

3.4.4

Educational Programs: All:Acceptance of academic credit

The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript. (See the Commission policy "Collaborative Academic Arrangements: Policy and Procedures.") (**Note:** Although not listed as a reference in the Principles of Accreditation, see also the Commission policy "The Quality and Integrity of Undergraduate Degrees.")

Judgment

Compliance Partial Compliance Non-Compliance Not Applicable

Narrative

Tennessee Technological University (TTU) has published policies for the acceptance of academic credit that includes criteria for transfer, credit by examination, and advanced placement. TTU does this by limiting course credit transfers and through monitoring, verifying, and approving possible transfer credits. This is consistent with TTU's vision to be nationally recognized as a leading technological university in the South, providing academic, economic, and cultural leadership in the region; and producing practical, ready-to-work graduates from a broad range of academic disciplines prepared to compete in a technologically driven world.

Transfer Credit Oversight

The Academic Council [1], Curriculum Committee [2], and the Admissions Committee [3] are the representatives of the faculty that define the curriculum and the acceptance of transfer credit. These representative bodies assure that academic transfer credit is at the collegiate level and comparable to credit earned in the university's own programs. The Faculty Senate and the Councils' responsibilities are given in their respective bylaws/guidelines.

The University does not award credit for remedial course work. The University does not award credit for noncredit course work except for active duty military service.

Policies for Accepting Undergraduate Transfer Course Credit [4]

A "transfer" student is one who has completed 24 college-level, transferable semester hours of degree credit or the equivalent at another college (or other colleges) after high school graduation.

All students graduating since 1989 need to show proof of passing at least 12 of the 14 core academic units from a recognized institution.

Admission Requirements

- 2.00 in the last full-time semester (or last 12 hours for part-time students) AND
- 2.00 overall GPA (includes all previous course work [except developmental courses] at all institutions)

An applicant under disciplinary suspension or probation will not be considered for admission until the former college provides a satisfactory statement and approval is provided by the Admissions Review

Committee of TTU.

Some programs at TTU have additional admission requirements. If a student meets the general admission requirements, but not the requirements specific to this program, he or she will be admitted to the Student Success Program (also known as General Curriculum or General Health Studies).

Students who are participating in the 2+2 Program through the Office of Teacher Education will also need to meet admission requirements for this program.

Students who do not meet all the requirements listed above may submit a letter to the Admissions Review Committee explaining their circumstances. These situations will be reviewed on a case-by-case basis.

Evaluation of Undergraduate Transfer Credit [5]

TTU accepts transfer credit of similar content from accredited institutions. Course work that leads to the Associate of Arts or the Associate of Science degree is accepted. Course work that leads to an Associate of Applied Science degree from career/technical programs offered by Tennessee Technology Centers and Tennessee Community Colleges is not transferrable.

College-level nonremedial courses without an exact equivalent to TTU may also transfer with an LD (lower division course credit) or a UD (upper division course credit) designation. LD or UD courses used to meet specific curricular requirements must receive the approval of the college in which the major is located.

State Transfer Policy/Procedure and TTU Implementation

The Complete College Tennessee Act of 2010 [6], passed by the State of Tennessee legislature, sets forth a framework to ease completion of college degrees including transfer pathways and transferability of general education course work. The Tennessee Transfer Pathways [7] were developed for the student who has completed an Associate of Arts or Associate of Science degree and wants to transfer to a four-year Tennessee college or university. A student who completes all the courses on a particular pathway will be certified by the sending institution, and the transcript will indicate he or she has completed all of the courses toward the completion of the particular major.

All courses comprising the Tennessee Transfer Pathways are unbundled, evaluated, and recorded individually on the student's academic history. The name of the institution, the pathway completed, and the date of completion are noted on the transfer student's TTU academic history (an internal, advising document) along with the course evaluations and grades.

Undergraduate Transfer Evaluation Procedures [4]

Faculty members are responsible for the definition of the content of all University courses including those used for transfer. The Graduation Office evaluates all undergraduate transfer course work through a long-standing collaborative effort with departmental faculty, departmental heads, and undergraduate program coordinators. This process ensures that transfer courses cover the same content and require the same learning outcomes as TTU course work. For institutions with whom we do not have articulation agreements, transcript evaluators award transfer credit according to the course title and approval from the departmental chair. Approved courses are located in the Banner transfer evaluation tables and transfer equivalency website.

The Office of Undergraduate Admissions receives official transcripts for transfer students that are evaluated by the transfer evaluation staff in the Graduation Office. All course work on the transcript will be reviewed for transferability regardless of whether the course was offered in a traditional format or some form of distance education. If the course has not been approved for direct equivalent credit as noted on the transfer equivalency website, the designated LD or UD course credit can be used as elective credit.

Transfer Student Grade Point Average (GPA) [4]

Effective for students entering or re-entering in Summer 2015 and later, students transferring new credits will have grades for these credits posted with a leading "T," and such grades will not be calculated in the overall and overall combined GPAs. For example, an A would be posted as *TA*, and a W as *TW*.

