

**WASHINGTON ADVENTIST UNIVERSITY (Formerly known as Columbia Union College)**  
**POLICY FOR TRANSFER OF CREDIT AND METHODS FOR AWARDING CREDIT FOR NON-CLASSROOM LEARNING**

INTRODUCTION

Mobility is a common human phenomenon. This is particularly true for students of higher education. For several reasons—a change in major, a family move, the economic or familial necessity of attending college close to home—students are frequently faced with the need to obtain their collegiate education from two or more institutions. In response to such needs, Columbia Union College welcomes transfer students from other accredited colleges and universities. Thus, a conscientious effort has been made to create a student-oriented transfer process. The foremost goal in a policy that provides a strong focus toward serving students and strives to treat continuing and transfer students consistently on program issues (e.g., degree requirements and program changes).

At Columbia Union College there may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. The College may accept previous work, place a credit value on it, and enter the total credits into the computer for evaluation for admission. Previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student.

The challenge in this Transfer Policy is to reach an appropriate balance among varied and sometime competing goals. Some of those goals include: (a) facilitating student mobility; (b) recognizing the distinct mission of this institution and the faculty role in the development of the mission; (c) providing information to students on course equivalencies and program requirements; and (d) balancing the College concerns with institutional autonomy and program integrity.

The College also recognizes that in today's world significant learning may occur outside the collegiate classroom. The purpose of this document is to establish also the methods by and limits for which academic credit may be awarded for non-classroom learning.

The College endorses the "Joint Statement on Transfer and Award of Academic Credit" developed in 1978 by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the American Council on Education/Commission on Educational Credit, and the Council on Postsecondary Accreditation, and approved by the American Association of Community/Junior Colleges in 1990. It states in part that "transfer of credit is a concept that now involves transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula of similar characteristics."

## 1 AUTHORITY FOR POLICY

2 This policy statement for accepting transfer credit and awarding credit for non-classroom learning was  
3 recommended by the Educational Policies Committee and approved by the Faculty. The Director of  
4 Records is charged with procedural responsibilities for implementing this policy, The Academic Affairs  
5 Committee is charged with final decisions on student appeals.

6

## 7 ACCEPTABLE CREDITS

8 Transfer students must meet the 30-hour residency requirement for the baccalaureate degree and 24  
9 hours for the associate degree. No more than 90 semester hours may be transferred to help meet the  
10 requirements for a baccalaureate degree, and no more than 40 semester hours for the associate degree.

11

12 Transfer credit will be accepted from an institution that is either accredited or a candidate for  
13 accreditation by an accrediting association which is a member of the Council on Postsecondary  
14 Accreditation (COPA) and must be listed in the Accredited Institutions of Postsecondary Education:  
15 Programs, Candidates published by ACE. Credits earned at an accredited college or university with  
16 grades of C or better will be transferred at full value if earned for course work which is comparable in  
17 nature, content, and level to that offered by CUC and is appropriate to the program in which the student  
18 is enrolled. Evaluation is based on the review of the primary academic transcript of record from all  
19 institutions attended. The college reserves the right to reject credit earned at other institutions or  
20 require validation examinations, especially in professional programs, to meet current content  
21 requirements in specific courses. The transfer of any credit is subject to the criteria listed below. The  
22 precise amount of transfer credit, which is applicable toward a particular degree, is the responsibility of  
23 the Director of Records.

24 Columbia Union College reserves the right to evaluate not only the credit as it appears on the transcript,  
25 but also the basis on which the credit was initially awarded by the sending institution--that is, classroom  
26 experience, examination, experiential learning, etc. Experiential learning credit being transferred from  
27 another institution must be accompanied by the original portfolio from which the credit was awarded.  
28 The maximum number of hours transferrable of credits earned by other than classroom experience shall  
29 not exceed those allowed for that type of learning by the non-transfer student.

30

31 Transfer credit will be accepted from an institution or organization not legally authorized to grant  
32 standard college degrees only if that course has been evaluated and recommended by the American  
33 Council on Education (ACE) or is a part of an articulation agreement approved by the Maryland Higher  
34 Education Commission. Credit transcribed on *ACE's Army/ACE Registry Transcript System (AARTS)* and  
35 *Registry of Credit Recommendations (ROCR)* or from participants in the Program for Non-collegiate  
36 Sponsored Instruction (PONSI), will be accepted. ACE recommendations appear in the following  
37 publications: *Guide to the Evaluation of Educational Experiences in the Armed Services* and *The National*  
38 *Guide to Education Credit for Training Programs*, and the *New York Regents Guide to Educational*  
39 *Programs in Non-collegiate Organizations*.

