

## **Transfer Credit Policy**

### **Transfer Credit Evaluation:**

Once you have been accepted to Thiel, an initial evaluation of your transfer credits will be performed by the registrar. The registrar will prepare a statement of equivalency in regard to requirements for the college core and electives. Major program course(s) will need to be approved by the department chairperson.

Transferring students are responsible for having an official transcript forwarded from all institutions previously attended to the Office of the Registrar for evaluation. Grades of C minus and higher will be accepted for transfer credits. However, only credits will transfer; transfer grades will not be calculated in the Thiel GPA.

### **Transfer Credit Policy:**

The goal of this process is to acknowledge previous academic work by transfer students. Therefore, in determining the transferability and applicability of courses to Thiel College this process is based on the following:

1. Thiel will verify the students learning experience at the former institution is proportionate to the course content and academic rigor of Thiel College;
2. Can this learning experience at the former institution being comparable and applicable to Thiel College be verified; i.e. a fully accredited institution.
3. Can that comparability and applicability be documented by the student through such means as papers, exams, projects, etc.

Course work of comparable content will generally be transferred in if it was completed at an institution accredited by Middle State Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of College and Schools; Northwest Commission of College and University; Southern Association of College and Schools; Western Association of Schools and Colleges

### **Transfer credit by Examination**

**Advanced Placement** - Thiel College participates in the Advanced Placement Program as instituted by the College Entrance Exam Board. Advance placement and credit may be granted to admitted students who show satisfactory scores on the Advance Placement Examination of the College Entrance Examination Board. Score reports from the College Board must be submitted directly to the Office of the Registrar for evaluation.

A score of five on an advanced placement examination will result in exempt status from the equivalent course and the awarding of appropriate credit hours for the course. A score of four will result in exemption from the equivalent course. Scores of three and below will not be considered.

**College Level Examination Program (CLEP)** - Persons scoring appropriately well on College Level Examination Program tests may receive both credit and placement at Thiel College at the freshman and sophomore levels but not the junior and senior levels. New students must submit scores to the registrar before completing the regular semester of work after matriculation or readmission. Thiel will accept as many as 60 credit hours of work through CLEP tests. Thiel will accept American Council on Education

(ACE) recommended scores for the award of credit to satisfy elective and integrative requirements. However, the appropriate department must approve courses to be used to satisfy major and minor requirements. There is a \$15 per credit hour administrative fee for courses received, processed and placed on the official transcript for credit applied to a degree program. Thiel administers CLEP examinations on a rolling basis. Information concerning CLEP examinations may be obtained from the College Entrance Examination Board at [clep.collegeboard.org](http://clep.collegeboard.org).

**International Baccalaureate Diploma/Certificate Program** - Thiel College will award credit and/or advanced placement to students earning the international baccalaureate (IB) diploma/certificate. Scores of six and seven will result in exempt status from the equivalent course at the Standard Level (SL) and scores of five, six and seven at the Higher Level (HL) of study will result in exempt status from the equivalent course and the awarding of appropriate credit hours for that course.

**Credit for Life Experience** - Thiel College has adopted a portfolio review procedure for awarding credit for life experiences of prospective adult students applying for admission to the College. Should a candidate wish to pursue the portfolio review, he or she must make a formal application to the College and pay a fee of \$25 per credit hour for each credit presented for review. The candidate will prepare a portfolio under guidance of a portfolio adviser. Further information about this procedure is available through the dean of enrollment or the registrar.

**Military Credit** – Upon receipt of Form DD 214, Certificate of Release or Discharge from Active Duty, credit for military schooling is evaluated. Thiel recognizes the American Council on Education (ACE) Guide to the Evaluation of Education Experiences in the Armed Services to determine the value of learning acquired in military service. Appropriate credit is given when applicable to a degree program.

**Transfer Credit from International Schools** – Thiel accepts transfer credits from international institutions that are recognized by the Ministry of Education in the home country. An official copy of the transcript must be presented to the registrar for course work to be evaluated. The registrar will prepare a statement of equivalency with regard to elective and integrative requirements.