



TRANSFER CREDIT HANDBOOK

TRANSFER CREDIT – Undergraduate

All transfer credit is granted at the discretion of the institution. The College reserves the right to reject any course that is contrary to the College's mission. Transfer credit is not considered in the computation of the Aquinas GPA.

Only courses taken at other regionally accredited institutions, in traditional format or by distance learning, for which the student has earned at least a grade of "C-" will be evaluated for transfer credit. Vocational, technical, developmental and remedial courses will not be considered. The amount of transfer credit accepted will be determined by the Dean in accordance with the degree requirements. Transfer credit is evaluated based on the student's degree requirements and will be awarded if the evaluator can determine that the course is equivalent to the course required at Aquinas. The comparison is made based on comparison of course descriptions or outcomes or syllabi from the student's previous institution.

Once a student starts attending Aquinas College, the student must complete all of the course work required for the degree at Aquinas College. Should special circumstances arise that require a student to take a course or courses at another institution while attending Aquinas, the student must obtain a Request for Transfer Credit form from the Dean to be approved by the Vice President for Academics. This form serves as confirmation that the credit will be accepted if the required grade is made. Failure to obtain such an agreement jeopardizes the transfer of credit.

Non-accredited Institutions

Transfer credit is not accepted from institutions lacking regional accreditation, including professional programs and vocational institutions. Transfer of credits from new colleges or universities which are seeking regional accreditation is dependent upon the review of the course syllabus, as determined by the Dean of the appropriate school.

Syllabi Approved

Due to the specialized courses or mission-oriented courses, there is no guarantee that every course will be transferred to Aquinas. If a Dean or Program Director has a question about the transferability of a course, the student should provide a syllabus from the course. The Dean/Program Director will then submit the syllabus to the faculty member who is an expert in the discipline of the course in question. The faculty member will review the syllabus for scope, content, rigor and determine if the course is equivalent to the Aquinas course. The judgment is then communicated to the Dean/Program Director who will complete the transfer credit process or who will communicate to the student that the course will not transfer.

Transfer Credit – For Extra-Institutional Learning

Aquinas College acknowledges that learning experiences can occur in settings other than traditional classes and thus warrant college-level credit. All credits gained through the following programs are recorded as transfer credit. Students may earn up to a maximum of 30 credit hours toward an Associate degree by standardized examinations and PLAs. Students may earn up to 60 credit hours toward a Baccalaureate degree with 30 hours maximum through standardized exams and 30 hours maximum by PLA. The request for Prior Learning Assessment (PLA) must be approved by the Dean of the appropriate school and submitted to the Office of the Registrar within the first semester and must be completed six months prior to graduation.

Extra-institutional Examples:

AP (Advanced Placement) – The Office of the Registrar maintains a list of accepted exams and course equivalencies. For credit to be awarded, a minimum scaled score of 3 is required on the College Entrance Examination Board’s Advanced Placement tests. The amount of credit allotted is based on ACE (American Council on Education) recommendations. The grade is recorded as “CR” on the student’s transcript.

IB (International Baccalaureate) – Aquinas College recognizes the International Baccalaureate (IB) curriculum as a strong college preparatory program and encourages students in this program to apply for admission to the College. The Office of the Registrar maintains a list of accepted exams and course equivalencies. Examination scores are required to be submitted directly to the Office of the Registrar; credit will be awarded per examination, subject to review and approval for the appropriate academic Dean. The grade is recorded as “CR” on the student’s transcript.

CLEP (College-Level Examination Program) – The Office of the Registrar maintains a list of accepted exams and course equivalencies. Generally, a minimum score of 50 is required. Credit allotted is based on ACE (American Council on Education) recommendations. The grade is recorded as “CR” on the student’s transcript.

Military Credit – Credit will be awarded if equivalent to Aquinas course content and necessary for student’s degree. Students must submit an official military transcript for evaluation. All credit awarded is based on ACE (American Council on Education) recommendations. The grade is recorded as “CR” on the student’s transcript.