1 Transfer credit may be granted for postsecondary work at foreign institutions if the institution is listed in  
2 the *International Handbook of Universities*, *Commonwealth Universities Yearbook*, the World Education  
3 series of booklets published by the American Association of Collegiate Registrars and Admissions  
4 Officers, or *Patterns of Seventh-day Adventist Education*, published by the General Conference of  
5 Seventh-day Adventists.

6

7 A maximum of 70 semester hours will be accepted from accredited two-year institutions, Upper division  
8 credit will not be allowed for courses taken at a two-year institution or for courses numbered as lower  
9 division credit at another four-year college or university unless courses are validated by the appropriate  
10 department.

11

12 A maximum of 60 semester hours will be accepted for credits earned through non-classroom learning  
13 methods which include credit by examination, experiential learning portfolio, correspondence, and ACE  
14 recommendation (excluding military). Credit awarded by challenge examinations prepared by other  
15 institutions will not be transferred; such credit may be validated by the appropriate CUC department.  
16 No more than 30 semester hours will be accepted for credits earned through a combination of challenge  
17 examinations and experiential learning portfolio.

18

19 A maximum of 60 semester hours will be accepted for credits earned through non-classroom learning  
20 methods which have resulted in licensure or acceptance on a registry. The 60 hours of credits accepted  
21 for a nursing license which is to be applied to programs other than the BSRN may be broken down at  
22 least into 4 hours for Anatomy and Physiology and 56 hours of nursing electives or as listed on the  
23 transcript; for BSRN requirements, see below. Respiratory care credits may be broken down into 4 hours  
24 for Anatomy and Physiology and 56 semester hours in electives; the 60 hours for Radiography may be  
25 broken down into 4 hours for Anatomy and Physiology, 3 hours for Mathematics, and 53 hours in  
26 electives. A maximum of 24 hours may be accepted for a practical nursing license, 12 hours for police  
27 academy graduation, and 3 hours for a real estate license. FAA Certificates may be awarded credit as  
28 follows: 9 hours for Private Pilot Rating; 9 hours for Commercial Pilot Rating, 12 hours for

29

30 Instrument Pilot Rating, 2 hours for Multi-Engine Pilot Rating, and 6 hours for Flight Instructor Rating for  
31 a maximum of 38 hours for pilot's /instructor's licenses.

32

33 Transfer credit earned by correspondence will be accepted only for those courses earned at a regionally  
34 accredited college or university and would be accepted by that institution as credit toward a degree.

35

36

37

1 **Proprietary and/or Technical Institutions**

2 Transfer credits coming from COPA accredited proprietary and/or technical institutions for which no  
 3 semester hours have been indicated will be computed on the following basis: The number of semester  
 4 hours will be based on the total number of clock hours in the course transferred into total minutes  
 5 divided by 50 to determine equivalent class time. The class time will be divided by 4 (1 hour lecture, 3  
 6 hours preparation/lab), and that total will be divided by 15 (weeks in a semester). No more than 24  
 7 hours will be given for 9 months of work, and no more than 60 hours will be transferred.

8

9

CREDIT BY EXAMINATION

10 **Examinations**

11 The credit by examination policy at Columbia Union College gives students an opportunity to receive  
 12 official academic credit for learning achieved in non-traditional ways. There is an examination fee for  
 13 each examination administered by the College and a fee for each semester hour recorded by the  
 14 College. Examinations officially used by Columbia Union College to grant credit by examination are as  
 15 follows:

- 16 1. Those listed in the *Guide to Educational Credit by Examination* prepared by the American  
 17 Council on Education: The Center for Adult Learning and Education Credentials
- 18 • College-Level Examination Program (CLEP) tests administered by the College Entrance  
 19 Examination Board (CEEB)
  - 20 • Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized  
 21 Testing Program
  - 22 • American College Testing Program Proficiency Examination Program (ACT PEP)
  - 23 • Regents College Examinations (RCE/ACT PEP)
  - 24 • The Institute for Certification of Computer Professionals Examinations (Associate  
 25 Computer Profession (ACP) and Certified Data Processor (CDP)
  - 26 • Certified Professional Secretary (CPS) Examination
  - 27 • Foreign Service Institute (FSI) Oral Proficiency Language Assessment Examinations
  - 28 • American Chemical -Society (ACS) Examinations
- 29
- 30 2. College Entrance Examination Board Advanced Placement Program (CEEB/ AP) tests  
 31 administered by CEEB to students whose secondary schools offer advanced placement courses
- 32 3. Examinations prepared by college instructional departments (challenge examinations)
- 33 4. Certain other commercially prepared standardized examinations as approved by the CUC  
 34 Educational Policies Committee.

