



Policy AA2.05: Transfer Credit Policy

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer
Initial Policy Approval Date	December 9, 2018
Current Revision Approval Date	September 29, 2020
Procedure Effective Date	September 29, 2020

Policy

If a student transfers to American Sentinel from another institution, the transfer credits accepted by the university will count as total semester credits attempted and total semester credits completed. The grades from such credits will not be included in the calculation of minimum cumulative GPA.

If a student is readmitted to American Sentinel, credits that are applicable to the student's current program will count as total semester credits attempted, and credits from American Sentinel will count toward the student's minimum cumulative credits completed at American Sentinel. The grades from such credits will be included in the calculation of minimum cumulative GPA at American Sentinel University.

If a student changes programs, American Sentinel credits applied to the new program will count as total semester credits attempted and toward the student's minimum cumulative credits completed at American Sentinel. The grades from such credits will be calculated into the minimum cumulative GPA.

Guidelines

General Provisions

The dean or designee, in conjunction with the Registrar, is responsible for documenting procedures for transfer of external credit, which is made available to students in the academic catalog. For information regarding the awarding of credit of prior educational experience not meeting the criteria for transfer of external credit, see the section on proficiency credit.

General Criteria for Evaluating External Transfer Credit

All evaluations are based on the unit's credit (i.e. quarter or semester hours.) Courses must equal to 4 or more quarter hours to be considered for transfer. See chart below.

- American Sentinel's Registrar's Office evaluates work completed elsewhere. The evaluator bases their decision on course content, age, and other factors as appropriate. Additional documentation, such as course descriptions and/or syllabi, may be requested. Courses specific to a business or technology major taken more than 8 years prior to enrolling at American Sentinel are less likely to transfer due to



changing technology and business practices, however the final decision will be based on a variety of factors.

- All evaluations are based on the unit's credit (i.e. quarter or semester hours). Courses must be equal to four or more quarter hours to be considered for transfer. See chart below.
- The courses must have been college level. Credits earned in developmental or remedial course work and English-as-a-Second-Language courses may not be transferred.
- The undergraduate course must have been completed with a grade of C or better. A numeric average of 70 percent or better is required for schools not using a traditional grading scale.
- The graduate course must have been completed with a grade of B or better. A numeric average of 83 percent or better is required for schools not using a traditional grading scale.
- Credit earned at foreign institutions must be externally evaluated by a foreign credential evaluator approved by the National Association of Credential Evaluation Services or American Association of Collegiate Registrars and Admission Officers (unless the school has a trained foreign credential evaluator). See www.naces.org or www.aacrao.org for a list of approved evaluators.
- Military course work must be evaluated according to the criteria of the American Council on Education.
- Provided all course objectives are met, a mismatch of one unit of credit between the American Sentinel degree program course and the external course is allowed.
- One quarter-hour is equivalent to two-thirds of a semester hour. Quarter hours are converted as follows:
 - Quarter credit hours x 0.67 = Semester credit hours
- Students wishing to receive transfer credit for coursework completed prior to being admitted to American Sentinel should provide transcripts for evaluation during the application process. These requests will be processed at no charge to the student. After admission to the university, any requests for transfer credit evaluation for courses completed prior to being accepted by the university will be assessed a \$50 transcript evaluation fee per transcript. The fee is charged regardless of the transfer credit evaluation outcome.



Converting Quarter Hours to Semester Hours: Table 1

Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours
1=	0.67	21=	14	41=	27.33	61=	40.67	81=	54
2=	1.33	22=	14.67	42=	28	62=	41.33	82=	54.67
3=	2	23=	15.33	43=	28.67	63=	42	83=	55.33
4=	2.67	24=	16	44=	29.33	64=	42.67	84=	56
5=	3.33	25=	16.67	45=	30	65=	43.33	85=	56.67
6=	4	26=	17.33	46=	30.67	66=	44	86=	57.33
7=	4.67	27=	18	47=	31.33	67=	44.67	87=	58
8=	5.33	28=	18.67	48=	32	68=	45.33	88=	58.67
10=	6.67	30=	20	50=	33.33	70=	46.67	90=	60
11=	7.33	31=	20.67	51=	34	71=	47.33	91=	60.67
12=	8	32=	21.33	52=	34.67	72=	48	92=	61.33
13=	8.67	33=	22	53=	35.33	73=	48.67	93=	62
14=	9.33	34=	22.67	54=	36	74=	49.33	94=	62.67
15=	10	35=	23.33	55=	36.67	75=	50	95=	63.33
16=	10.67	36=	24	56=	37.33	76=	50.67	96=	64
17=	11.33	37=	24.67	57=	38	77=	51.33	97=	64.67
18=	12	38=	25.33	58=	38.67	78=	52	98=	65.33
19=	12.67	39=	26	59=	39.33	79=	52.67	99=	66
20=	13.33	40=	26.67	60=	40	80=	53.33	100=	66.67

