

# Ursuline College

## Registrar's Office

### Ursuline College Undergraduate Transfer Credit Policies

The following link will connect students, families, and other interested parties to college transfer policies found in the Ursuline College Undergraduate Academic catalog. This information is made available to prospective and current students and employees in accordance with Federal regulations and accreditation requirements.

<https://www.ursuline.edu/academics/course-catalogs>

#### TRANSFER OF CREDITS

All credits in transfer will be accepted by Ursuline if earned in a college or university that has been accredited by one of the following recognized regional accrediting commissions: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Higher Learning Commission of North Central Association, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, or the American Council on Education guidelines for foreign transcripts. Ursuline has entered into formal articulation agreements with the University of Toledo, Cleveland State University, Cuyahoga Community College and Lakeland Community College.

Any grade lower than a "C" will not be accepted in transfer. The College will accept up to 20 credits of vocational/technical courses from other institutions; generally, these may be used as elective credit only. Students wishing to have such courses count in their major must apply in writing to the Department Chair. Courses taken prior to students' matriculation at Ursuline may not be used to satisfy Ursuline Core common course requirements, but they may be used to satisfy other core course requirements.

However, once students matriculate, they may not take courses at other institutions with the intention of substituting them for core courses.

#### ADVANCED PLACEMENT/IB/COLLEGE CREDIT PLUS

Ursuline College grants advanced placement and college credit to entering first-year and transfer students who have earned a score of 3, 4, or 5 on a College

Advanced Placement (AP) Examination, or a score of 5 or higher on the IB HL exams. Students should have a report of the examination scores sent directly to the Office of Admission.

Equivalencies for Advanced Placement are available at:  
<https://www.ursuline.edu/files/assets/apchart18-19.pdf>

Ursuline also awards college credit to students who have taken college courses while in high school through the College Credit Plus program. Students will be required to submit an official transcript from the college attended before credit can be evaluated and awarded.

## INTERNATIONAL ADMISSION

All international transcripts must be evaluated by the World Education Services (WES) at [wes.org](http://wes.org) or Educational Credential Evaluators (ECE) at [ece.org](http://ece.org) or Global Credential Evaluators at [gceus.com](http://gceus.com). Students requesting the transfer of credits must submit a course by course evaluation.

## PRIOR LEARNING ASSESSMENT/ALTERNATIVE CREDIT OPTIONS

Ursuline College allows students to pursue college credit outside the traditional classroom setting through alternative credit options. In keeping with Ursuline's personal approach to education, the College recognizes the unique experiences of each individual by providing students the opportunity to receive credit for what has already been learned.

Prior Learning Assessment/Alternative Credit options include: Portfolio-Based Assessment (PBA), Military and/or Workplace training credits, Ursuline College Test-outs, and CLEP testing. A student is eligible to earn a total of 43 alternative option credits and may use any or all of these options combined to do so; however, they may only earn a maximum of 20 credits through the PBA and Military and/or Workplace training options combined. Students must complete alternative credit options **before** their last semester of attendance.

### Test-Outs

As a validation of prior learning, Ursuline College also offers students the option of taking challenging exams based on specific catalog courses. Students who took a similar course at a non-accredited institution, or who took a course that did not transfer, or students who have substantial knowledge in a particular subject may apply to take a test-out under the terms and procedures described below. Specific regulations regarding test-outs are as follows:

The department chair, or their designee, is responsible for recommending courses in which test-outs are appropriate, determining a student's eligibility for

test-outs, designing tests and assigning grades for all tests given for that department.

In order to test out of a course, a student must have previous knowledge in that field or have taken an appropriate course for which credit has not been given.

All currently enrolled, degree-seeking students are eligible to test out of authorized catalog courses for which test-outs are available.

Portfolio Based Assessment credit should be given, rather than test-out credit, for learning that is based on an individual student's experience rather than knowledge of a particular course's content.

Most test-outs are multiple-choice.

Students are not permitted to take a test-out in their final semester.

A study guide is often available through the department in which the course is offered. Some study guides can be found on the Ursuline College website under Alternative Credit Options.

Students register for test-outs at the same time and in the same manner that they register for classes:

At registration time the test-out is listed with other courses on the registration form. A test-out is listed by course number followed by T88 in the section column, e.g., PS 230 T88.

After the initial registration, should a test-out be added to the schedule, the student completes a course change form and adds the test-out course number followed by T88.

All test-out grades are officially shown and reported to the student and to the Registrar on a Pass/No Credit basis. Pass is awarded if the student earns a "C" (76%) or better.

No report will be made if the student does not complete the test-out or does not achieve a grade of at least C. These will automatically be dropped from the student's record prior to the end of the semester. A processing fee is charged, however.

Students taking test-outs will be assessed \$35.00 per credit hour on the tuition bill. Payment is made in the same manner as for courses taken. Should a student not take the test or not complete it successfully, the payment, less \$15, will appear as a credit on her/his tuition account (providing payment was made previously).

Test-outs can only be attempted once; they may not be repeated.

Test-outs are administered through the Testing Coordinator's office, ext. 6080.

