



Charles R. Drew University of Medicine and Science  
"A Private University with a Public Mission"

**Transfer Credit Policy**

**322**

**Issuing Officer:** Provost/Executive Vice President of Academic Affairs

**Responsible Office:** Office of the Provost

**Effective Date:** July 1, 2021

**Revised Date/Review Date** (If necessary): Revised 9/27/2017, Reviewed January 2018; Revised 6/1/2021.

**Supersedes** (If necessary): Transfer Credit Policy Sections in University Catalog/Website

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**PURPOSE:**

The purpose of this policy is to establish university-wide guidelines and criteria regarding the definition and assignment of transfer credits for all academic programs at Charles R. Drew University of Medicine and Science. This policy is intended to reflect the commitment of the University to compliance with relevant regulations of the federal government, regional and specialized accreditation agencies, and professional licensing boards.

**POLICY TEXT:**

Charles R. Drew University of Medicine and Science (CDU) awards transfer credit earned at other institutions. Decisions regarding the acceptance of transfer credit are not based solely on the accreditation status of an institution. This is just one of multiple factors to be considered in evaluating transfer credit. Transfer credit is accepted only when the course is directly applicable toward academic program requirements for a CDU degree or certificate program.

Students who attended non-regionally accredited institutions of higher education may request that their courses be evaluated for transfer credit. Credit will be evaluated on a course-by-course basis and students will be expected to provide course descriptions and syllabi to assist in evaluating the courses. Transfer credits accepted from non-regionally accredited institutions must represent college-level content relevant to the area of study and degree the student is pursuing at CDU.

Transfer units earned at other colleges and universities are not included in the CDU grade point average (GPA) computation. However, transfer units will be counted in the total units earned to meet academic program requirements. Only courses with a "C" grade or better are transferable to undergraduate degree programs. For graduate programs, only courses with a "B" or better are transferable. Official transcripts are required and kept as a written record of the previous education and training.

A college/school or particular degree or certificate program may cap the maximum permissible transfer credits, consistent with related policies of professional practice regulatory agencies, including their respective programmatic accreditors and state licensing boards. Per the standard definition of transfer credits, these caps only apply to transfer of credits from another institution; students who have concurrent or sequential degree or certificate programs within CDU are subject instead to internal articulation agreements that specify which courses of instruction and attendant credit hours count toward graduation requirements for both academic programs.

CDU will award academic credit for military training. The academic credit awarded for prior military training must be granted only for training that is applicable to the student's program requirements. For students utilizing Veteran's Administration (VA) education benefits, all veteran student transfer credit must be evaluated within two quarters of program start. If the student does not submit all transcripts by the end of the second semester, he/she will not be certified for the use of VA education benefits until transcripts are submitted and reviewed. Veteran students using education benefits are not permitted to opt out of prior credit evaluation. The VA requires all entering veterans to be formally admitted to the University in a VA approved education program before becoming eligible to receive veteran benefits. Students may visit the WEAMS website to view options and verify if a program is approved for educational benefits at <https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>.

Per federal regulations effective July 1, 2016, CDU abides by transfer credit hour equivalencies for clock-to-credit hour conversions. On a course-by-course basis for students enrolled in clock hour programs of another institution, CDU will determine an amount of student work for a credit hour that reasonably approximates three hours of student work for each credit hour. In a traditional 15-week semester system, the federally mandated minimum is 37.5 total student work hours for one semester hour of credit. Such conversion factors only apply to traditional didactic or laboratory courses of instruction, not to clinical training hours, the terms of which are set by professional practice regulatory agencies, including specialized national accreditors and state licensing boards.

#### **BACKGROUND:**

This policy was created to comply with federal regulations regarding the definition and transparency of criteria for awarding transfer credits, and with collateral requirements of accrediting agencies for institutions of higher education to formally adopt, review, publicize, and undergo accrediting agency audits on transfer credit policy.

#### **APPLICABILITY:**

This policy provides opportunity and procedures for deliberation by faculty, faculty administrators, and other academic affairs officers regarding proposed transfer credit policy and it is applicable to all academic programs at CDU, whether at the degree, certificate, or track levels.

## **ROLES AND RESPONSIBILITIES:**

For undergraduate and graduate degrees, credit and non-credit certificates, or any distinct tracks within a degree or certificate program, the deliberation regarding awarding of transfer credits shall include program faculty, the department Chair and/or program Director, the College/School Dean, the Academic Senate, the Provost, and the President. Final approval of transfer credit criteria on a program-level basis for any new or revised academic program curriculum must be secured in advance of application and notification to matriculating or continuing students.