35

36

37

38

## 1 **General Transfer Policies for Credit by Examination**

- 2 1. Credit earned by examination at another educational institution may be transferred provided
- 3 that it meets the credit by examination policies of CUC.
- 4 2. Credit earned by examination will be recorded only when the student has completed at least 12
- 5 semester hours at CUC unless it is present on a transcript accepted for transfer.
- 6 3. Credit cannot be established by examination in ENGL 101 AND ENGL 102 unless it is present on a
- 7 transcript accepted for transfer.
- 8 4. Credit earned by examination will be granted P (pass).
- 9 5. Maximum credit that can be earned and/or transferred by examination is 24 hours for a
- 10 baccalaureate degree and 12 hours for an associate degree. Credit granted based on a
- 11 combination of challenge examination and experiential learning portfolio assessment may not
- 12 exceed 30 semester-hours.
- 13 6. An examination may not be taken in an area where the student has had a more advanced
- 14 course or a course with similar content.
- 15 7. Credits by examination cannot be used to meet CUC residency requirements.
- 16 8. A test can be attempted only twice with a waiting period of six months between attempts.
- 17 9. Graduating seniors must present scores from examinations at least one term prior to the term in
- 18 which they plan to graduate.
- 19

## 20 **College-Level Examination Program (CLEP)**

21 College-Level Examination Program (CLEP) tests are administered by the Education Department.  
 22 Arrangements for testing must be made through that department.

23  
 24 There are two kinds of CLEP tests: general examinations and subject examinations. Credit for general  
 25 examinations is accepted only for humanities (fine arts, 3 hours). A score at the 50th percentile or  
 26 above is required for acceptance of credit at CUC. A complete list of subjects accepted by CUC is listed  
 27 below:

28	29 <i>CLEP Subject Examination</i>	<i>Credit Hours</i>	<i>Comparable CUC Course</i>	
30	American Government	3	PLSC 250	American Government
31	American History I	3	HIST 275	American Civilization I
32	American History II	3	HIST 276	American Civilization II
33	American Literature	6	ENGL 225;226	American Literature
34	Calculus with Elem. Functions	8	MATH 151,252	Contemporary Calculus
35	College Algebra	4	MATH 105	Intermediate College Algebra
36	College Algebra Trigonometry	4	MATH 126	Precalculus

1	College Level I French	6	FREN 101; 102	Introductory French
2	College Level II French	6	FREN 151; 152	Intermediate French
3	College Level I German	6		Introductory German
4	College Level II German	6		Intermediate German
5	College Level I Spanish	6	SPAN 101; 102	Introductory Spanish
6	College Level II Spanish	6	SPAN 151; 152	Intermediate Spanish
7	English Literature	3	ENGL 230	British Literature
8	General Chemistry	8	CHEM 151; 152	College Chemistry*
9	General Psychology	3	PSYC 105	Introduction to Psychology
10	Human Growth and Development	3	PSYC 210	Psychology of Dev & Learning
11	Introduction to Management	3	MGMT 330	Principles of Management
12	Introductory Accounting	6	ACCT 211; 212	Principles of Accounting
13	Introductory Business Law	3	BUAD 283	Business Law
14	Introductory Macro-Economics	3	ECON 265	Principles of Economics I
15	Introductory Micro-Economics	3	ECON 266	Principles of Economics II
16	Introductory Sociology	3	SOCI 105	General Sociology
17	Principles of Marketing	3	MKTG 310	Principles of Marketing
18	Western Civilization I	3	HIST 125	Hist of World Civilization I
19	Western Civilization II	3	HIST 126	Hist of World Civilization II

20 \*Not recommended for pre-professional students.

21

## 22 **Advanced Placement Program**

23 The College Entrance Examination Board Advanced Placement Program (AP) allows qualified teachers in  
 24 certain secondary schools to prepare students to take AP tests. The College Entrance Examination Board  
 25 (CEEB) prepares, administers and grades the examinations and sends the grades to the colleges specified  
 26 by the candidate. They are graded on a five-point scale: 1, no recommendation; 2, possibly qualified; 3,  
 27 qualified; 4, well qualified; 5, extremely well qualified.

