

Credit by Examination and Transfer

Transfer Credit Approval

To assure credit for a course(s) accepted in general education or as a general elective taken at another institution, prior approval from the Registrar must be obtained. For a course(s) in a student's major, written approval must be obtained from the Academic Unit Chair/Director and the Registrar. Upon completion of the course(s), an official transcript must be submitted to the Registrar. Transfer credit is accepted only from regionally accredited two and four-year colleges and is accepted only for coursework equivalent to our degree program courses.

*Credits earned at Lindsey Wilson College are transferable to another institution at the discretion of the receiving institution.

Block Transfer Credit

Lindsey Wilson recognizes completion of its general education requirement for those students transferring from KCTCS (Kentucky Community & Technical College System) institutions who have completed requirements for General Education Full Certification* provided grades of C or higher have been earned in all relevant mathematics and English composition courses. If mathematics or English composition courses have been taken and grades below C have been earned, those courses (or equivalent courses) must be repeated until a grade of at least C is earned. Transfer credit is accepted only from regionally accredited two and four-year colleges and is accepted only for coursework equivalent to our degree program courses.

Note: Students who enter under this policy will be required to complete three semester hours in religion.

**General Education Full Certification from KCTCS institutions requires 60 semester hours of course work in writing, communication, humanities, social interaction, science and mathematics.*

Tennessee Higher Education Commission statement regarding transfer of credits:

Credits earned at Lindsey Wilson College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Lindsey Wilson College. Students should obtain confirmation that Lindsey Wilson College will accept any credits they have earned at another educational institution before they execute an enrollment contract or agreement. Students should also contact any educational institutions that they may want to transfer credits earned at Lindsey Wilson College to determine if such institutions will accept credits earned at Lindsey Wilson College prior to executing an enrollment contract or agreement. The ability to transfer credits from Lindsey Wilson College to another educational institution may be very limited. Students' credits may not transfer and they may have to repeat courses previously taken at Lindsey Wilson College if they enroll in another educational institution. Students should never assume that credits will transfer to or from any educational institution. It is highly recommended and students are advised to make certain that they know the transfer of credit policy of Lindsey Wilson College and of any other educational institutions they may in the future want to transfer the credits earned at Lindsey Wilson College before they execute an enrollment contract or agreement.

Advanced Placement and Credit by Examination

Students who have completed College Board Advance Placement courses (AP) and earned scores of 3 or higher will receive credit in the appropriate discipline. Because the AP proficiency examination follows the completion of a college-level course taken while the student is in high school, details may be obtained from the high school counselor. The AP score should be sent to the Admissions Office at the time of application or as soon as possible thereafter.

Placement in writing courses is determined through the student's score on the English section of the ACT (American College Test) or through a writing sample administered to new students. An ACT English sub-score of 25 or above waives the ENGL 1013 requirement, allowing the student an additional three hours of elective credit.

Placement in mathematics courses is determined through the student's score on the mathematics section of the ACT. An ACT mathematics sub-score of 26 or above waives the mathematics general education requirement allowing the student an additional three hours of elective credit.

Credit for Completion of International Baccalaureate Certificate or Diploma Programs

Placement and/or credit are available for Higher-Level Exams with scores of 5, 6 or 7 (on either the certificate or the diploma). Students must obtain course equivalency recommendations from the relevant programs or academic units. Course work from the classes taken in preparation for the exams may be helpful in demonstrating what was covered.

CLEP Examinations

A maximum of 16 credit hours may be awarded on the basis of College Level Examination Program (CLEP) examinations for associate degree programs, and a maximum of 32 hours of CLEP credit may be applied to baccalaureate degree programs. Lindsey Wilson is an open CLEP testing center, which means CLEP tests may be taken on campus and results may be submitted to other institutions as well. A score of 500 or 50, depending on how the scores are reported, is required for passing, except for the general examination for English composition, for which the minimum score is 610. To count for Lindsey Wilson College coursework, CLEP credit must be pre-approved by the Registrar's Office.

Course Audit

Special arrangements may be made at the time of registration to audit courses without receiving credit. An auditor is defined as a student who attends a course regularly without being required to take part in recitation, written work, or final examination.

Dual Credit Courses

A dual credit course is one which high school seniors nominated by their high school may take classes at or through Lindsey Wilson. Any earned credits will count for College credit and may also count for high school credit, depending upon the high school's guidelines. In order for Lindsey Wilson to assume full responsibility for the academic quality of the dual credit courses it offers, the following conditions must be met:

- The course is one which has been approved by Lindsey Wilson faculty in the normal manner for all recognized course offerings at the College;
- The course is instructed by a person who meets normally applied College standards with regard to credentials, experience, etc.;
- The number of credits is appropriate to the normally applied standards of the College for the number of contact hours and other work expectations;
- In those cases where the course is taught at the high school rather than in a College facility and where that facility must support laboratories or other special needs, the College will examine the facility and determine if it is adequate for the course in question prior to the semester in which the course is offered;
- If the instructor is not a member of the College faculty, that person will meet all criteria normally applied for appointment at the rank of instructor. The syllabus for the course and all quizzes, tests, and other graded material will be reviewed and approved by the relevant Academic Unit Chair/Director sponsoring the course prior to the semester in which the course is offered. The student learning

outcomes for the course are required to be the same as those for the course as taught at the College. The instructor will be required to follow College guidelines as stated in the adjunct section of the Faculty Handbook;

- Students enrolled in a dual credit course will have all rights of access to academic materials normally afforded students at the College;
- Students enrolled in such a course will have all rights of appeal normally afforded Lindsey Wilson students in the event of any differences with regard to grades or other academic matters.
- The course follows the syllabus, including student learning outcomes and assessment normally used in the course. Learning outcomes are determined by the Academic program.

Financial assistance will not be extended to students enrolled in dual credit courses. Applicable fees will be applied by the Business Office and must be paid prior to the beginning of the course in question. See Tuition and Fees for dual credit tuition charges.

Credit for Military Training

Upon presentation of an authenticated DD 214 Form, Lindsey Wilson will examine, validate, and may award credit for military training according to American Council on Education (ACE) guidelines. Such credit will not exceed 32 credits or 25% of the credit hours applied toward a degree and will be applied to general education, elective, or major requirements, according to College policy.

Veterans are eligible for financial assistance. Lindsey Wilson College participates in the Yellow Ribbon Programs for veterans. Its academic and financial aid policies have been deemed military-friendly (www.militaryfriendlyschools.com).

Experiential Learning

Lindsey Wilson does not award academic credit (either graduate or undergraduate) for experiential/portfolio-based learning and does not accept student petitions for experiential learning credit. Credit previously granted by another institution of higher education for experiential learning will not be taken in transfer by Lindsey Wilson.