## **COMPLIANCE:**

The regional accreditor of the University and any relevant professional accreditors and licensing boards are required to monitor and periodically audit academic program transfer credit policy consistent with the policies and procedures of those agencies concerning substantive change in general and transfer credit policy in particular.

Students already enrolled or approved for admission in an academic program under consideration for a new or revised transfer credit policy must be notified in a timely fashion about final decisions of the University concerning the status of the program's curriculum requirements in general and transfer credit criteria in particular. Continuing students must be notified in writing about any implications of transfer credit policy changes for normative and maximum time to completion of degree or certificate requirements, and they may retain the curriculum requirements in general and transfer credit determinations in particular under the applicable catalog of their original student matriculation into the academic program.

Any other educational institutions or health care providers who have formal articulation or affiliation agreements with the University for student pipeline, clinical education, or community service facets of an academic program under consideration for transfer credit policy change must be notified in a timely fashion about final decisions of the University concerning the status of curriculum requirements in general and transfer credit criteria in particular. Students must be notified about any implications of transfer credit policy changes for normative and maximum time to completion of clinical rotation or community services requirements of the program, and they may retain the curriculum requirements in general and transfer credit determinations in particular under the applicable catalog of their original student matriculation into the academic program.

## **APPROVING AUTHORITY:**

CDU Board of Trustees.

## **DEFINITIONS:**

*Academic program:* a sequence of courses leading to a degree and/or a certificate, including a distinct track within a degree or certificate program. Academic programs covered by this policy include undergraduate and graduate programs, credit and non-credit certificate programs, and any distinct tracks within a broader degree or certificate program.

*Transfer Credit:* Transfer credit, credit transfer, or advanced standing are the terms used

by colleges and universities for the procedure of granting credit to a student for educational experiences or courses undertaken at another institution, which can include credit for experiential learning at non-academic institutions.

**PROCEDURES:**

Students must fill out a Transfer Credit Evaluation Petition form and submit to their Program Director in the College of Science and Health (COSH) or the Director of Student Affairs in the Mervyn M. Dymally School of Nursing (SON).

Students will receive an email from the Office of Registration and Records once transfer credit, if any, has been posted to their academic record. If appropriate and in some instances, the student's length of program may be shortened.

**RELATED POLICIES:**

CDU Credit Hour Policy.

The [Transfer of Credit Policy](#) (rev. November 2020) of the WASC Senior College and University Commission (WSCUC) accompanies this CDU policy.

## Transfer of Credit Policy

### OVERVIEW

#### Institutional Responsibilities

The Commission recognizes that each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. In accordance with 34 CFR 602.24, in its role as a federally recognized accreditor, WSCUC must confirm that an institution has transfer of credit policies that:

- Are publicly disclosed in accordance with section 668.43(a)(11) included below; and
- Include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

#### Section 668.43 Institutional Information

(a) Institutional information that the institution must make readily available to enrolled and prospective students under this subpart includes, but is not limited to ---

(11) A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum--

- (i) Any established criteria the institution uses regarding the transfer of credit earned at another institution; and
- (ii) A list of institutions with which the institution has established an articulation agreement.
- (iii) Written criteria used to evaluate and award credit for prior learning experience including, but not limited to service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.

As part of its review for Candidacy, Initial Accreditation, or Reaffirmation of Accreditation, WSCUC will confirm that the institution has publicly disclosed its transfer of credit policies, including a statement of the criteria it has established regarding the acceptance of credit earned at another institution of higher education. The following principles and criteria should be considered by an institution as it formulates its policies on acceptance of transfer credit.

All institutions have a responsibility to furnish transcripts and other documents necessary for a receiving institution to judge the quality and quantity of a student's work. Institutions also have a responsibility to advise students that the work reflected on the transcript may or may not be accepted by a receiving institution. It is the receiving institution's responsibility to provide reasonable and definitive policies and procedures for determining a student's knowledge in required subject areas.

#### Applicability of Credit for Degree Purposes

Institutions are encouraged to review their policies and practices periodically to ensure that they accomplish the institution's objectives and that they function in a manner that is fair and equitable to students. An inherent tension exists between institutional decision responsibility for degree coherence and quality, and the mix of factors involved in the award of transfer credit, including a student's desire to

transfer credits, an institution's desire to maintain financial and quality oversight of credits awarded, and respect for other accredited institutions. At some institutions, there may be differences between the acceptance of credit for admission purposes and the applicability of credit for degrees. A receiving institution may accept previous work, place credit value on it, and enter it on the transcript. However, that previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student at the receiving institution. Institutions have a responsibility to fully disclose this distinction, and its implications, to students before they decide to enroll. Institutions also should make every reasonable effort to reduce the gap between credits accepted and credits applied toward an educational credential.

