

## Transfer of Credit

The University may accept transfer credit from other institutions and grant advanced standing to transfer students at its discretion. The student must have an official transcript sent to the Admission Office or Service Central office. For credits to be accepted for transfer, a course must be assigned a grade of C- or better, must be transferred from an institution that is accredited either by a regional accrediting association or by a nationally recognized accrediting agency or association, such as the Association of Biblical Higher Education (ABHE), and must be a relevant or equivalent course required for the student's program of study. Computer Science credits must have been completed within 5 years of acceptance for admission to CCU. Decisions about transfer credits are based on official transcripts only, and it is the student's responsibility to request that official transcripts be sent to Colorado Christian University. The University will accept credits, but not grades, in transfer; thus, transfer grades will not be figured into the student's CCU grade point average. Credit from unaccredited institutions will be accepted only when the Registrar and the Vice President of Academic Affairs has approved a transfer agreement with such an institution, and in no case will more than 30 credits be transferred from these institutions. Students transferring credit must fulfill the CCU Residency Requirement as stated below.

International students may transfer credit from international institutions by validating their coursework through a credential evaluation service such as World Education Services Inc. in New York or another CCU approved agency. Additional information is available from the International Student Coordinator in the Life Directions Center. Veterans must submit a certified original of their DD-214, an ARTS/ACE transcript, or other documentation of their experience to receive credit.

## Residency Requirement

To earn a Colorado Christian University undergraduate degree, the following semester hours must be earned through CCU:

- A minimum of 30 semester credits.
- Within a major
  - At least 50% of the course requirements in the major field.
  - At least 12 upper division (300 or 400 level) semester hours.
- Within a minor
  - At least 50% of the course requirements in the minor field.
- Within a cross disciplinary study
  - At least 75% of the course requirements in the cross disciplinary field
- Within an emphasis
  - There is no residency requirement specific to an emphasis attached to a major

Students in the College of Undergraduate Studies are allowed no more than six credit hours to satisfy requirements in more than one core degree area such as the general education core and their major core. There can be no overlap of credit between majors, minors, emphases, or cross disciplinary studies.

Students are not required to be enrolled in order to graduate, but must submit final transfer credit to fulfill degree requirements within one (1) year of their enrollment at CCU (see Readmission Policies for additional information regarding students returning to complete a degree). A Graduation Application must be submitted by registration the semester **before** the student plans to graduate.

## Non-Traditional Credit

### Advanced Placement Examinations (AP)

A high school graduate who has taken the Advanced Placement Examinations conducted by the College Entrance Examination Board (CEEB) and who has passed with a score of 3, 4 or 5 may receive University credit. Credit awarded will be treated as test credit and will count toward graduation as applicable. Additional information about applying AP credit may be obtained from the Admission Office, Service Central office or a student's Life Directions Center Advisor.

## **Armed Forces Educational Credit**

Veterans may receive undergraduate credit for Basic Training and other formal educational experience gained while serving in the U.S. Armed Forces. Basic Training is credited as physical education. Credit awarded will be treated as transfer credit and will count toward graduation as applicable. Veterans must submit an original of their AARTS transcript or other documentation of their experience to receive credit. To evaluate credit, the University uses the Guide to the Evaluation of Educational Experiences in the Armed Services. College of Undergraduate Studies students should contact the Service Central office for more information.

## **College-Level Examinations Program (CLEP) and DSST Prior Learning Assessment Testing Policy**

Colorado Christian University will accept credit as applicable in any program for students who score at or above established levels on many College-Level Examination Program (CLEP) and DSST Prior Learning Assessment tests. Cut-off scores for granting credit will be those scores recommended by the American Council on Education (ACE).

Credit received will be treated as test credit and will count toward graduation as applicable. Information about specific CLEP and DSST tests, equivalent courses, and scores may be obtained from the Life Directions Center

The following conditions apply for CLEP/DSST tests:

1. A student may not receive credit by examination for a course in which he or she has been registered at CCU and received a D, F, NC, W, or Incomplete.
2. A student may earn a maximum of 45 credit hours by examination.
3. Exam credits will not apply to the residency requirements for graduation.
4. A College of Undergraduate Studies student may not receive credit by examination for a subject in which the student is currently attending or has already successfully completed a higher-level course or test. For example, a student may not receive credit for Beginning Spanish level II, and then receive credit for a subsequently taken test in Beginning Spanish level I. There must be an upward educational progression in courses that are considered sequential in nature.

## **International Baccalaureate**

Students who have participated in the International Baccalaureate Program in high school may be able to receive undergraduate credit for higher-level courses with scores of 4 or higher, depending on their chosen major. Information regarding score requirements and application of coursework toward a student's degree may be obtained from the Service Central office or in the Life Directions Center.

## **Independent and Directed Study**

Independent or directed studies may be available, with approval, to students upon request or upon institutional need. An *independent study* is intended to provide the student with an opportunity to investigate an area of academic interest not available through the regular curriculum. The investigation may include a planned program of readings or may involve research in some aspect of science. Independent studies are available to juniors or seniors with a 3.0 cumulative GPA.

A *directed study* is a regular course offered based on institutional need or to assist a student in maintaining adequate progress toward completion of their degree. Directed studies are available to juniors or seniors with a 2.0 cumulative GPA. The studies require periodic conferences between the student and the instructor.

Before the student registers for an independent or directed study, conference times that are mutually agreeable to the student and the instructor should be arranged. The conferences provide an evaluation of the student's progress in the study. A paper describing the student's findings is ordinarily required at the conclusion of the study. An independent or directed study must be concluded within the semester. Enrollment requires the approval of the dean or director under whose department the course is offered and the University Registrar. The Independent/Directed Study Form must be completed before the student can register or add the course and the student must complete registration before the add deadline.

## **Internship, Field Experience, Practicum, Thesis**

Internships, graded Pass/Fail, are available to juniors and seniors; a sophomore may enroll for an internship only with the approval of the dean. Field experience does not extend beyond a regular semester. A practicum, thesis, or internship may extend beyond a regular semester as long as the specific dates are given on the Course Extension form. A grade of "IP" will be assigned during the extension period. A field experience, practicum, or thesis is graded on the standard A–F grading scale. Requirements for these courses are outlined in the course syllabus and students are closely supervised by University faculty.

### **Teaching Assistantship Credit (College of Undergraduate Studies)**

One hour of credit per semester for assisting with teaching activities is available to seniors, juniors, or exceptional sophomores with a cumulative GPA of 3.0 or better. A Teaching Assistantship Form must be completed with the Instructor's signature before the student can register for the credit. Assistant teaching activities are limited to lower-division courses and, except for freshman INT courses, are usually limited to courses within the student's major. Teaching assistantship activities may include discussion-group leadership; supervised and limited preparation and delivery of lectures; tutoring of students in coursework; laboratory preparation, supervision, and cleanup; and assisting in the preparation and grading of examinations. Approximately 30 clock hours of work during a semester is expected of a student earning one hour of credit.

### **Co-Curricular Credit (College of Undergraduate Studies)**

Elective credit may be earned for various co-curricular activities including intercollegiate athletics, student government, theatre, and musical ensembles. No more than 10 hours of co-curricular credit will count toward a degree program. Some school departments may restrict co-curricular credits. See the dean of the particular school for details. Training and participation in varsity intercollegiate team sports may be taken for credit only once per academic year. A maximum of 4 semester hours per sport may be counted toward graduation requirements.

### **Physical Education Credit**

A student may apply a maximum of seven hours of elective credit in physical-education activity courses toward a bachelor's degree. Activity courses include varsity sports, fitness for life, and sports courses, e.g., skiing.