Converting Quarter Hours to Semester Hours: Table 2

Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours	Quarter Hours	Semester Hours
101=	67.33	121=	80.67	141=	94	161=	107.33	181=	120.67
102=	68	122=	81.33	142=	94.67	162=	108	182=	121.33
103=	68.67	123=	82	143=	95.33	163=	108.67	183=	122
104=	69.33	124=	82.67	144=	96	164=	109.33	184=	122.67
105=	70	125=	83.33	145=	96.67	165=	110	185=	123.33
106=	70.67	126=	84	146=	97.33	166=	110.67	186=	124
107=	71.33	127=	84.67	147=	98	167=	111.33	187=	124.67
108=	72	128=	85.33	148=	98.67	168=	112	188=	125.33
109=	72.67	129=	86	149=	99.33	169=	112.67	189=	126
110=	73.33	130=	86.67	150=	100	170=	113.33	190=	126.67
111=	74	131=	87.33	151=	100.67	171=	114	191=	127.33
112=	74.67	132=	88	152=	101.33	172=	114.67	192=	128
113=	75.33	133=	88.67	153=	102	173=	115.33	193=	128.67
114=	76	134=	89.33	154=	102.67	174=	116	194=	129.33
115=	76.67	135=	90	155=	103.33	175=	116.67	195=	130
116=	77.33	136=	90.67	156=	104	176=	117.33	196=	130.67
117=	78	137=	91.33	157=	104.67	177=	118	197=	131.33
118=	78.67	138=	92	158=	105.33	178=	118.67	198=	132
119=	79.33	139=	92.67	159=	106	179=	119.33	199=	132.67
120=	80	140=	93.33	160=	106.67	180=	120	200=	133.33

Maximum Allowable Transfer Credits

Credits may be transferred from other institutions to count toward required credits for graduation from American Sentinel University. Transfer credits may include a combination of credits for prior education, professional certifications and life-work experience.



- Bachelor's Degrees: Up to 75 percent* of the required credit hours for graduation may be transferred.*
- Master's Degrees: Up to 50 percent* of the credit hours required for graduation may be transferred. Exception: Transfer credit is not accepted in American Sentinel's project-based degree programs. Transfer credit will not be awarded for more than 3 specialization specific courses.
- MSN-NP Specialty Track: A maximum of 18 credits is allowed as transfer credit for the first 6 MSN core courses. Transfer credit will not be awarded for any NP specialty courses. All transfer courses must have been taken within the last 3 calendar years with a grade of B or higher. Transfer requests from other institutions require Director approval after review of the course description, syllabus, and student transcript. Students who have earned an MSN degree will be awarded a block transfer credit for N503/N515PE.
- Doctoral Degrees: Up to 14% (6 credits) of the required hours for graduation may be transferred.

*A maximum of 25 percent of the total program credit hours in a student's bachelor's or master's degree program may be from professional certifications, prior learning assessment and test outs.

Core Course Requirements

The core course requirements cover the knowledge and technical skills required for success in a program's major subject and, typically, only course credit may be awarded in these areas. For this type of credit, the transfer credit evaluator must validate the comparability of the external course work with the specific course. Discipline credit may be awarded for core course requirements when the dean deems it appropriate.

General Education Requirements

American Sentinel believes in the importance of general education helping broaden students' perspectives and extend their range of learning. The university's catalog defines the courses within the general education curriculum. Discipline credit may be awarded when a transferred course falls within the same discipline as a specific degree related course even if it does not meet the strict requirements for a specific course. In most cases, American Council on Education (ACE) credit recommendations are accepted for general education credit.

Provisions for Students Possessing Bachelor's Degrees

The general education component of a bachelor's degree granted by a regionally or nationally accredited school will be recognized by American Sentinel so applicants holding a bachelor's degree in another field will be automatically awarded 30 general education credit hours to meet the degree requirements for the RN to BSN.



Credit for Prerequisite Courses

Advanced courses frequently have prerequisite courses that cover material required for the subsequent course. For this reason, if a student receives transfer credit for an advanced course, transfer credit is not awarded for the prerequisite course if the student did not take the corresponding course. Additionally, the requirement to take the prerequisite course will not be waived. Students who believe they have mastered prerequisite course material may request proficiency examinations.

Transfer Credit Documentation

The awarding of external transfer credit will be clearly documented in each student's file. Student files will include an original transcript(s) from the previous institution(s).

