



## Transfer Credit Policy

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Owner: Transfer Credit Manager

Summary: This policy describes the requirements for and processing of applications for transferring external credit to University of the People.

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### Purpose

The purpose of this Policy is to guarantee a correct application process for transfer credit that enables the University to achieve its mission, meets the standards of accrediting agencies, supports the goal of providing universal access to qualified students, and ensures that University of the People (“UoPeople” or “the University”) admits students of a high caliber who have the capability to successfully complete their studies at UoPeople.

### Policy Statement

UoPeople is committed to ensuring that each and every credit transferred to its courses and programs is individually assessed, without partiality. During the evaluation process, every course credit is considered individually using all the information available to UoPeople. This includes a course description, test results (if any), and any additional information given during the application process.

UoPeople does not discriminate on any basis and is committed to equal opportunity. We believe that a diverse student population is important from an educational and social perspective and enhances the educational experience for all. To this end, UoPeople may accept transferred credits from both accredited US and accredited non-US institutions.

### Criteria for Considering a Transfer Credit

UoPeople may award 50 percent of the credits required for an undergraduate degree program (exceptions may be made in special cases to a maximum of 75 percent) and a maximum of 50 percent for a graduate degree program. Hence, UoPeople will apply no more than 45 transfer credits toward the completion of an associate degree, no more than 90 credits toward the completion of a Bachelor's degree, and no more than 18 credits toward the completion of a Master's degree. Please note credits taken at the undergraduate level cannot be transferred towards UoPeople's Graduate Programs.

UoPeople will evaluate courses for those individuals who have submitted a complete application to study at UoPeople, including enrolled students.

1. The credits which the university will consider transferring are:
  - a. Courses from accredited US universities - credit for university courses requires an official transcript that includes the courses to be considered.
  - b. Courses from universities outside the US – credit for courses from universities outside the US requires a review by an established foreign evaluation service. This evaluation must be course-level, not transcript-level, in order to provide enough information for us to evaluate each individual course for transfer.
  - c. Non-collegiate credit:
    - Credit for AP courses- requires submission of the record of the test results
    - ACE CREDIT- requires submission of an ACE CREDIT transcript
    - Credit for IB courses- requires submission of the record of the test results
2. University of the People will consider transfer credit in the following cases, and the acceptance of transferred credit is at the sole discretion of the University:
  - a. The transfer credit is from:
    - an institution accredited by one of the accrediting agencies recognized by CHEA (Council for Higher Education Accreditation) or
    - a non-US accredited institution reviewed by an established foreign evaluation service, that is a member of NACES (<http://www.naces.org/>) or AICE (<http://aice-eval.org/members/>)
    - Non-collegiate credit:
      - Non-collegiate learning experiences must be evaluated and recommended for college credit by the American Council on Education (ACE College Credit Recommendation Service – CREDIT), Center for Lifelong Learning.
  - b. Each course considered for transfer must have a grade of C level or above. Once the course is recognized, it only transfers as earned credits without a grade and therefore does not affect the student's CGPA.
  - c. UoPeople will consider accepting transfer credit for a course in any instance in which the course content is equivalent to that of one of UoPeople's courses or in which the course may be used towards an elective credit in a UoPeople degree program.
  - d. AP courses will be considered for transfer credit if the applicant/student earned a score of three or above on the AP examination.
  - e. UoPeople will not accept remedial credits, experiential credit or continuing education units.

- f. UoPeople will accept transfer credits for UoPeople courses with proctored exams and the student must complete the remaining proctored courses as required by the catalog at the time.

## Evaluation Requirements

Applicants and students interested in receiving transfer credit must:

1. Complete an online form and specify the courses they want to be evaluated for transfer credit.
2. Provide proof of course completion. This requirement may be satisfied through the submission of:
  - a. For US institutions: an official transcript or copy
  - b. For non-US institutions: a transcript and evaluation from a [recognized foreign evaluation service](#). Documents that are not in the English language must be submitted along with a translation from the foreign evaluation service.
    - i. We define a foreign credential as one issued by an institution that is not located in the United States or its territories and is not accredited by a U.S. accrediting agency recognized under CHEA.
    - ii. When applying for transfer of foreign credits, you must submit a course-level evaluation (and English translation, as appropriate). This type of evaluation will convert the course information into the U.S. grading and credit system and prove accreditation in the country of origin. This information is necessary for us to evaluate foreign credentials. A transcript-level evaluation is not sufficient for transfer credit.
  - c. For non-collegiate credit: an ACE CREDIT transcript or AP test results
    - **To request an ACE CREDIT transcript**, contact the ACE Transcript Service, American Council on Education, One Dupont Circle, Washington, D.C. 200361193, (phone: 202-939-9434, (866) 205-6267- email: [credit@ace.nche.edu](mailto:credit@ace.nche.edu)). Students may also access the [ACE online Transcript System](#).
    - The non-collegiate learning experience must have been successfully completed during the period for which credit was recommended by the ACE CREDIT. When organizations decide to terminate participation in the program, the company becomes “inactive.” Course recommendations are given an ending date and the company is “dropped” from the next guide or directory publication. The University of the People may accept the inactive recommendations provided they are listed on the ACE CREDIT websites. ACE credit recommendations are published online at [www2.acenet.edu/credit/?fuseaction=browse.main](http://www2.acenet.edu/credit/?fuseaction=browse.main)
3. Complete the full degree program admissions process:
  - a. Successfully complete courses in UoPeople Foundations according to the University Admissions Policy
  - b. Successfully provide proof of high school/Bachelor’s degree completion according to the University Admissions Policy