## **CRITERIA FOR TRANSFER DECISIONS**

Policy and practice for the evaluation and award of transfer credit emanate from an institution's decision that a student applicant is qualified to successfully engage the receiving institution's curriculum and benefit from its educational purposes and programs. The credit proposed to be transferred is considered suitable for inclusion in the program for which the receiving institution will grant a degree.

### Decision Makers in Granting Transfer of Credit

Institutions are expected to pay attention to the qualifications and roles of the persons making judgments about the appropriateness of transfers of credit. Generally, this responsibility falls on faculty and registrars. Institutions should avoid including staff who have responsibility for marketing and recruitment in transfer decisions.

### Accreditation Status of Institutions and Transfer Credit

Recognition of the accrediting organization by the U.S. Department of Education (USDE) or Council on Higher Education Accreditation (CHEA) affords some basis for confidence in an institution's or a program's purposes, in the appropriateness of its resources and plans for carrying out these purposes, and in its effectiveness in accomplishing goals respecting the educational accomplishments of students.

### Balance in the Use of Accreditation Status in Transfer Decisions

Institutions of postsecondary education that are not accredited by USDE or CHEA-recognized accrediting bodies may lack that status for reasons unrelated to questions of academic quality. Such unaccredited institutions, however, may not provide a reliable, third-party assurance that they meet or exceed minimum standards. It is therefore incumbent on the receiving institution to take special steps to validate credits that have been previously earned at unaccredited programs or institutions. After review of the student transcript and any related documentation, if feasible, the receiving institution, upon request, may provide reasonable explanation to student applicants about why work is or is not accepted for credit.

**Decisions regarding the acceptance of transfer credit should not be made solely on the accreditation status of an institution. This is just one of multiple factors to be considered in evaluating transfer credit.**

### Comparability and Applicability

Comparability of the nature, content, quality, and level of transfer credit, and the appropriateness and applicability of the credit earned to programs offered by the receiving institution, are at least as important in the evaluation process as the accreditation status of the institution at which the transfer credit was awarded. Since accreditation does not address these questions, this information must be obtained from catalogs, course syllabi, and other materials, and from direct contact between knowledgeable, experienced faculty and staff at the receiving and sending institutions.

### Consistency

Policies and practices that inform transfer decisions are to be applied consistently to all students. This principle becomes even more important in the context of two national trends: changing student attendance patterns reflecting higher incidence of transfer rates, and new providers of higher education, with attendant new sources of credits and experience to be evaluated for transfer purposes.

### Accountability for Effective Public Communication

Full and accurate disclosure of transfer policies and practices is important in ensuring that the transfer process is built on a strong commitment to fairness, effectiveness and transparency

### Commitment to Address Innovation

Institutions are encouraged to be flexible and open in considering alternative approaches to managing transfer when these approaches will benefit students. For example, distance and competency-based learning generate alternative approaches to many functions of colleges and universities and may require special attention to transfer policy and practice.

### Evaluation of Credit from International Institutions

In most cases, international institutions are chartered and authorized by their national governments, usually through a ministry of education. Or international institutions are approved by the legitimate accreditation or quality assurance agencies that operate in that country. International institutions should also provide assurance that transcripts and other credentials provided for purposes of transfer of credit are legitimate and validated.

## **RESOURCES**

This policy draws upon an advisory statement issued jointly by the American Council on Education, the Association of Collegiate Registrars and Admissions Officers, and the Council on Higher Education Accreditation available at <https://www.chea.org/sites/default/files/other-content/Joint-Statement-Transfer-Award-Credit-2017.pdf> Institutions are encouraged to consult this statement as a basis for discussions in developing or reviewing institutional policies with regard to transfer.

In addition, institutions may wish to consult the April 2020 joint statement issued by American Association of Community Colleges; American Association of State Colleges and Universities; American Council on Education; Association of American Universities; Association of Public and Land-grant Universities; and National Association of Independent Colleges and Universities on how to manage and evaluate academic credit and assess student transcripts that have been impacted by the coronavirus pandemic: <https://www.acenet.edu/Documents/Statement-Acceptance-of-Credit-Principles-041620.pdf>

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*Revised by the Commission, November 2009*

*Revised, November 2012*

*Revised, June 2019*

*Revised, November 2020*