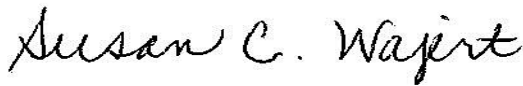


REPLACES: 2014-2015 TRANSFER CREDIT POLICY	SECTION: Academic & Student Services
POLICY AND PROCEDURE MANUAL	CODE NO. 516
MERCY COLLEGE OF OHIO, TOLEDO, OHIO	SUBJECT: Transfer Credit
 <hr/> Signature: Dr. Susan Wajert, President	DATE ORIGINATED: 5/11/2015
	DATE BOARD COMMITTEE APPROVED: 08/25/2015
	DATE BOARD APPROVED: 09/08/2015
	DATE OF NEXT REVIEW: annually

Policy: Transfer Credit

PURPOSE:

To ensure transfer credit is entered appropriately and properly into the student information system.

PROCEDURE(S)

- I. The student submits all relevant official transcripts to the Admissions Department for transfer credit consideration. A transcript is considered official when stamped with the official school seal, signed by the appropriate school official, and received in a sealed envelope from the originating institution. Faxed transcripts are not accepted as official transcript documents. In order for a transcript, sent by a third party electronically to be considered official, the college must be able to authenticate it by logging in with a password to extract it. Documents sent electronically without authentication are not considered official. Questions pertaining to whether a transcript is official or not official must be directed to the Registrar.
- II. Only official English language transcripts will be reviewed to determine which course(s) from previously attended educational institutions will transfer. Students who have a non-English transcript must have it evaluated by World Education Services (<https://www.wes.org>) before credits will be reviewed for transfer.
- III. Transfer credit is awarded based on a student's declared first major. Students with more than one program of study will not receive transfer credit for the second major until the first major is completed, the student makes the second major the first, or in the event the student completes the second major first, transfer credit would then be assigned the semester before completion.
- IV. To be considered for transfer credit courses must appear on the transcript with a final grade from the original institution from which the course was taken.
 1. After the student is accepted for admission to Mercy College, the Student Records Office evaluates the transcript.
 2. The Student Records Office cross-references the current transfer credit list with the transcript and grants credit for equivalent coursework.
 3. If the Student Records Office cannot determine the equivalency, the appropriate faculty member will evaluate the course based on a review of the course syllabus, course description, and course catalog information.

- V. Previous coursework will be accepted as transfer credit, provided that:
- The credit was awarded by a post-secondary institution accredited by one of the six regional accrediting organizations.
 - Courses must be completed with a C (2.0) or better.
 - Coursework from a post-secondary institution not accredited by one of the six regional accrediting organizations will be considered on an individual basis through course-to-course validation. Exceptions can be made by the Registrar in consultation with the Dean/Program Chair. Equivalency will be determined through a comparison of course syllabi.
 - For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program faculty will review the individual's official military transcripts and occupational experiences to determine whether any of the military education or occupational experiences are substantially equivalent to the curriculum established in Chapter 4723-5 of the Ohio Administrative Code; and award credit to the individual for any substantially equivalent military education or occupational experiences. The individual must initiate the request for transfer through the Student Records Office for any course (s) not previously reviewed for transfer.
 - In order for a student to be considered for Military Experience and Training credits, he/she must order a course description for those courses considered for credit through either the Military Joint Services Transcript at <https://jst.doded.mil/smart/signin.do> or AirForce/CCAF transcript at www.au.af.mil/au/ccaf/transcripts.asp. In addition, he/she must provide a copy of their DD214 to the Student Records office.
- VI. Once credit is granted, the Student Records Office enters the data into the student information management system.
- VII. A Degree Audit is generated and mailed to the student with their acceptance packet.
- VIII. Mercy College does not accept transfer credit for developmental coursework (courses with numbering beginning with a 0, for example 099 or 098).
- IX. Transfer courses must match or exceed the semester credit-hour requirement for Mercy College courses (quarter hour credits are 2/3 of a semester hour credit).
- X. Evaluation of courses will be completed by the Dean, Program Chair, or Faculty responsible for determining course content. For evaluation purposes, courses must have the equivalent content (75% or more) based on the catalog, course description, and/or syllabi for the specific term during which the student completed the course.
- XI. Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, CLEP, or DSST (DANTES) (evaluated on an individual basis). Please refer to the Mercy College Credit by Examination (located on the website <http://www.mercycollege.edu/my-mercy/student-records/credit-by-examination>) for specific details. Awarded transfer credit is reflected on the student's Mercy College transcript; however, they are not reflected in the student's grade-point average (GPA).

Waiver

- XII. If the decision to waive credit hours is determined, a *Waiver/Substitution* form must be completed for any course/requirement over 1 credit hour.
1. For any course/requirement less than 1 credit hour, a waiver is not required if the total credit hours equals the degree requirements (60 Associate; 120 Bachelor).

