



Transfer of Academic Credits to Union University

Policy Title	Transfer of Academic Credits to Union University
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Rationale: The Transfer of Academic Credits Policy establishes a clear and transparent framework for evaluating and accepting academic credits earned at other U.S. Department of Education recognized accredited institutions of higher education, or through other acceptable means described in this policy.

I. Policy Objective

The guidelines for transfer of credit offer clear, accurate, and consistent information for all personnel working with transfers to Union University or current Union University students wishing to transfer credit to apply to their respective degrees.

A. Reason for Policy

The purpose of this policy is to

(a) Facilitate educational access and degree completion by recognizing quality academic work completed elsewhere; (b) ensure academic integrity and maintain Union University's standards by establishing consistent criteria for evaluating transfer credits that align with our mission and outcomes; (c) promote student success by providing clear guidance on transfer credit evaluation, articulation agreements, and degree requirements, so students can make informed decisions about their degree programs; and (d) serve diverse transfer populations, including those from community colleges, four-year institutions, military training programs, and international students.

B. Scope of Policy and Entities Affected

The policy is for incoming students, enrollment personnel, academic center personnel, and faculty advisors.

II. Definitions

American Council on Education (ACE) – an organization that validates learning and skills developed outside the classroom by helping institutions align learning outcomes of workplace learning, military training, and alternative learning to college-level courses.

Council for Adult and Experiential Learning (CAEL) - a national, nonprofit membership organization that supports the creation of education-to-career pathways, fueling economic mobility and community prosperity for all.

Concurrent enrollment – Students enrolled at another school while enrolled at Union in the same semester/term.

Parallel course – A course that has comparable learning outcomes to a course offered in a student's program of study.

Substitute course – a course approved through an academic petition that replaces a required course with comparable coursework to fulfill degree requirements.

Dual enrollment – college and high school credit earned simultaneously

III. Policy Content

Transfer of Credit Policies and Procedures

Policies for Evaluating, Awarding, and Accepting Transfer Credit

The following sections detail the various sources and pathways for transferring credit to Union University.

Prospective and current students must be aware that while some credits may transfer in and count toward graduation requirements, they may not count toward the major/degree program or the general education requirements. Decisions on transfer equivalencies are determined by the academic department.

Credit from Other Institutions of Higher Education

All credit earned at other institutions of higher education must be reflected on official transcripts sent directly to Union University.

Credit from colleges and universities institutionally accredited by USDE-recognized agencies:

Credit is accepted with the following considerations, but transfer equivalencies are determined by the academic departments (see [Transfer Equivalencies](#)).

- A minimum grade of C or equivalent is required. (If the course is part of an earned associate's degree, a grade of D or higher is required.)
- Time limitations for course currency may apply in specific programs.

Credit from other institutions (not accredited by USDE-recognized agencies or unaccredited): Course credit from unaccredited institutions may be accepted if the course has been or can be demonstrated to be substantially similar to a Union University course. This type of credit is evaluated as follows:

- a. Consideration of the faculty member's credentials in comparison to the requirements at Union University.
- b. Consideration of the course description and learning outcomes from the course syllabus and those of a parallel or substitute course at Union University.

- c. International student transcripts are evaluated by the Academic Center in collaboration with academic departments to determine transfer equivalencies according to best practices. See the [Admission of International Students section of the Academic Catalogue](#) for more information.

Credit by Testing

Union University awards up to 32 semester credit hours by testing, following the minimum score recommendations of the ACE and generally accepts credit from ACE-recognized providers.

See the [testing page of the university website](#) for course parallels and transfer equivalencies, which are determined by academic deans in consultation with department chairs.

Dual Enrollment Credit

Freshmen who have earned college credits by dual enrollment (college and high school simultaneously) will have those credits evaluated in the same manner as transfer students.

Non-Credit to Credit Transfer

Union University may partner with churches and other organizations where students gain practical experience and receive some formal education while being taught by academically qualified instructors. Union University carefully evaluates the educational quality, learning outcomes, and faculty credentials for all such partnerships. Partnership approval is granted on a case-by-case basis after evaluation of appropriate documentation. In these cases, non-credit to credit transfer can only be applied to the specific programs and course equivalencies outlined in the partnership's Memorandum of Understanding (MOU). Such partnerships are established and maintained through the Provost's Office.

Credit for Prior Learning

Credit is transferable only into programs that award credit for prior learning (CPL). The maximum credit accepted by prior learning is 32 semester credit hours. Students may combine credit by testing and credit for prior learning; however, the maximum number of hours may not exceed 32 semester hours. The programs that award CPL utilize CAEL procedures and processes for prior learning assessment.

Student Policies and Residence Requirements

Students who want to apply courses taken at another college/university must understand the requirements for earning a Union University degree:

- **Concurrent enrollment:** students who wish to take courses at another school while enrolled at Union University in the same academic term must receive written approval from the registrar's office. This is rarely approved and only under exceptional circumstances.
- **Transfer limit:** No more than 72 semester credit hours earned from a two-year, junior, or community college may be used toward an undergraduate degree at Union.
- **Percent of program earned at Union University:**
 - For undergraduate students: at least twenty-five (25) percent of the required degree credit hours must be earned at Union University.
 - For graduate students: at least thirty (30) percent of the required degree credit hours must be earned at Union University.
- **Residence requirement:** Students must earn the last 12 credit hours for the degree through Union University.
- **Graduate program requirements:** Graduate catalogues for specific programs provide details related to grades, time, and residence for those programs.