

Argosy University Undergraduate Credit Transfer Policy

Revision Effective Date – 1/11/16

The Policy:

Course/Credit Transfer

Undergraduate Transfer Credit Criteria

Students may transfer the maximum number of credit hours as follows:

- Associate’s Level Degree Programs—Students may transfer a maximum of 45 credit hours.
- Bachelor’s Level Degree Programs—Students may transfer a maximum of 72 lower division or 90 total credit hours.[†]

The transfer credit maximums described above may be limited by state regulatory agencies (See **State Requirements** section below). In addition, fewer lower division credits may be accepted because of specific requirements of a given program.

Argosy University accepts transfer credit from the following sources: college learning, extra-institutional learning, and prior learning.

College Learning

College-level credits earned from a regionally or nationally accredited institution will be considered for transfer. Credits and degrees from institutions that are nationally accredited by agencies recognized by both the US Department of Education (ED) and the Council for Higher Education Accreditation (CHEA) are considered for transfer. Credits earned at institutions that are recognized by only one of the above (either CHEA or ED) will be considered for transfer if the institution is recognized by one of the following accrediting bodies:

1. Accrediting Commission of Career Schools and Colleges (ACCSC; formerly Accrediting Commission for Career Schools/Colleges of Technology or ACCSCT),
2. National Association of Trade and Technical Schools (NATTS),
3. Career College Association/Accrediting Commission for Trade and Technical Schools (CCA-ACTTS), or
4. Accrediting Bureau of Health Education Schools (ABHES).

In the case of institutions outside the United States, the appropriate state (or its equivalent) or national accreditation is required. Students should contact an admissions representative for additional information.

College credits earned from other regionally or nationally accredited institutions are accepted for transfer if the following conditions are met:

- The course must be comparable in content, goals, and level to the Argosy University course or content area for which credit is sought.
- The course must have been a college-level course, taken for equivalent or greater credit at a regionally or nationally accrediting agency recognized by the US Department of Education

(ED) and Council for Higher Education Accreditation (CHEA). In the case of institutions outside the United States, the appropriate equivalent accreditation is required.

- The course must have been taken for college credit.
- Students must have earned a grade of “C-” or better for any course submitted.
- Associate’s degrees, such as Associate of Arts (AA), Associate of Science (AS), Associate of Applied Arts (AAA), Associate of Applied Science (AAS) are transferred in their entirety, including “D” grades, as long as the student’s cumulative GPA is 2.0 or better.
- Official transcripts are required for transfer credit to be awarded.
- Students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.
- Courses submitted for transfer credit are evaluated under the direction of the program chair. In general, a lower-division course completed at another institution will transfer as lower-division credit, even when Argosy University offers the course at the upper division level. Similarly, upper-division courses completed at another institution will transfer as upper-division credit, even when Argosy University offers the course at the lower-division level. Exceptions to this policy may occur in the case of established course equivalencies with institutions that have a transfer or articulation agreement with Argosy University. A student may petition for recognition of a successfully completed lower-division course as an upper-division course with appropriate documentation (e.g., a copy of the course syllabus).

Extra-Institutional Learning

Third Party Recommended (military and non-military) Coursework and Training

American Council on Education (ACE)

Credits earned from coursework or training that has been recommended for college credit by the American Council on Education (ACE) may also be accepted. This includes both credits for military training, as well as non-military coursework or training Unless otherwise limited by a state regulatory agency (see **State Requirements** below), these credits count towards the maximums listed above for transfer of credit (45 total credit hours for associate’s programs and 72 lower division or 90 total credit hours for the bachelor’s programs^{†††}).

Students should refer to the ACE Military Guide (see <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>) and ACE College Credit Recommendation Service (CREDIT) (see <http://www2.acenet.edu/credit/?fuseaction=browse.main>) to determine whether their military or workplace learning experiences are identified in the respective guide.

National College Credit Recommendation Service

Credits earned from coursework and training that has been recommended for college credit by the National College Credit Recommendation Service (NCCRS) may be accepted. Unless otherwise limited by a state or regulatory agency (see **State Requirements** below) these credits count toward the maximums listed above for transfer credit (45 total credit hours for associate’s programs and 72 lower division or 90 total credit hours for the bachelor’s programs).

Standardized Examinations

For associate's level and bachelor's level degree programs, national testing credit is accepted for commonly administered and accepted tests such as the College Level Examination Program (CLEP), DSST (formerly known as Dantes Subject Standardized Tests), Excelsior College Examinations (ECE), International Baccalaureate (IB) and Advanced Placement (AP). National testing credit is listed on the student's transcript and may not be removed once it has been recorded. Exam scores must meet or exceed minimum qualifying scores established by Argosy University (in accordance with criteria established by the American Council on Education (ACE) or similar agency. Unless otherwise limited by a state regulatory agency (see **State Requirements** below), national testing credit counts toward the maximums listed above for transfer of credit (45 total credit hours for associate's programs and 72 lower division or 90 total[†] credit hours for bachelor's programs). In addition, maximum number of standardized testing credits that can be applied for transfer may vary by program. Students should contact their academic advisor for a description of the type and amount of credit that can be applied toward their program of study.

Prior Learning

The Prior Learning Assessment (PLA) process determines if learning acquired outside of a university classroom is equivalent to academic learning and is eligible for college credit. Examples of learning that may be eligible for Prior Learning Assessment include recognized professional licenses and certifications, corporate professional development, and other informal learning opportunities. Credit is only awarded for demonstrated learning. Unless otherwise limited by a state regulatory agency (see **State Requirements** below), as many as 15 credit hours may be earned from prior learning assessment credit towards associate's degree programs and as many as 30 credit hours may be earned in from prior learning assessment credit towards bachelor's degree programs. These credits count toward the maximums listed above for transfer of credit (45 total credit hours for associate's degree programs and 72 lower division or 90 total credit hours for bachelor's degree[†] programs).

Prior Learning Assessment can only be requested by matriculated students enrolled in associate's or bachelor's degree programs. Credit awards may be applied to elective, general education and core requirements as appropriate to the content of the learning and as approved by the university college dean.

For more details, students should contact their Academic Advisor.

Notes

[†]*Students enrolled in the Bachelor of Science in Medical Technology degree program may transfer a maximum of 75 lower division or 90 total credit hours.*

^{††}*Students enrolled at the Northern Virginia campus must complete 30% of coursework at Argosy University. This means that Associate's Level Degree students may transfer a maximum of 42 credit hours, and Bachelor's Level Degree students may transfer a maximum of 84 credit hours.*

State Requirements

Exceptions to the Argosy University policy as required by state regulatory agencies are described below. States with a (*) indicate that the state policy applies only to students who are enrolled in Argosy University Online Programs and are residents of that state.

Georgia: Maximum amount of credit from examination and credit for “life experiences’ is limited to 25% of the total credit requirements of the degree.

Kansas*: 50% of the credit hours earned through campus-developed and administered tests may be included in the instructional base.

Virginia: A student shall complete a minimum of 30% of the course work at the institution in order to be granted a degree from that institution.

Washington: Credit for non-traditional activities may only constitute 25% of an undergraduate degree program. Institutions may only grant the credit if it is validated through a portfolio or similar procedure.

Courses Taken at other Argosy University Campuses

Every Argosy University student is assigned a campus of record. The campus of record is the Argosy University campus to which the student applied and was accepted. Consistent with any campus-specific program accreditation and any state regulatory requirements, matriculated students may apply courses in their program of study taken at another Argosy University campus to their degree program.

Notice Concerning Transferability of Credits Earned at Argosy University

In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution’s credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.