## Portfolio-Based Assessment (PBA)

Any student who is currently enrolled and has successfully completed at least one semester/term at Ursuline College is eligible to apply for credit through Portfolio-Based Assessment, which may be defined as learning that has occurred outside of the traditional classroom setting, for which the student has not received previous college credit. Credits earned through the portfolio assessment are applied toward elective credit hours and cannot replace major or Ursuline Core requirements. However, if the department chair determines that a student's work experiences duplicate a course requirement, s/he may allow the student to complete a portfolio to earn the credit for that course. When this is the case, the department chair must complete a course substitution form and may require an additional course.

To begin the process of Portfolio-Based Assessment, the following criteria must be met:

The learning must be equivalent to college-level instruction, measurable, and verifiable.

Students must have a cumulative GPA of at least 2.0 at Ursuline College.

Students must have completed at least one semester or term at Ursuline.

Students must meet with their academic advisor to determine how portfolio credit will fit into their degree program.

Students must meet with the Coordinator of Alternative Credit Options.

A faculty evaluator with expertise in the area about which the student is writing is identified, and the student meets with him/her for permission to proceed. A \$100 non-refundable registration fee is required of all students pursuing this option. This fee is applied to the credit hour fee if/when the credits are awarded. Students are not guaranteed a certain number of credits before the evaluation process. Students are assessed a \$100 per-credit-hour fee, based upon the number of credit hours awarded for the project. Students must submit the portfolio for evaluation within one calendar year of the date they completed the registration process. Credits earned through portfolio-based assessment must be posted to the student's permanent record before s/he registers for his/her final semester of classes.

NOTE: Students may earn a combined total of 20 credits through PBA and Military and/or Workplace Training Credit.

## Military Training Credit

In order for a student to receive credit for military training in the Army, Navy, Marine Corps, and Coast Guard, the student must have a JST (Joint Services

Transcript) that can be accessed by the college registrar. For Air Force military transcripts, the USAF, through the Community College of the Air Force (CCAF), provides a transcript detailing ACE recommended credit. Both these transcripts are reviewed, and credits are awarded by the college based on the American Council on Education (ACE) recommendations posted on the transcript. Credits cannot replace Ursuline Core requirements but may be used as elective credits. If the department chair determines that a student's military training duplicates a course required in the major, s/he may approve that training to replace the course. When this is the case, the department chair must complete a course substitution form and may require an additional course in the major. All Military Training credits must be posted to students' permanent records before they register for their final semester of classes. No posting fee is required.

### Workplace Training Credit

In order for a student to receive credit for a formal training experience, it must first be reviewed by the American Council on Education's CREDIT College Credit Recommendation Service. A student must provide the College with an official ACE transcript in order to receive credit. Credit earned through this method may be used for elective credits only and cannot be used to replace major or core curriculum requirements. The credits are reviewed and accepted the same way transfer credits are from any accredited college or university if the student supplies the ACE transcript at matriculation. If the student submits this transcript after matriculation, the student is assessed a \$10 fee per course to post the credits to the transcript. All ACE credits must be posted to students' permanent records before they register for their final semester of classes.

**NOTE:** Students may earn a combined total of 20 credits through PBA and Military and/or Workplace Training Credit and External Learning Assessment.

## CORE TRANSFER POLICIES

### Common Courses:

- Students are expected to complete the 100- level, 200-level and 400- level common courses for the Ursuline Core Curriculum, as placement dictates.
- Students who already hold baccalaureate degrees will be exempt from both the First Year Seminar (UC 101) and Identity, Diversity, and Community (UC 201).
- Students who transfer in 24 or fewer credit hours will complete the First Year Seminar (UC 101). Students who transfer in more than 24 semester hours or have completed a first-year seminar/first-year experience eligible for transfer credit will have UC 101 waived and will begin with UC 201 Identity, Diversity, and Community.

- Courses taken prior to students' matriculation at Ursuline College may not be used to fulfill common course requirements.
- Once students matriculate at Ursuline College, they may not fulfill common course requirements elsewhere by substitution or equivalency.
- Advanced placement courses, alternative credit options (CLEP exams, test-outs, External Learning Assessment, Workplace Training Credit, and independent study activities may not be used to fulfill common course requirements, nor are common course offered independently.

### Distribution Courses:

- Courses taken prior to students' matriculation at Ursuline College may be used to fulfill Ursuline Core Curriculum distribution course requirements.
- Once students matriculate at Ursuline College, they may not take courses at other institutions with the intention of substituting them for Ursuline Core Curriculum distribution courses.
- Generally, distribution courses in Religious Studies and Philosophy must be taken at Ursuline College. Students who have passing grades for Religious Studies and Philosophy courses from other colleges may apply for an exception to this policy and will be considered on a case-by-case basis.
- Students may use a passing score on an approved CLEP exam for a distribution course in the Ursuline Core Curriculum.
- Students who qualify under the Articulation Agreements with Cuyahoga Community College and Lakeland Community College may be eligible to have two distribution classes waived.
- Students with high school Advanced Placement courses equivalent to approved Ursuline Core Curriculum distribution courses may use these courses either to fulfill Ursuline Core Curriculum distribution requirements or for elective credit.
- Alternative credit options (test outs, External Learning Assessment, Work Place Training Credit), independent study activities, and catalog courses taken independently may not be used to fulfill distribution course requirements.