

## **Transfer Credit**

All courses completed with a grade of C or higher that are normally considered part of an associate of arts/science or bachelor degree program will transfer to Our Lady of the Lake University (OLLU). Some transfer work may not apply toward degree requirements. Acceptance of advanced level transfer work in certain programs (Communication Disorders, Social Work and programs in undergraduate teacher education) must be reviewed by the department to determine OLLU equivalence. Acceptance of transfer work does not reduce institutional requirements (e.g. residency, advanced hours, etc.) Refer to the Undergraduate Information section of this catalog for general degree requirements.

It is the student's responsibility to provide official transcripts reflecting completion of course work to the Admissions Office. Official transcripts from all previously attended colleges or universities, regardless of whether credit is awarded or whether credits apply toward the current program, must be received by the Admissions Office by the beginning of the first term of enrollment. Students who fail to meet this admission requirement will not be permitted to enroll for future terms until all required transcripts are received.

Credit submitted for transfer to Our Lady of the Lake University must be recorded on an official transcript received by the Admission's Office or Registrar's Office from the institution where the credit was earned. Once submitted for admission or transfer consideration, the transcript becomes the property of Our Lady of the Lake University and cannot be released to the student. The transfer of course credit will be processed by the personnel in the Registrar's Office. The courses have been previously (or will be) evaluated by faculty in each area to determine the transferability and equivalence of each course. Course content will be determined from the catalog description or the course syllabus issued by the transferring institution. The following policies will be used by the Registrar when evaluating transfer credits.

### *Credit from Regionally Accredited Institutions*

1. A course that is normally considered part of the bachelor degree program will be accepted in transfer. Maximum transferable hours from community colleges (combination of all community colleges attended) is 72 semester hours.
2. Grades of "D" are not automatically transferred. After admission, courses with grades of "D" should be evaluated by the student and their advisor. A request to the Registrar's Office may be made to transfer in courses with grades of "D" provided that these courses are not part of the student's major, minor, freshman English and teacher certification courses AND that there are offsetting credits in transferable courses in which "A" and "B" grades were earned from the same institution. Once admitted, student and adviser will determine which "D" grades should be transferred and request that the Registrar's Office update of record.
3. A course that is equivalent to an OLLU course will be transferred as the equivalent course. Department chairs will be consulted when there is a question regarding the similarity of a transfer

course to an OLLU course. Lower level courses used to fulfill advanced level requirements at OLLU will not satisfy the advanced hour requirement.

4. Developmental course work and/or preparatory courses such as orientation, will not be accepted in transfer.

5. A course that is intended for use in a vocational, technical, or occupational program normally will not be accepted as transfer credit unless it is applied to the BAS degree program. BAS technical fields must be approved by the Registrar's Office prior to the assigning of the BAS program to the student's record. These courses will be used in the calculation of the transfer grade point and the overall grade point average. The vocational, technical or occupational program courses must be completed prior to matriculating at OLLU and the number of hours transferred toward the BAS degree is a minimum of 18 but not to exceed 30.

6. Graduate level courses will not be transferred for undergraduate credit unless approved by the appropriate Dean for use in the student's undergraduate degree program.

7. Discipline courses offered in a professional program, such as communication disorders, social work or teacher certification, will not be accepted as a degree credit until approved by the appropriate Dean/Department Chair.

8. Credit for field experience, internship, or practicum may be transferred from a senior college or university if credit approved by the appropriate Dean/Department Chair. Since these typically are junior/senior level courses, credit from a two-year school will not be transferred.

9. Credit reflected on an incoming transcript for life work experience or from an evaluation of a portfolio will not be accepted in transfer.

10. Credit may be awarded for completion of education programs conducted by business and industry. After matriculation, credit may be determined on an individual basis. The evaluation will be based on the American Council on Education (ACE) credit recommendations.

11. After matriculating at OLLU, a student must obtain advanced permission to enroll at any other college or university with the intent of transferring course credits to OLLU for application toward degree requirements. Procedurally, if the course is offered at OLLU during the same semester, a request for enrollment for the same course at another institution will be denied.

12. All work completed at a two-year college will carry lower-division credit. In exceptional circumstances, a lower-level course may be substituted for an upper level course with the approval of the appropriate Dean/Department Chair. A lower-level course substituted for an upper-level course will not count toward the advanced hour requirement for the degree.

13. Course work taken at St. Mary's University, University of Incarnate Word and/or Oblate School of Theology through the Inter-Institutional Registration agreement while enrolled at OLLU will be treated

as residence credit; however, work taken prior to matriculating at OLLU or not included in the Inter-Institutional Registration plan will be treated the same as other transfer work.

14. When a decision cannot be made using the above criteria, the Registrar's Office will determine the transfer of credit based on university policies and prior experience of that office.

*Credit from Institutions not regionally accredited*

Courses from an institution not regionally accredited will be evaluated on an individual basis, and credit may be granted in areas equivalent to those at Our Lady of the Lake University. Various methods of validation are available for determining this equivalence:

1. CLEP (College Level Examination Program)
2. Departmental examinations
3. Advanced courses completed at OLLU with "C" or above

*Credit for Military Experience*

Students who have been or are in the military may gain credit from this experience. A military educational transcript or a DD214 can be used to determine whether credit can be awarded. The Guide to the Evaluation of Educational Experiences in the Armed Services (ACE) is used to determine what experience might be eligible for credit and whether that credit will fit into the student's program. MOS experience is not eligible for credit. Four hours of kinesiology credit will be awarded for completion of basic training.