Transfer Student Credit Evaluation Recourse

Students will receive an approval or denial of transfer credits by email communication. If a student disagrees with a transfer credit evaluation, the student may contact the Transfer Coordinator in the Office of Academic Services who will review the credits on a case-by-case basis with the chair of the appropriate academic department. For general education transfer credits, the chair of the General Education Committee will review the transfer credits for approval.

Undergraduate Transfer Categories

TTU has defined and published the policy for transfer credits in the Undergraduate Catalog [8]. The guidelines followed for transfer credit conform to University and Tennessee Board of Regents (TBR) standards. Course work to be transferred to TTU must represent equivalent standards of instruction and equivalent competencies. TTU awards undergraduate credits through the following programs:

Transfer credit - advanced placement. Advanced placement credit awarded by an institution that has requirements different from those at TTU will be accepted if the student has completed the next successive course in the sequence with at least a grade of C.

Articulation agreements with community colleges. TTU has entered into articulation agreements with the following community colleges: Chattanooga State, Cleveland State, Columbia State, Motlow State, Northeast State, Pellissippi State, Roane State, Volunteer State, and Walters State. These transfer programs lead to admission with junior standing at TTU after receiving the associate degree from the specified community college.

Advanced standing. Students who have attended another collegiate institution may not enter as beginning freshmen. Transcripts of all work attempted at other institutions must be sent by those institutions prior to admission and will be evaluated to determine the student's standing at TTU. Failure to submit any transcript of previous work will be considered as falsification of the record. The acceptance of transfer credit by the University confers advanced standing upon the transfer student.

The student transferring from another institution or requesting advanced standing for educational experiences in the Armed Forces must meet the requirements of this institution for graduation regardless of the number of credits submitted for advanced standing. In instances where there is insufficient information available to evaluate course content and level of instruction for work completed at another institution prior to enrollment, the applicant will be given a tentative evaluation, and the work from such institutions will not be entered on the records until the student's transfer credits have been validated.

Advanced standing will not be granted for credit from an institution which is not a recognized college or university. An alternate plan for transfer students in this category permits the establishment of 14 hours of credit by special examination as provided below.

Community college credits. A student transferring credit from a two-year institution must complete a minimum of 60 semester hours at a senior institution. Residency and other degree requirements of TTU must be met.

Credit in Religious Studies. A maximum of 12 semester hours of credit in religious history and/or literature, but not doctrine, may be accepted.

DANTES Examinations - Defense Activity for Non-Traditional Education Support. Students may

earn college credit for DANTES examinations administered by the Educational Testing Service and evaluated using ACE Guidelines. Credit through DANTES examinations may not be earned for courses in which previously or currently enrolled, including courses failed in residence, for courses in which credit already has been earned in course work at a higher level, or for both the DANTES examination and its equivalent course. Students wishing specific information on transferability regarding certain DANTES exams must check with the academic unit pertaining to the subject of the exam. DANTES examination scores must be sent to the Office of Admissions on an official transcript form sent directly from the Educational Testing Service (ETS).

Educational experiences in the Armed Forces. In evaluating Armed Services credit, TTU follows the recommendations of the Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, if there is equivalent course content at TTU. Service members should be prepared upon entrance to present to the University their discharge or service records, or a transcript of credits earned while in the Armed Services, for evaluation. Students who have had four or more months of active service in the U.S. Armed Forces may be given credit not to exceed the eight hours (six hours military science elective credit and two hours physical education credit) for the military science course. A student requesting credit for prior ROTC training or active military service must obtain a certificate from the Department of Military Science. When appropriate, the allowable credit may be given in freshman and sophomore physical education. TTU is a member of Servicemembers Opportunity Colleges and participates in the Concurrent Admissions Program (ConAP).

International transfer credit. Any undergraduate student (domestic, permanent resident, or international) who completed course work abroad (with the exception of study abroad with TTU) is required to have course work evaluated by a member of the National Association of Credential Evaluation Services (NACES). A course-by-course evaluation is required for any transfer credit to be awarded.

The credit will be posted as elective credit, and the grades will be posted based on the evaluation report and transcript. To appeal credit for a specific course offered by TTU, the course description must be supplied in English to the International Education Office or the Undergraduate Admissions Office. The departmental chair of the course's discipline will review to determine if the course is equivalent.

A student who does not submit his or her transcripts to an NACES organization for evaluation will not receive any credit. Transcripts must be submitted to the Undergraduate Admissions Office and to the Office of International Education for admission purposes. Not submitting the information could be grounds for dismissal from the University.

Credit established by professional certificate or non-credit courses. Academic credit may be awarded on occasion for professional certification or non-credit courses. Requests for the award of such credit must be submitted to the departmental chairperson of the department in which credit is being sought. As the executor of departmental policy, he or she will evaluate the requests and submit a recommendation to accept or reject them to the college dean and Office of Records for final approval.