Computer Competency Exam – Aquinas College offers a competency examination for students who believe they have the required knowledge of Microsoft Word, Excel, PowerPoint and Access to meet the objectives of CPU 115, Introduction to Computers. Permission to take the test must be obtained from the student’s advisor. Students must pass the examination with a score of 70% or higher to be awarded 3.0 credit hours and a grade of “P”. If a student fails to pass the competency exam, it is important that the student remember to register for the CPU 115 course as soon as possible. Students should be aware that credit given by Aquinas College for the Computer Competency Exam might not be transferable to other institutions.

Change of Program

If a student changes academic programs, he/she may be eligible for additional transfer credits. Check the student’s official file in the Office of the Registrar for all transcripts and re-evaluate the file in terms of the new program of study.

Quarter Hours Conversion

When reviewing transfers credits with a student, make certain student is aware that quarter hours convert to a lesser semester hour value so they may need to take additional courses to complete requirements.

Quarter Hours	Semester Hours
1	.66
2	1.33
3	2.00
4	2.66
5	3.33
6	4.00
7	4.66
8	5.33
9	6.00
10	6.66
11	7.33
12	8.00

TRANSFER CREDIT – Undergraduate

All transfer credit is granted at the discretion of the institution. The College reserves the right to reject any course that is contrary to the College’s mission. Transfer credit is not considered in the computation of the Aquinas GPA except for the purpose of determining honors designations for graduation.

Only graduate courses taken at other regionally accredited institutions, in traditional format or by distance learning, for which the student has earned at least a grade of “B-” will be evaluated for transfer credit. Vocational, technical, developmental and remedial courses will not be considered. Students may transfer up to 6 credits toward their graduate degree in the School of Education.

All transfer credit is evaluated and determined by the Dean in accordance with the degree requirements. Transfer credit is evaluated based on the student’s degree requirements and will be awarded if the evaluator can determine that the course is equivalent to the course required at Aquinas. The comparison is made based on comparison of course descriptions or outcomes or syllabi from the student’s previous institution.

Once a student starts attending Aquinas College, the student must complete all of the course work required for the degree at Aquinas College. Should special circumstances arise that require a student to take a course or courses at another institution while attending Aquinas, the student must obtain a Request for Transfer Credit form from the Dean to be approved by the Vice President for Academics. This form serves as confirmation that the credit will be accepted if the required grade is made. Failure to obtain such an agreement jeopardizes the transfer of credit.

Waivers

Occasionally, a Dean or Program Director may consider a waiver for transfer credit, such as:

- An Education student has 11 quarter hours credits in Biology and lacks .66 credits in the quarter-semester hour conversion. However, the student has an Earth Science course so that credit can be transferred and applied to make up the difference.
- The waiver or missing credit(s) should be noted on the student’s tracking sheet.

Other questions should be directed to the Vice President for Academics.

CLEP Exams Currently Accepted for Credit

CLEP Test Name	Minimum Score Required	Credit Hours Earned	Equivalent Aquinas College Course(s)
College Composition Modular w/Essay (*Students scoring 65+ <u>may</u> be reviewed on individual basis for additional 3 credit hrs for ENG 112)	50 65+*	3 6	ENG 111 ENG 111, ENG 112
English Literature w/Essay	50	6	ENG 213, ENG 214
American Literature w/Essay	50	3	ENG 215
French, Level 1	50	6	FRE 111, FRE 112
French, Level 2	59	12	FRE 213, FRE 214
German, Level 1	50	6	No equivalent course, can be used to satisfy foreign language requirement
German, Level 2	60	12	No equivalent course, can be used to satisfy foreign language requirement
Spanish, Level 1	50	6	SPA 111, SPA 112
Spanish , Level 2	63	12	SPA 213, SPA 214
U. S. History I	50	3	HIS 201
U. S. History II	50	3	HIS 202
Western Civilization I	50	3	HIS 111
Western Civilization II	50	3	HIS 112
Microeconomics	50	3	ECO 220
Macroeconomics	50	3	ECO 221
College Algebra	50	3	MAT 121
Pre-Calculus	50	3	MAT 125
Calculus	50	3	MAT 153
Chemistry	50	3	No equivalent course, can be used to satisfy general elective requirement
Psychology	50	3	PSY 115
Sociology	50	3	SOC 210

Local Testing Centers:

Nashville State – For more info, call 353-3564 or visit <http://www.nsc.edu/student-resources/testing-center/>.

