



## MID-SOUTH CHRISTIAN COLLEGE

### Policy on Transfer and the Award of Academic Credit

#### **Compliance:**

In compliance with Tennessee State Legislation SB3789/HB3857 we provide the following statement which must be signed by the student at the time of first enrollment and retained as part of the student's permanent record.

“Credits earned at MID-SOUTH CHRISTIAN COLLEGE may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by MID-SOUTH CHRISTIAN COLLEGE. You should obtain confirmation that MID-SOUTH CHRISTIAN COLLEGE will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at MID-SOUTH CHRISTIAN COLLEGE to determine if such institutions will accept credits earned at MID-SOUTH CHRISTIAN COLLEGE prior to executing an enrollment contract or agreement. The ability to transfer credits from MID-SOUTH CHRISTIAN COLLEGE to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at MID-SOUTH CHRISTIAN COLLEGE if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of MID-SOUTH CHRISTIAN COLLEGE and of any other educational institutions you may in the future want to transfer the credits earned at MID-SOUTH CHRISTIAN COLLEGE before you execute an enrollment contract or agreement.”

#### **Policy:**

It is the policy of the Academic Department of Mid-South Christian College that credit will be transferred from other institutions which meet the following criteria.

1. The educational quality of the program from which the student transfers meets minimum accreditation standards of an association recognized by the Council for Higher Education Accreditation (CHEA). If the institution is not accredited, then additional information will be required from the sending institution before credit can be awarded and applied to a degree program at MSCC.
2. The comparability of the nature, content, and level of credit earned to that required for a degree program at MSCC.
3. The appropriateness and applicability of the credit earned to the degree program that the student seeks to enter at MSCC to achieve the student's educational goals.
4. An official transcript from the sending institution must be received and show a grade of C or higher has been attained in the course for which the student seeks the transfer of credit.

#### **Responsibility:**

The Registrar, under the supervision of the chief academic officer, will be responsible for applying this policy to all students who seek to transfer credits from another institution.

## **Procedure:**

1. An official transcript must be received from the sending institution before transfer of credit can be considered and awarded.
2. An official transcript is normally received directly from the institution by mail.
3. An official transcript will bear the seal and signature of an officer of the sending institution. Some colleges now use security paper making copies and forgeries more difficult.
4. Courses with a grade of C or higher will be evaluated.
5. Courses marked withdraw, dropped, unsatisfactory, D or F will not be transferred. These may be evaluated as possible evidence that a student is struggling either academically or not applying their ability to succeed in an academic program. It may raise questions for the admission committee to consider before acceptance of a transfer student.
6. If the college has accreditation conferred by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) then it will be assumed that the institution has met the minimum standards for accreditation.
7. If the student is from an unaccredited institution MSCC will take special steps to validate credits previously earned. Proper validation will demonstrate that course work taken in the sending institution is comparable to course work offered by MSCC. It may be accomplished by some combination of the following means:
  - a. Demonstration of achievement by means of comprehensive examinations.
  - b. Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution.
  - c. Analysis of historic experience regarding the success of transfers from the sending institution.
  - d. Successful completion of 30 hours of study at MSCC.
  - e. The Academic Records Department shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions. This documentation shall serve as the basis for self study of institutional practices relative to validation of transfer credits from unaccredited institutions.
8. Courses meeting the above standards for evaluation will then be compared to the degree requirements for the program the student seeks to enter.
9. A course with similar content to a course at MSCC will be transferred even if the names differ slightly. This comparison may be made through such means as course description from catalog or website of the sending institution. When uncertainty exists about the course objectives as compared to an MSCC course, the syllabus of that course may be reviewed.
10. When the credit given at the sending institution is less than the hours required at MSCC the course will transfer and the student will not be required to repeat it. In order to compensate for the lost hours a student will be required to take a different course in the same area of study; for example a Bible course for a Bible course or a teaching course for a teaching course.
11. When the credit given at the sending institution is greater than the hours required at MSCC the course will transfer. The extra hour[s] will be added to total hours earned toward the degree but they will not replace hours for required courses in a degree program. The extra hours may be only used to replace an elective in the same area of study. For example MSCC requires 4 hours in

the Life of Christ. A student transferring 6 hours will receive credit for completing Life of Christ. The extra two hours cannot be used to replace a required course like Romans but can be used to replace a 2 hour New Testament elective such as Hebrews.

12. Courses transferred must also meet the degree requirements or elective requirements of the program the student seeks to enter. For example MSCC requires one 3 hour general history course. Therefore only 3 hours will be transferred in the area of general history even if the student has 12 hours earned in this area. This also applies in the areas of literature, science, philosophy and theology.

13. The Registrar's office is to make every effort to find a match for transferable credits into the MSCC degree program. If a student is transferring from another field of study [for example medicine or accounting] it is possible many credits will not fit an MSCC program.

14. The Academic Records Department shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from any sending institutions. This documentation shall serve as the basis for self study of institutional practices relative to validation of transfer credits from unaccredited institutions.

15. The Academic Records Department will make a written record of courses transferred and which MSCC courses they replace. This record will become part of the Student' Specific Program Plan.

16. The Academic Records Department will provide a copy to the student before the beginning of the semester indicating which classes have been accepted and which MSCC classes they replace so that the student may concentrate on the courses still needed for graduation.

17. When providing a transcript to another institution or employer only those courses taken at MSCC will be listed with grades and hours earned. The total number of credit hours transferred and the name of the transferring institution [s] will be cited but not delineated.