Appeal

- XIII. If the student disagrees with the awarding of transfer credit, he/she must appeal in writing to the Student Records Office within two weeks of receipt of the degree audit within the acceptance packet. The appeal will then be forwarded to the appropriate Division Dean.
- XIV. Upon receipt of the appeal of a transfer credit evaluation, research will be conducted by the appropriate Division Dean. This Division Dean will notify the student in writing of the decision within ten business days of receipt of the appeal. Please note that while the College will make every reasonable effort to adhere to the timelines listed in the appeals policy, however, the timeline may extend beyond ten business days.

Associate Degree Programs

Please note the following rules regarding transfer credit:

- A maximum of 30 transfer semester credit hours toward an associate degree can be granted in accordance with the Mercy College residency requirement, which states that 30 hours must be completed at Mercy College.
- No time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester except:
 - Students enrolling in the AS Cardiovascular Technology (Echo and Peripheral), AS Nursing, and AS Radiologic Technology programs have a 7-year time limit on all math and science courses.
 - Waivers to the 7-year time limit must be done via the *Waiver/Substitution* form for all math and science courses, including the prerequisites of MTH 100, BIO 101 and CHM 110.
- Transfer credit cannot be denied based on a COMPASS test score.

Bachelor Degree Programs

BS Biology and BS Nursing Pre-licensure

Please note the following rules regarding transfer credit:

- A maximum of 84 transfer semester credit hours toward a bachelor degree can be granted in accordance with the Mercy College residency requirement, which states that 36 hours must be completed at Mercy College.
- No time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester except:
 - Students enrolling in the BS Biology and BS Nursing Pre-Licensure programs have a 7-year time limit on all math and science courses.
 - Waivers to the 7-year time limit must be done via the Waiver/Substitution form for all math and science waivers, including the prerequisites of MTH 100, BIO 101 and CHM 110.
- Transfer credit cannot be denied based on a COMPASS test score

BS Healthcare Administration, Medical Imaging, and RN-BSN (Completion)

Please note the following rules regarding transfer credit:

- A maximum of 84 transfer semester credit hours toward a degree can be granted in accordance with the Mercy College residency requirement, which states that 36 hours must be completed at Mercy College.
 - For the RN-BSN degree, thirty-three (33) credits are granted for an active unencumbered RN license.
 - For a BS Medical Imaging degree, thirty-six (36) credits are granted for students in the Pathway program who have passed their licensure through JRCERT.
- The College accepts all general education coursework with no time limit on transfer credit.

Articulation Agreements

XV. Mercy College of Ohio has established articulation agreements with other colleges and/or universities as part of its transfer credit policy. Articulation agreements serve as officially approved agreements between two institutions and allow students to apply credits earned in specific programs at one institution toward advanced standing, entry or transfer into a specific program at the other institution. Since articulation agreements are updated from time to time the current list of articulation agreements is maintained on the College website. The official signed documents are maintained in the office of the Vice President for Academic Affairs with copies in the following areas: Enrollment Management, Advising, and the Registrar's Office.

XVI. Credit for Prior Learning

Mercy College of Ohio embraces the process of lifelong learning. Outside of the traditional college classroom, knowledge can be obtained through military training, advanced high school courses (AP), and college-level exams (CLEP, DSST (DANTES), and Departmental) as well as through employment experiences. Refer to previous sections of transfer policy for additional information.

Documentation of prior learning experience must be through transcript, testing record or measurable college-level learning evidence that documents the knowledge, skills, and competencies obtained as a result of prior learning.

The credit is awarded on a case-by-case basis only when it can be documented and falls within the courses offerings of Mercy College. Individuals are only eligible for prior learning credit after official acceptance to the College with a maximum of 30 credit hours that may be earned and applied to degree requirements (Exceptions include RN-BSN which awards 33 credit hours for nursing and BSMI Pathway applicants are granted 36 college credits by validation for having successfully passed the ARRT registry or NMTCB certification exam).

Transferability of credits to other colleges/universities is not guaranteed and is at the institution's discretion.

The Student Records Office in collaboration with Deans/Program Chairs and Faculty determine the credits to be awarded for prior learning.
(Portions of this policy are credited to North Central Missouri College).

Mercy College reserves the right to determine the acceptability of transfer credits in accordance with its regulatory bodies and College policies. Acceptable transfer credit must reflect the content and credit-hour requirements set forth by Mercy College, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course. Courses accepted from other institutions, along with AP and CLEP exams, are subject to revision on an annual basis; therefore, Mercy College reserves the right to change, at any time, and without notice, the criteria for awarding credit in any or all subject areas.