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Policy Name

15.4530 Transfer Credit Articulation

Purpose and Scope

This policy defines the transfer credit articulation policy for Alvernia University ("AU"). This policy:

- Defines roles and responsibilities with respect to transfer credit articulations and evaluations.
- Identifies the standards and best practices used by the Registrar's Office related to transfer credit.
- Specifies the requirements for international transfer credits, and credits earned through testing.
- Integrates with the Aleria Transcript Credit Evaluation Procedure which provide more detailed guidance on transfer credit.

This policy applies to all Alvernia University domestic and international students and its scope includes students enrolled and enrolling in programs at the undergraduate and graduate levels.

Responsibilities

Title or Role	Responsibility
Senior Vice President of Academic Affairs and Provost; Senior Vice President of Enrollment Management; Vice President of Graduate and Adult Education.	Maintains and enforces this policy. Reviews exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Transfer Course Eligibility

Courses taken at regionally accredited colleges and universities will be accepted as transfer credits. Not all transferred courses are comparable to courses offered at Alvernia University and some may not be applicable to a degree program at Alvernia.

College credit earned before high school graduation will be articulated and evaluated only if the college where the course was taken issues an official college transcript. Students who earned college credit before graduation from high school are subject to the same transfer protocol as those transferring credit from other colleges.

Credits transferred from other institutions will become a part of a student's official record, but grades will not be placed on the transcript nor used in determining a student's cumulative grade point average.

Transfer Requirements

All courses completed with a grade of 2.00 (C) or better that are from recognized, accredited institutions will be articulated and evaluated for transfer. Alvernia does not accept transfer credit for any courses taken as "Pass/Fail". Exceptions may be made in cases where an institution has implemented "Pass/Fail" grades for all courses on a temporary basis due to extenuating circumstances.

A matriculated student who wishes to take a course at another college and transfer the credit to Alvernia must obtain and complete a Transfer Credit Approval Form from the Registrar's Office *prior* to enrolling in the course at the other institution. Transfer credits earned in this scenario will not be accepted without a pre-approved Transfer Credit Approval Form. Transfer credits are not applicable for the repeat/delete option. No credits are transferred for courses in which grades below a "C"/2.0 are earned.

Transfer students are to provide all transcripts from previously attended institutions. All courses will be evaluated for Alvernia equivalencies. Students cannot pick and choose which courses to transfer to Alvernia; rather, each course on submitted transcripts is reviewed.

Transfer Credits

Transfer credit articulations are completed on a course-by-course basis. Each accepted course on your official transcripts will be assigned an equivalency.

Specific Course Equivalency: This is when a transfer course is equivalent to a specific course at Alvernia. Examples: COM 101, PHI 105, HIS 110, etc.

Subject-Specific Electives: This is credit that is specific to a subject but NOT a specific course at AU. The number x99 is paired with a specific subject to reflect this. Examples: PSY 199, BIO 199, PHI 199, etc.

General Transfer Equivalency: This equivalency is used when the course is not equivalent to a specific course OR subject at AU. This equivalency is GENx199. Please note: This course equivalency does not fulfill any specific degree requirements. It only counts towards the 123 credits needed to graduate.

As noted in Alvernia's 15.4460 Graduation Policy (linked below), all credentials for graduation, including transcripts of credits from other institutions, must be submitted to the Registrar's Office the semester prior to graduation. For example, students graduating at the end of Spring term must submit all credentials for graduation, including transcripts of credits from other institutions, by the end of the previous Fall term.

International Transcript Transfer Requirements

Transcripts from colleges/universities outside of the U.S. must be accompanied by a course-by-course evaluation to transfer credits. To be considered official, the evaluation must be received directly from a National Association of Credential Evaluation Services (NACES) member (website link below) and the evaluation must be completed in English. International students may be asked to provide course descriptions or syllabi in English in order for course evaluations to be completed.

Early and Transfer College Credits

Advanced Placement

Applicants who have taken the AP exam(s) in high school may receive credit on their Alvernia University transcript and may use these credits to fulfill their program requirements. Scores of 3 or higher on most AP tests will be accepted for credit. Applicants must have College Board forward their test scores to the Admissions Office for evaluation.

College Level Equivalency Program (CLEP)

Credit may be granted to students who have taken a College Level Equivalency Program (CLEP) exam through College Board to prove competency in a particular subject. CLEP exams are available in communication, literature, math, science, history, psychology, sociology, and other areas, which can be used to fulfill program requirements. Applicants must have College Board forward test scores to the Admissions Office for evaluation. Students completing the CLEP exam after matriculating at Alvernia University must submit the official scores to the Registrar's Office.

Testing for World Languages Credits

The American Council on the Teaching of Foreign Languages (ACTFL) offers testing in over 100 World Languages through Language Testing International, Inc. (LTI). The American Council on Education's College Credit Recommendation Services (ACE CREDIT) has evaluated and recommended college credits for these ACTFL assessments. Students may earn World Languages credits for languages not available through the CLEP exam. Any student who wishes to fulfill the World Languages requirement (based on prior knowledge of a language other than French, German, or Spanish) may take an ACTFL Oral Proficiency Interview (OPI or OPIc) and Written Proficiency Test (WPT) through LTI. Students must earn a score that would be the equivalent of 3 college credits (as recommended by ACE) for each of these tests (6 credits total). If a student earns at least 3 credits for each exam (OPI and WPT), their World Languages requirement would be fulfilled. Students interested in ACTFL should consult the Language Director.

International Baccalaureate (IB)

Undergraduate students interested in receiving credit for International Baccalaureate (IB) Higher Level Exams should arrange to have their official grade reports sent to Admissions directly from the International Baccalaureate Program. A score of 4 or higher on an IB Exam may be awarded AU credit upon evaluation. If credit is awarded, a student's University record will carry notation of credit, but no grade will be recorded. Credit awarded will not affect a student's grade-point average at Alvernia. Duplicate credit in the same subject is not awarded in any case.

Dual Credit

Students may have concurrently enrolled in a class that counts for both the high school requirements and college credits. To receive credits for these courses, students must submit an official transcript from the college offering credits. These transcripts should be sent to the Alvernia University Admissions Office during the application process. Dual credit courses completed through Alvernia University directly do not need to be transferred as they are already listed on the student's Alvernia University transcript.

Transferring Summer and Winter Credits

Applicants may attend college during the summer or winter after high school graduation and, depending on the course and the grade may receive transfer credits to fulfill program requirements. Applicants should request an official transcript

be forwarded to the Alvernia University Admissions Office for evaluation. Students who take summer or winter courses at Alvernia University do not need to have their transcripts forwarded.

Prior Learning Experience Credits

Request for credit for specific courses based on documented prior learning experience follows Alvernia Policy 4.4210 Prior Learning Assessment. A student pays an assessment fee for credits earned through the Prior Learning Assessment process.

Evaluation Process

The Procedure and Timeline for processing student transcripts is set forth in the Alvernia University Transfer Credit Evaluation Procedure.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Registrar Office policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal

References and Related Policies

Related Policies

[15.4460 Graduation Policy](#)

Exhibits

[Policy and Procedure Exception Form](#)

[National Association of Credential Evaluation Services \(NACES\)](#)

Document Review Log

Date Reviewed	Description of Changes
8/31/2023	Initial Draft ready for Registrar Office team review
9/21/2023	Draft sent to Provost Office for review
2/1/2024	Approved by Senior Leadership
11/6/2024	Draft revisions to policy include moving procedure to separate document
11/6/2024	Approved by Senior Leadership