Volunteer State – For more info, call 230-3484 or visit <http://www.volstate.edu/Testing/Services.php>.

VERY IMPORTANT: Use code #1042 to have your results sent to Aquinas College

For more information on CLEP tests you can go to <https://www.collegeboard.org/>, click on “Student”, then under “College Board Tests” click on “CLEP.”

AP Exams Currently Accepted for Credit

AP Test Name	Minimum Score Required	Credit Hours Earned	Equivalent Aquinas College Course(s)
Art History	3	3	FAR 211
Biology	3	8	BIO 111, BIO 112
Calculus AB	3	3	MAT 153
Calculus BC	3	3	MAT 154
Chemistry	3	4	CHE 200
Chinese Language & Culture	3	6	No Aquinas equivalent – can be used as elective; satisfies requirement for foreign language or humanities
Computer Science A	3	3	No Aquinas equivalent – can be used as elective
English Language & Composition	3	6	ENG 111, ENG 112
English Literature & Composition	3	6	ENG 213, ENG 214
Environmental Science	3	3	No Aquinas equivalent – can be used as elective
European History	3	3	HIS 112 (course does not include content of HIS 111)
French Language & Culture	3	6	FRE 111, FRE 112
German Language & Culture	3	6	No Aquinas equivalent – can be used as elective satisfies requirement for foreign language or humanities
Government & Politics: Comparative	3	3	No Aquinas equivalent – can be used as elective
Government & Politics: United States	3	3	No Aquinas equivalent – can be used as elective
Human Geography	3	3	GEO 200
Italian Language & Culture	3	6	No Aquinas equivalent – can be used as elective satisfies requirement for foreign language or humanities
Japanese Language & Culture	3	6	No Aquinas equivalent – can be used as elective satisfies requirement for foreign language or humanities
Latin	3	6	LAT 111, LAT 112
Macroeconomics	3	3	ECO 220
Microeconomics	3	3	ECO 221
Music Theory	3	3	No Aquinas equivalent – can be used as elective satisfies requirement for fine arts
Physics B	3	4	No Aquinas equivalent – can be used as elective Satisfies natural science requirement
Physics C: *	3	4	No Aquinas equivalent – can be used as elective can be used as elective Satisfies natural science requirement
Psychology	3	3	PSY 115
Spanish Language	3	6	SPA 111, SPA 112
Spanish Literature & Culture	3	3	No Aquinas equivalent – can be used as elective; satisfies humanities requirement
Statistics	3	3	MAT 210
Studio Art **	3	3	No Aquinas equivalent – can be used as elective satisfies requirement for fine arts
United States History	3	6	HIS 201, HIS 202
World History	3	3	No Aquinas equivalent – can be used as elective

IB Exams Currently Accepted for Credit

AP Test Name	Minimum Score Required	Credit Hours Earned	Equivalent Aquinas College Course(s)
Biology (HL)	4	8	No Aquinas equivalent – can be used as science elective
Biology (SL)	4	4	No Aquinas equivalent – can be used as a science elective and will fulfill prerequisite for BIO 112
English Literature A (HL)	4	6	ENG 111 and an English elective
Mathematics (SL)	4	3	MAT 121
Music Theory (SL)	4	3	No Aquinas equivalent – can be used as fine arts elective
History (HL)	4	3	No Aquinas equivalent – can be used as history elective
Visual Arts (HL)	4	3	No Aquinas equivalent – can be used as fine arts elective
Classical Language – Latin (HL)	4	8	LAT 111 and LAT 112
Classical Language – Latin (SL)	4	3	LAT 111
Chemistry (HL)	4	8	No Aquinas equivalent – can be used as science elective
Chemistry (SL)	4	4	No Aquinas equivalent – can be used as science elective
History Americas (HL)	4	3	HIS 202