Transfer Credit Policy Doctoral Courses

American Sentinel accepts a maximum of two three-semester credit courses into the doctoral program. Transfer credits will be accepted only for doctoral (700 level) courses that are equivalent in content to required courses in the DNP curriculum. Courses that are dually applied to a Master's and Doctorate program at an educational institution and Master's-level courses do not qualify for transfer credit into the DNP program. Credit cannot be awarded for experiential learning for the DNP program.

Prior Learning Assessment

American Sentinel University offers students the opportunity to demonstrate proficiency in a course's content and receive course credit by examination or portfolio review. Proficiency exams may be developed and administered by the dean or they may be administered by a national program such as CLEP, DANTES or AP. Credit received this way will be noted as proficiency credit on the student's transcript but will not be included in GPA or rate of progress calculations. Such credit will be included in the timeframe measurement calculation. If a student receives proficiency credit and later enrolls in the course, the grade earned in the course will be used in the GPA calculation.

Students are responsible for requesting proficiency examinations. Such a request is granted if an examination is available and the dean or designee believes the student's experience or training warrants such an evaluation. The dean is responsible for developing proficiency examinations, for maintaining the examination procedures that ensure the integrity of the examinations process and for setting fees as outlined in the academic catalog or student handbook. Proficiency examination requests will not be honored if the student:

- Is currently enrolled in the course beyond the add/drop deadline.
- Was previously enrolled in the course for which the exam is being requested.
- Previously failed the proficiency exam for the course.
- Previously failed the course.



Any student requesting a proficiency exam who does not have credit for the prerequisite course must obtain approval from the dean. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation are retained in the student's academic file.

To discuss proficiency testing, a student should contact his or her student success advisor. The student success advisor will contact the dean and the director of academics to initiate the process. Only a pass or fail grade will be issued.

Experiential Learning Portfolio

Adult students bring tremendous assets to the classroom through their personal and professional experiences. Such students' desire to learn and gain a deeper understanding of the subject matter raises the expectation of the adult learning experience to a higher standard. American Sentinel recognizes this and understands that learning is a lifelong activity and that many life learning experiences have a value equivalent to college-level learning. The experiential learning portfolio (ELP) is a method whereby learning gained through an individual's life is evaluated for possible college credit toward an American Sentinel course. The student assembles and submits a portfolio, which is evaluated by faculty subject-matter experts. Developing an ELP for a course requires considerable effort, as the student must demonstrate that life learning has provided the equivalent of at least 80 percent of the learning objectives for the course. Evaluation of credit earned through ELP is available only to enrolled students. ELP is not available for students enrolled in the DNP program. Additionally, ELP is not available for BSN437PE, Health Assessment, and for N522PE, Advanced Physical Assessment, without speaking to a Dean first about prior experience.

All outlined requirements for the ELP below must be met for the portfolio to be considered:

1. Processing fee must be paid before the portfolio will be reviewed.
2. Portfolio must be submitted electronically.
3. The written portion of the portfolio may be a maximum of 30 pages.
4. The portfolio may contain a maximum of 12 artifacts.
5. The same content may be used in only one portfolio.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certifications. Such certifications will be reviewed by the Chief Academic Officer, dean or a designee for proficiency credit. Where available, the ACE College Credit Recommendation Service (www.acenet.edu) should be used to assess such certifications or training. Evaluation and supporting documentation should be retained in the student's academic file.



Articulation Agreements

American Sentinel University maintains lists of acceptable courses from other institutions to promote consistency and reduce the effort involved in the transfer credit process. Formal articulation agreements require the approval of the president and the chief academic officer. The University does not currently have articulation agreements with any other universities.

Transferability of American Sentinel University Credit

American Sentinel University has no control over whether or not another institution of higher education will accept its credits as transfer credits. Decisions about transfer of credit are made by the receiving institution. For additional information related to the transferability of credits, visit www.chea.org, <https://www.hlcommission.org/Policies/publication-of-transfer-policies.html>, and read the handbook on the *Fundamentals of Accreditation*, and www.deac.org (American Sentinel's accrediting body) and read *Student Guide to Transfer of Credit*.

Procedure

- None

Related Documents/References

- Student Handbook
- Academic Catalog

Definitions

- None

Revision History

- 8/12/2015 – Added DNP transfer policy.
- 12/4/2018 – Consolidated language from AA2.03 Prior Learning Assessment, RO3.01 Standards for transfer credit, and RO3.02 General Criteria for Evaluating External Transfer Credit.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- July 17, 2020: Updated policy to include NP transfer credit guidelines – MK
- August 31, 2020: Updated Policy to clarify 25% of program requirements from ELP, PLA, certifications, and test outs – MK