Policy No: B002/02-02
Effective Date: March 22, 2006

Subject: Transferring-In Credits

The following subjects have to be reviewed and mastered:

A student who has earned credits and wish to have these credits transferred into Taylor College or have credits from a program transferred to another program within Taylor College must meet the criteria below. Taylor College reserves the right to accept or deny transferring of credit.

- Students requesting transfer of credits must complete and submit the Application for Transfer of Credit form and submit to the Registrar's office for review at least 60 calendar days prior to the start of the program and must have their official transcripts into the Registrar's Office by this deadline. An Application for Transfer of Credit submitted after the 60 calendar day deadline or no Official Transcripts having been received will result in rejection of transfer of credit.
- Transferring of credits must have been earned from an accredited institution.
- No more than 75% of any program may be transferred into Taylor College.
- Any student holding a minimum of an Associate in Arts degree from an accredited institution fulfills the general education requirements. The general education coursework will be transferred as a block.
- Students must have received a minimum of a "C" in the course in order for it to be transferred.
- Single transferring credits must have been earned within 6 years from the start date of the program at Taylor College.
- For credits earned more than 6 years from the start date of the program at Taylor College, a score of 50 (equivalent to a “C” grade) on an appropriate CLEP exam may be used.
  - A credit by examination may be taken only once for each course.
  - If a student has already attempted the course, as indicated by a posted W/D or “F” grade, no test out attempt will be allowed.
- Taylor College recognizes the following college equivalencies:
  - Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher is required. Applicable to General Education coursework only.
  - College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required. Applicable to General Education coursework only.
  - Advanced International Certificate of Education (AICE) examinations administered by Cambridge University. A score of A-E is required. Applicable to General Education coursework only.
  - International Baccalaureate (IB) Applicable to General Education coursework only.
- Credits requesting to be transferred in must at least be equal to those offered at Taylor College.
- The course is not a remedial course.
- The course was not taken to satisfy freshman admission requirements.
- Transcripts will be thoroughly evaluated by both the Program Director of the particular program you are enrolling as well as the Vice President of Academic Affairs.
- Students will receive notification regarding courses, which transferred, and the courses they will replace.
- Courses accepted for transfer credit will be noted on the Official Transcript from Taylor College.
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Appeal Process for Transferring of Credits

- The student must complete an appeal form. The following supplemental information must be attached with the appeal form and submitted 30 days before the start of the program.
  - Course syllabus
  - Course objectives
  - Course description
  - Course textbooks and required materials
  - Other relevant information
- The information for appeals will be reviewed by the Vice President of Academic Affairs along with an appropriate faculty member.
- The student will receive in writing the outcome and all decisions will be final.