

# Transfer of Credit

College level credits and courses completed at other institutions are evaluated for transfer based on **official transcripts** received at Messiah College from institutions you previously attended. Information is e-mailed directly to you about your transfer of credits and courses from other institutions. You can view your own degree audit using Messiah's DegreeWorks™. Your DegreeWorks report provides you with a degree audit and evaluation of the coursework necessary to complete your degree or program at Messiah and shows your coursework officially accepted in transfer to meet the academic requirements for your chosen degree or program of study.

Not every course that transfers will necessarily help a student graduate. For example, if students change their career goals or program of study, they might not be able to complete all degree requirements within the usual number of graduation credits. You should refer to Messiah's **Transfer of Credit Policies** for further information about how courses transfer to Messiah.

## Transfer of Credit Policies

Transfer of credit and courses will be evaluated based on policies and procedures of Messiah College.

## Institution Accreditation

Transfer of credit will be considered for college level coursework completed at accredited institutions:

- **Regionally Accredited** Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States conferred by the one of the six regional accrediting bodies across the United States. (Messiah is accredited by the Middle States Association of Colleges and Schools).
- **Non-Regionally Accredited:** Institutions that are not regionally accredited (e.g. Bible colleges, specialized schools, etc.) will be considered on a course-by-course basis through a petition process and will be judged to be comparable or equivalent to courses offered at Messiah.

## Transfer Course Evaluation

Courses will be reviewed and considered for transfer as follows:

- General education coursework completed at institutions will be considered for transfer as equivalent to a Messiah general education course and fulfilling the appropriate requirement.
- Coursework that is not general education specific will be considered for transfer as equivalent to a course in a degree major or minor program.
- Courses that do not apply toward general education or major course requirements but do count towards degree requirements will transfer as free electives.
- Coursework that is not equivalent to a specific Messiah course, but fulfills an appropriate requirement.

### **Student Responsibility**

Students are responsible for collecting and providing necessary supporting course information to Messiah, which enables satisfactory consideration of transfer credit and courses. Students may be asked to provide a course syllabus, course description or reading list to determine course comparability.

## Residency Requirement

To earn a degree through Messiah College, the last 30 credit hours required must be earned at Messiah.

## Transfer GPA and Grades

All college level courses in which a student has received a grade of A, B, C, P/S will be considered for transfer evaluation. Courses that are graded less than C will not be accepted. In the case of P/S, the student must provide documentation from the institution where the course was taken verifying such grades have the equivalent letter grade of C or higher. Additionally, P/S courses will be counted as free elective credit only.

Transfer credit grades will not be used in the calculation a student's GPA at Messiah. Only earned transfer credits will be recorded on the official Messiah College transcript. However, some programs (i.e. Nursing) require a GPA calculation that uses transfer grades in order to determine acceptance into the program.

## Comparability

Courses approved for transfer must be comparable in nature, content and level to those offered at Messiah. Remedial courses (i.e. Math, English, Reading, etc.) are not transferable. (Example: course numbers at community colleges beginning with zero such as MATH 099).

Messiah course requirements that are predicated on Christian values and beliefs will be considered for transfer when such courses are taken at comparable institutions of Christian higher education.

## Transfer of Credit Appeals

Students have the right to appeal transfer evaluations. A letter or email of appeal to the Registrar's Office outlining the rationale for the appeal is required. Students should provide a course syllabus for the course(s) under appeal.

## Time Limit

General education and elective credits have no transfer time limit. The timeliness of credits applied to certain major programs may be considered when evaluating transfer credits.

## Equivalency/Conversion

The number of transfer credits granted per course may not exceed the number granted by the originating institution. Generally, the conversion of quarter hours to semester hours is 0.667 for each quarter hour.

## Repeated Transfer Courses

When a course transfers as equivalent to a Messiah course and that course is later repeated at Messiah, only the credit and grade earned from Messiah College will be granted. Veterans and other students who receive financial assistance from an outside agency should check for agency rules that do not permit payment for courses that are taken more than once for earned credit.

## Credit for Prior Learning

Credit achieved through college level alternative or nontraditional education experiences are considered for transfer, according to published national standard guidelines established by the [American Council on Education \(ACE\)](#) or other similar national organizations. Currently, Messiah College considers the following categories of alternative credit:

### **Advanced Placement (AP)**

The Advanced Placement program is administered by the **College Entrance Examination Board** through which high school students complete designated college level courses in high schools and earn college credit by demonstrating a specified level of performance on AP exams. Students must have their **official AP score** report sent directly from the College Entrance Examination Board to Messiah's Registrars Office. An AP exam **score of 3 or higher** on a 5 point scale will be considered for transfer. A complete list of AP exams and how they transfer to Messiah is available at [www.messiah.edu/registrar](http://www.messiah.edu/registrar).

### **College Level Examination Program (CLEP)**

The College Level Examination Program is administered by the **College Entrance Examination Board** through which students of any age have the opportunity to demonstrate college level achievement through a program of exams in undergraduate college courses. Students must have their **official CLEP score report** sent directly to Messiah's Records Office. A CLEP exam **score of 50% or higher** will be considered for transfer. A list of CLEP exams and how they transfer to Messiah is available at [www.messiah.edu/registrar](http://www.messiah.edu/registrar).

### **International Baccalaureate (IB)**

The **International Baccalaureate Organization's (IBO)** Diploma Program (DP) is a course of study for students age 16 to 19 that leads to examinations in various subjects. Students who participate in the full Diploma Program are required to study and take examinations in six different academic subjects. A score of 4 or better on Higher level exams and/or a score of 5 or higher on Subsidiary exams will be considered for transfer.

## **Credit by Exam**

Applicable college level coursework recorded as "Credit by Examination" on a student's transcript from another college or institution will be considered for transfer.