28

29 CUC grants college credit to students with scores of 3 or better on the AP examinations. Students who  
 30 receive a score of 3 in English must also take a departmental test. Students who transfer from another  
 31 institution who were awarded credit for the Advanced Placement examination will be evaluated to

1 receive similar credit after a review of their current writing skills. Credit will be awarded or denied  
 2 based on the results of the test. Students who receive a score of 5 may be granted two additional hours  
 3 of English electives. A list of subjects accepted by CUC is listed below:

4	5 <i>AP Subject Examination</i>	6 <i>Credit Hours</i>	7 <i>Comparable CUC Course</i>
8	American History	6	HIST 275; 276 American History I & II
9	Biology	8	BIOL 161; 162 College Biology*
10	English	3	ENGL 101 Composition*
11		3	ENGL 102 Research & Literature*
12		2	English electives
13	Spanish	6	SPAN 101; 102 Conversational Spanish
14		6	SPAN 151; 152 Intermediate Spanish
15	U.S. Government & Policies	3	PLSC 250 American Government

16 \*Not recommended for pre-professional students

### 17 **Challenge Examinations**

18 A challenge examination may be taken for course credit for the following courses:

19	BIOL 111; 112	Anatomy & Physiology (4;4)
20	CHEM 105	Survey of Chemistry (4)
21	CHEM 110	Principles of Organic & Physiological Chemistry (4)
22	CPTR 105	Electronic Data Processing (3)
23	FDNT 260	Nutrition (3)
24	MUHL 110	General Music (2)
25	OFAD	Selected courses

### 27 **Validation Examination**

28 A validation examination may be required in order to validate credits from unaccredited programs or  
 29 institutions or to update the contents of courses required by a department.

30

1 **Waiver**

2 A waiver may in some cases be petitioned to the Academic Affairs Committee to be accepted in lieu of a  
3 course requirement. It does not allow course credit.

4

## 5 CREDIT FOR EXPERIENTIAL-LEARNING PORTFOLIO

6 Students at Columbia Union College may apply for credit for experiential learning by submitting an  
7 experiential- learning portfolio along with a non-refundable evaluation fee. Students must prepare the  
8 portfolio in accordance with the *Manual for Experiential-Learning Portfolio*, in which they show evidence  
9 of learning gained through experience over a reasonable period of time and relevant to their academic  
10 goals. Credits awarded for experiential learning are limited to a maximum of 24 semester hours for  
11 baccalaureate degrees and 12 hours for associate degrees and may not be used to meet residency  
12 requirements. Students must have completed 12 semester hours before experiential-learning credit can  
13 be recorded. Credit granted based on a combination of portfolio and challenge examinations may not  
14 exceed 30 semester hours. Experiential learning credits will be recorded as 'Pass" credits and a fee is  
15 charged for each semester hour recorded.

16

## 17 APPEAL PROCEDURE

18 Students who believe that this policy was not implemented accurately or wish to appeal for an  
19 exception to the policy may submit a petition to the Academic Affairs Committee for a final action.

20

## 21 REQUIREMENTS SPECIFIC TO THE BSRN NURSING PROGRAM

22

23 **Hospital Related Nursing**

24 Twenty hours of nursing electives may be transferred from a hospital-related nursing program. These  
25 will be recorded only at the completion of the baccalaureate program. The credit awarded is by  
26 proficiency. There is a flat recording fee for these 20 hours.

27

28 NURS 345 and NURS 346 Human Need Alterations I and II (7 hours) validates:

29 BIOL 111; 112 Human Anatomy & Physiology

30 BIOL 150 Microbiology

31 The above credit cannot be validated unless the student has taken NURS 345 and 346 as a component.

32 There is a recording fee for the 12 hours of validated credit.

33



1 A higher level of chemistry may be taken to validate a lower level chemistry taken at a hospital-based  
2 nursing program.

3

4 Any upper-level course that has a prerequisite can validate the lower level course. There is a recording  
5 fee per credit hour for validation.

6

7 Nursing Transition Courses (NTC) may be transferred from other Maryland State Colleges and  
8 Universities (4-year schools). Credit can be accepted for the following courses:

9

10	Anatomy & Physiology	6 hrs.
11	Microbiology	4 hrs.
12	Intro to Oral Communication	3 hrs.
13	Intro to Psychology	3 hrs.
14	Psych of Devel. & Learning	4 hrs.
15	General Sociology	3 hrs.
16	Humanities or Gen. Electives	3 hrs.

17

18 CLEP exams as approved in the regular college bulletin are acceptable in the nursing program.

19

20 The NLN exam may also be used to validate BIOL 111, 112, and 150.

21

22 Group Process or Group Communication cannot be accepted to fulfill the requirement for CMME 105  
23 Introduction to Oral Communication.

