Transfer Credit Policy

The Antioch University Los Angeles (AULA) transfer credit policy is aimed at facilitating the transfer of students and credits from a previous college or university to AULA. The policy seeks to assure maximum utilization of credits earned previously and to encourage students to advance through their education toward the completion of their degree. This policy supports the “Joint Statement on Transfer and Award of Academic Credit (http://tcp.aacrao.org/misc/joint_statement.php)” approved by the American Council on Education, the American Association of Collegiate Registrar and Admissions Officers and the American Association of Community Colleges. Built into this policy are several of the principles of that statement. Central to the implementation of this policy is the goal to provide equitable treatment for native and transfer students and to ensure that students will not be required to repeat course work completed at an acceptable level of performance at a previously attended institution.

Determination of Transferability

Antioch University Los Angeles awards credit in transfer for courses completed at academic institutions accredited by the following regional accrediting organizations:

- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Middle States Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Antioch University Los Angeles may also consider accepting transfer credits from academic institutions accredited by national accrediting bodies recognized by the Department of Education and/or the Council for Higher Education Accreditation (CHEA).

Antioch University Los Angeles may accept transfer credit for courses completed at colleges and universities outside of the United States that are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers, National Association of Foreign Student Advisors, and selected other professional organization and agencies that evaluate foreign educational institutions.

AULA does not accept credit from institutions with candidacy for accreditation. AULA accepts credit for transfer only if the units were earned at a time when the school was accredited. Exception: A student holding a Registered Nurse (R.N.) degree from a National League of Nurses-approved program may be eligible for undergraduate transfer credit despite lack of regional accreditation. Transfer of credit to Antioch University Los Angeles will be determined in accordance with the following transferability standards:

- The educational quality of the learning experience that the student transfers
- The comparability of the nature, content, and level of learning experience to all programs offered by the University
- The appropriateness and applicability of credit earned to all degree requirements discussed in this catalog

Determining Course Equivalencies

Initial determinations of transfer credit equivalencies are made by the AULA Office of Admissions through a comparison of course descriptions and/or course titles. The course work evaluated and deemed acceptable based on its content and comparability relative to the program standard/curricula will be initially posted to the student’s permanent University record and then validated and approved by the Office of the Registrar upon the student’s enrollment.

Acceptability and Comparability of Courses

Acceptable: Course work adjudicated as acceptable based on its content and comparability relative to program standard/curricula will be awarded transfer credit based on guidelines provided by instructional department directives.

Unacceptable: Course work which, by an evaluation of its content, is deemed to be incongruent with program standard/curricula will not be awarded transfer credit (i.e., remedial and vocational courses).

Deferred: Course work that is referred to a designated subject matter expert (faculty) within the program for his/her further review and final decision. Instructional department faculty will review the course and issue a final acceptability decision (i.e. credit and type of credit to be awarded or no credit awarded) through the respective Department/Division Chair.

Credit Hour Equivalencies

To convert transfer units to quarter units the following formulas are used:

# semester units x 1.5 = # quarter units
or

# trimester units x 1.5 = # quarter units.

Fractions are rounded down to the nearest half-unit.

Antioch University Los Angeles accepts undergraduate transfer credit(s) for courses completed with a minimum letter grade of C or Pass in a Pass-Fail system, if the Pass is equivalent to a minimum of a C.

Antioch University Los Angeles accepts graduate transfer credit(s), for courses completed with a B letter grade or better, or with a Pass, if the course was taken on a Pass/Fail basis. Courses are considered for transfer only if the courses have not been used as part of a graduate degree earned elsewhere.

Please refer to the Admissions and Program sections of this Catalog for additional transfer credit policies and requirements specific to each academic program.

**Additional Ways Students May Obtain Credit**

AULA recognizes that students have opportunities for learning beyond the traditional or more formal methods of education. Some of these opportunities may be eligible for consideration in the evaluation process based on certain criteria and on the circumstances by which the student obtained an education.

**Evaluation of Examination Credit/Results**

Course credit by examination based on the results of a local testing program (e.g. APP, CLEP, DSST). This course credit will be eligible for evaluation and transfer credit may be awarded for same within the guidelines of this policy. While the initial evaluation of said course credit will in most cases result in a final decision on the University transfer credit to be awarded, some course credit will need to be deferred to the respective program chair for final decision.

Course credit assigned based on Advanced Placement Program (APP) (http://apcentral.collegeboard.com/apc/public/program) test results: Course credit is eligible for evaluation and the award of transfer credit is within the guidelines of this policy.

Credit based on College Level examination Program (CLEP) (http://clep.collegeboard.org) test results: Course credit is eligible for evaluation and the award of transfer credit is within the guidelines of this policy. Student may submit official test scores to the Office of the Registrar for evaluation and determination of the award of credit following the guidelines established by the respective programs.

Course credit awarded based on Defense Activity for Nontraditional Education Support (DANTES) Subject Standardization Tests (DSST) (http://www.military.com/education/timesaving-programs/dantes-college-credit-by-examination-program.html): Course credit based on DANTES-DSST test results is eligible for evaluation and may be assigned transfer credit and the award of credit is within the guidelines of this policy. Student may submit an official original DSST transcript of examination results to the Office of the Registrar and transfer credit will be awarded consistent with the respective program directives for evaluating each subject area.

**Military Education Programs**

Courses for which credit was earned while in the military must be listed on official military documents (i.e. DD214, DD295, Army/American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Registrar/designee given that they contain the elements necessary for evaluation. Courses that are eligible for evaluation will be awarded transfer credit consistent with the American Council of Education’s Guide to the Evaluation of Educational Experiences in the Armed Services (http://www.acenet.edu/news-room/Pages/Military-Transfer-Guide.aspx).

**Appeal of Transferability or Course Equivalencies**

Students who wish to appeal the evaluation of transferability of a course may do so through the Office of the Registrar. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the other institution’s catalog, examples of work). The Registrar, in consultation with the respective Department/Division chair, will examine the appeal to determine whether or not the University transfer credit policy was appropriately applied in the initial evaluation. The Registrar/designee will issue appropriate correction if the policy was misapplied. (See Transfer and Intra-University Credit Policy (http://aura.antioch.edu/cgi/viewcontent.cgi?article=1009&context=polcicies_500_6x).)