Establishment of credit by special examination. A student who has had sufficient training or experience in a subject to merit the establishment of credit by comprehensive examination but who has not enrolled in the same, comparable, or higher level course at the college level may request a special examination prepared by the department involved. The request for special examination is secured from the Office of Records and Registration, and the required signatures of approval are obtained, after which the student pays the special examination fee of \$20 per semester hour to the Business Office. The results of such an examination will be recorded on the student's permanent record. Not more than 14 semester hours may be established by special examination. To establish credit in this manner, a student must be enrolled in the University. Only grades of *A*, *B*, *C*, *D* and *F* will be assigned.

Correspondence, extension work, and study at other institutions. A student who wishes to enroll for correspondence courses, extension work, or residence study at another institution with the intention of transferring this credit to TTU should have prior written approval from the dean of the school or college in which the student proposes to graduate. The appropriate request form is obtained from the Office of Records and Registration. Work taken without such approval may be presented for

evaluation but will be subject to approval or disapproval. Official transcripts should be furnished immediately upon the completion of such work. Correspondence credit in freshman English and courses which include laboratory work will not be accepted.

A student in residence at TTU who wishes to take correspondence work from another institution while enrolled at the University will be permitted to do so only if he or she is unable to arrange a schedule for the course on campus. The student needs to file with the Office of Records and Registration a Request for Correspondence Study or Request for In-Residence Study at Another Institution approved by the advisor and the chairperson of the department in which the work is offered on campus before enrolling for the work. Such courses taken off campus are counted as part of the student's load and are subject to the regulations concerning load.

Not more than 33 semester hours of correspondence and credit established by special examination may be counted toward graduation. Credit granted in the formal AP program may be more extensive. Not more than four semester hours of correspondence and extension credit in professional education courses may be counted toward graduation or teacher certification.

Graduate Transfer Credit [9]

TTU has defined and published the policy for transfer credits in the Graduate Catalog, which is available through the TTU website. The guidelines for transfer credit conform to both University and TBR standards.

An applicant for admission who has begun a graduate program at another college or university may be considered for admission to the Graduate School at TTU on a transfer basis. The applicant's previous course work must have been taken for graduate credit, not have been used for a previous degree, and be approved by the student's faculty advisor, graduate committee, departmental chair, dean of the college, or director of the program, and the Dean of the Graduate School on the Admission to Candidacy form. Course work transferred or accepted for credit toward a graduate degree must have a minimum grade of *B* in each course and must represent graduate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own graduate degree programs. It is anticipated that such an applicant will have maintained a *B* average in prior graduate study and will be in good standing at the institutions previously attended. If transfer admission is approved, the student's credit hours and grades that are accepted for transfer will be included in this institution's GPA calculations. The number of transfer credits used for degree purposes is limited to nine semester credits in a master's program (12 semester credits in the RODP Master of Education program) and six semester credits in an EdS Program and is approved by the faculty advisor, graduate committee, departmental chair, dean of the college or director of the program, and the Dean of the Graduate School. Officials in the appropriate college must determine the number of transfer credits permitted in the doctoral programs. In certain instances, a competency examination may be administered to validate credit.

A graduate student in a master's or specialist program must complete all degree requirements within a period of six consecutive years and in a doctoral program within a period of eight consecutive years. Time limits shall be computed from and including the first term in which credit applied to the degree is earned at TTU. Courses accepted as transfer credit will not be included in calculations of time limitations.

International students who wish to transfer to TTU from another graduate school must submit the usual materials required for initial admission [10]. Additionally, each applicant must furnish official transcripts from the current institution as well as a statement from that institution's international student advisor. The applicant must also submit a bank statement verifying that sufficient funds are available for the applicant's living and collegiate expenses, as well as photocopies of the passport, Visa, I-20-ID, and I-94.

Additional Related Policy













Policy specific to undergraduate transfer may be found in Policy 261 [11]. Policy specific to graduate

transfer may be found in Policy 271, specifically item IIIc [12].

Conclusion

TTU publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, credit by examination, and advanced placement that are consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to its own degree programs. Therefore, TTU demonstrates compliance with Comprehensive Standard 3.4.4.

Sources

-  [01] Academic Council
-  [02] Curriculum Committee
-  [03] Admissions and Credits Committee
-  [04] Transfer Resources
-  [05] Transfer Equivalencies
-  [06] Complete College Act
-  [07] Tennessee Transfer Pathways
-  [08] 2014_2015 Undergraduate Catalog
-  [09] 14_15 Grad Cat_Degree Req_MS Req and EdS Deg Req_Transfer Credits
-  [10] 14_15 Graduate Catalog_Adm to College of Grad Stud_Intrntionl Studnts
-  [11] Academic Credit from Other Institutions Policy 261
-  [12] General Graduate Degree Requirements Policy 271