from one college or university to another and to encourage students to advance as far through the educational system as they can in pursuit of their educational goals.

All undergraduate level coursework successfully completed at the 100-level or above from a regionally accredited higher education institution or an institution accredited by an agency recognized by the U.S. Department of Education may be considered for transfer credit at NKU. The credit is posted in the form of an equivalent course at NKU with the associated earned credit hours onto the student's academic record transcript.

## II. ENTITIES AFFECTED

Admissions, registrar, financial assistance, students, faculty, academic advisors, NKU colleges and academic departments/schools

## III. AUTHORITY

Kentucky Council for Postsecondary Education (CPE); Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); Kentucky House Bill 160 "General Education Transfer Agreement" (GETA); and U.S. Department of Education

## IV. DEFINITIONS

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree-granting colleges and universities. There are six regions of the U.S. in which regional agencies operate. The regional accreditation agencies have similar standards for accrediting colleges and universities.

Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution, including its academic offerings, governance and administration, mission, finances, and resources.

The Secretary of Education is required by statute to publish a list of nationally recognized accrediting agencies and associations that the Secretary determines to be reliable authorities as to the quality of training offered by educational institutions and programs.

## V. RESPONSIBILITIES

Admissions, registrar, faculty and academic departments, deans, and associate deans:

- Evaluate transfer credit for equivalency credit to NKU while applying the guidelines of this policy
- Update this policy to stay in line with other related policies (as needed)

## VI. PROCEDURES

The specific procedures can be found on NKU Admissions Transfer Policies website, located at <https://www.nku.edu/admissions/transfer/policies.html>. The “Transfer of Undergraduate Credit” section of the Undergraduate Catalog contains other pertinent guidance – see <http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622#transfer-credit>.

The evaluation of transfer courses to determine the award of university transfer credit is a multifactorial process initially driven by an assessment of the institutional source and educational quality of the coursework as evidenced by the accreditation held by the originating institution. While the evaluation and assignment of university transfer credit for coursework from U.S. institutions is the central focus of this policy, coursework from non-U.S. institutions that hold accreditation is also covered by this policy. Separate procedures are maintained to evaluate and assign university transfer credit for coursework from other non-U.S. institutions – see the “International Admissions and Enrollment” section of NKU’s Undergraduate Catalog: <http://nku.catalog.acalog.com/content.php?catoid=16&navoid=1552&hl>.

Given that a transfer course is determined to be eligible for evaluation by the aforementioned accreditation standards and given that the student has demonstrated acceptable performance in the course, criteria relative to the nature, level, content, and comparability of the course will be applied to determine the acceptability of the course for university transfer credit (i.e., establish a course equivalency at NKU).

## VII. REPORTING REQUIREMENTS

NKU’s Office of Institutional Research prepares and submits student enrollment reports routinely as required by Kentucky CPE; these reports include transfer credit tabulations.

## VIII. EXCEPTIONS

The Provost, in consultation with the chair of the relevant department(s), has approval authority to grant exceptions. There could be two types of exceptions: (a) an individual student case or (b) an articulation agreement that is established for a specific purpose where the exception is defined (e.g., accept credit from a non-regionally accredited college not recognized by the U.S. Department of Education).

## IX. TRAINING

Admissions and Registrar's staff will need to be informed of this policy, along with advisors, chairs, deans, and other faculty and staff who work directly with students.

## X. COMMUNICATIONS

Academic Affairs Council, Faculty Senate, Associate Deans, Academic Advising Council, University Pathways and Articulations Committee

## XI. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

Kentucky Council on Postsecondary Education (CPE) website for Transfer policy, including the General Education Transfer Policy: <http://cpe.ky.gov/policies/transfer.html>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) FAQs, "Transfer of Credits": <http://sacscoc.org/about-sacscoc/faqs>

Accrediting Agencies and Associations Recognized by the Secretary, U.S. Department of Education: <https://nces.ed.gov/pubs98/98300av2.pdf>

### RELATED POLICIES

**Credit for Prior Learning:** Credit for prior learning is similar to transfer credit in that it attempts to award academic credit at NKU for students, but it encompasses other sources that are not directly connected to another university. See <https://inside.nku.edu/alps/cpl.html> or the Undergraduate Catalog for details.

**General Education Certification for Transfer Students with an A.S. or A.A. Degree:**  
<https://inside.nku.edu/content/dam/policy/docs/Policies/GenEdCertTransfersAAAS.pdf>

**General Education Certification for Transfer Students Who Completed the Ohio Transfer Module (OTM) or the Indiana Statewide Transfer General Education Core (STGEC):**  
<https://inside.nku.edu/content/dam/policy/docs/Policies/GenEdCertforTransferStudents-OTM-STGEC.pdf>

**Formal articulation agreements and pathways:** These have been established for students to facilitate the transfer of credits from area colleges to enrollment at NKU. See <https://inside.nku.edu/upac.html> for details.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	August 12, 2020
New Policy	August 15, 2018

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## PRESIDENTIAL APPROVAL

<b>PRESIDENT</b>	
Signature <i>Ashish K. Vaidya</i>	Date 8/12/2020
Ashish K. Vaidya	

## BOARD OF REGENTS APPROVAL

<b>BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)</b>	
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the <b>Presidential Report (information only)</b> . Date of Board of Regents meeting at which this policy was reported: <u>9</u> / <u>9</u> / <u>2020</u> .	
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a <b>Presidential Recommendation (consent agenda/voting item)</b> .	
<input type="checkbox"/> The Board of Regents approved this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)	
<input type="checkbox"/> The Board of Regents rejected this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)	
<b>VICE PRESIDENT AND CHIEF STRATEGY OFFICER</b>	
Signature <i>Bonita Brown</i>	Date <b>9/14/20</b>
Bonita J. Brown	