## Review of Documentation

Any document sent by an applicant in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that the University utilizes to confirm degree comparability. Some credible providers of credential evaluations are

World Education Services (WES - [www.wes.org](http://www.wes.org)), Foreign Credential Services of America (FCSA - <http://foreigncredentials.org/>) and International Education Research Foundation (IERF - <http://www.ierf.org/>). The University may also accept evaluations from other credible sources at the discretion of the Admissions Committee. For a full list of credible service providers, see the list of NACES members (<http://www.naces.org/>) or AICE members (<http://aice-eval.org/members/>). Any transcripts from outside the US must be evaluated by one such service provider and the **course-level** evaluation must be uploaded to the transfer credit request form offered on our online portal, before transfer credit requests can be evaluated.

All documents submitted to UoPeople become the permanent property of UoPeople and will not be returned.

## **Making the Decision**

UoPeople accepts applications to the University five times a year and prospective students may apply for transfer credit to any of the five terms. For the transfer credit request to be considered complete, the online application, including all materials and required documentation, must be received by the Office of Transfer Credit before the relevant admissions cut-off date.

Every application is reviewed by the Office of Transfer Credit, which is responsible for assessing a course's relevancy to the UoPeople degree program. Acceptance of credits is at the University's sole discretion. Decisions are made on a course-by-course basis. UoPeople announces its admissions and unofficial transfer credit decisions by the Notice of Admission Day.

UoPeople operates per the semester hour credit system and, when evaluating courses taken under the quarter hour system, will multiply the credits of the quarter hour system by 0.667. For example:

- a. Three-quarter-hour credits will equal two-semester hour credits at UoPeople
- b. 4.5-quarter-hour credits will equal three-semester-hour credits at UoPeople

## **Timeline and Fees**

### For Applicants

- a. Applicants must complete the online application to the university and the online application for transfer credit, including all materials and required documentation, before the relevant application deadline for the term.
- b. The Transfer Credit Office will evaluate transfer credit applications and send the applicant a decision.
- c. Applicants must pay the Application Processing Fee (according to the university Admissions Policy)
- d. Applicants who have courses approved for transfer must pay the Evaluation Fee by the day before the Final Notice of Admission Day. Please note that the transfer credit assessment fee is refundable until the courses are officially approved (transferred into the student's transcript once the student has completed at least one degree course at UoPeople).
- e. Applicants who fail to pay the Evaluation Fee within the required timeframe will be assumed to have declined the offer of transfer credit and their transfer credit application will be closed. They will then need to complete UoPeople Foundations and will have the option to apply for transfer credit again as a student (see below process).

- f. Applicants who pay by the deadline must then successfully complete one Foundations course, UNIV 1001, in order to become a degree seeking student.

#### For Enrolled Students

- a. Students must complete and submit an online application for transfer credit, including all materials and required documentation.
- b. The credits will be officially approved and listed on the student's transcript once the student has completed at least one course as a degree student at UoPeople and only after paying an Evaluation Fee of \$17 per accepted course.
- c. The Evaluation Fee must be paid before the upcoming course registration period starts. Please note that the transfer credit assessment fee is refundable until the courses are officially approved (transferred into the student's transcript once the student has completed at least one degree course at UoPeople).
- d. Students who fail to pay the Evaluation Fee within the required timeframe as described in C above, will be assumed to have declined the offer of transfer credit and their transfer credit application will be closed.

#### **Closed Applications**

The University will not provide a reason for not accepting an applicant's credits for transfer to the University.

At its discretion, the University may re-review applications of rejected credits from students who wish to appeal the transfer credit decision by emailing the office of transfer credit at [Transfer.Credit@uopeople.edu](mailto:Transfer.Credit@uopeople.edu).

All documents are maintained by the University following submission; documentation does not need to be resubmitted unless there has been a change in the University's transfer credit requirements. The University will only re-review courses once.

Any applicant found to have plagiarized or falsified any portion of their application will be denied admission. Any discovery of misleading submissions will be grounds for automatic denial of an application. Any discovery of misleading submissions after an applicant has been admitted will be grounds for automatic and immediate expulsion from the University.