24

25 Six hours of religion are required for all BSRN students regardless of how many religion hours they may  
26 have taken elsewhere.

27 Transfer courses for science, which are more than ten years old, must be validated through a challenge  
28 exam.

29

## TRANSFER POLICY AND NON-CLASSROOM LEARNING CREDITS – MARCH 9, 1993

MILITARY DOCUMENTS NEEDED FOR OFFICIAL EVALUATION				
SUBMITTED BY	MILITARY DOCUMENTS	PURPOSE	SOURCE	COMMENTS
<b>All Branches</b> Individuals who have attended Defense Language Institute (DLI)	Defense Language Institute (DLI) Transcript	Possible credit for language courses	Must be requested from DLI	Must come directly from DLI-personal copies are not acceptable. Contact: DLI, Presidio of Monterey, CA 93944-5006
Members of all branches of the service who have attended Air Force Service Schools	CCAF Transcript	Evaluation of Air Force Service Schools	Must be requested from CCAF	Must come directly from CCAF-personal copies are not acceptable. Contact: CCAF, Maxwell AFB, AL 36112
<b>Air Force</b> Enlisted, 1974-present	CCAF Transcript	Evaluation of Community College of the Air Force credit	Must be requested from CCAF	Must come directly from CCAF-personal copies are not acceptable. Contact: CCAF, Maxwell AFB, AL 36112
Enlisted, prior to 1974	DD Form 295	Document Service Schools	Education Center, Take to Personnel for completion	Must be completed accurately. Dates and full titles of schools and course are needed.
<b>Army</b> Enlisted and Warrant Officer	DD form 295	Document Service Schools	Education Center, Take to Personnel for completion	Must be completed accurately. Dates and full titles of schools and course are needed.
Enlisted (from 1 Oct 1981)	AARTS	Documents Schools and possible MOS Credit	AARTS Office Ft Leavenworth, KS 66027-5010	From 1 October 1981 to present
Enlisted and Veterans	DA Form 2-1	Assists in evaluation of military credit	Personnel	Must be certified by Commander, Personnel Officer, or Legal Officer.
Enlisted and Veterans	ISR (Individual Soldier's Report)	Evaluation of possible MOS credit based Upon SQT scores.	Personnel	Best method of documenting MOS proficiency for Credit evaluation. Must be certified by Commander, Personnel Officer, or Legal Officer.
Enlisted and Veterans	USA EEC Form 10 or 10A	Evaluation of possible MOS credit	Personal Files/Personnel	Must have SQT score (MOS written test score) And must be certified by Commander, Personnel Officer, or Legal Officer.
Enlisted and Veterans	DA Forms 2166-5 or 5A (EERs-two required)	Evaluation of MOS credit if SQT scores are unavailable	Personal Files/Personnel	Must be certified by commander, Personnel Officer, or Legal Officer and attest to non-Availability of an SQT test. Two different reports required, covering at least twelve consecutive months for each duty MOS to be considered.
Enlisted	DA Form 2-A	Evaluation of MOS credit if form contains SQT score	Personnel	Computer-generated. Must be certified by commander, Personnel Officer, or Legal Officer.
Warrant Officer	DA Form 67-8 (OER)	Evaluation of possible MOS credit	Personal Files/Personnel	Must be certified by Commander, Personnel Officer, or Legal Officer. OER (one or more) Must cover at least one year.
<b>Navy</b> Enlisted, Warrant Officer, and Limited Duty Officer	DD Form 295	Documents Service Schools	Personnel	Must be certified by Commander, Personnel Officer, or Legal Officer.
Enlisted	NAVPERS 1070-604	Evaluation of possible credit for Navy Rating	Education Center. Take to Personnel for completion	Must be completed accurately. Dates and full titles of schools and courses are needed.
Warrant Officer and Limited Duty Officer	NAVPERS 601-4 and NAVPERS 1611/1	Evaluation of possible credit for Navy Rating	Personal Files/ Personnel	Must be certified by Commander, Personnel Officer, or legal Officer
Veterans Retired Personnel and Veterans	DD Form 214*	Evaluation of possible Service School Credit, Navy Enlisted Rating	Personal Files	Must be certified by Commander, Personnel Officer, or legal Officer. Be sure to supply all Needed information. Further documentation Available from National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

\*In addition, former Army personnel should submit documentation for their MOS. Former Air Force personnel should submit a CCAF transcript (see above for appropriate forms).