



University of Dallas

**Academic and Student
Transfer of Credit Policy**

POLICY SAT
Responsible Executive:
Provost
Responsible Office:
Office of the Provost
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy contains University of Dallas policy regarding the transfer of course credit from other institutions or based on prior experience. It is intended to provide the University's policies in compliance with 34 C.F.R. § [668.43\(a\)\(11\)](#), including, but not limited to, (1) any established criteria the University uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the University will not accept credits; (2) a list of institutions with which the University has established an articulation agreement. Placement (AP) exams, International Baccalaureate (IB) exams, and dual credit courses.

- 2.2.1.1. **Pre-college exams.** The appropriate department chairs, with the approval of the department's Dean, determine the transferability of specific scores on pre-college examinations such as the AP and IB exams. Certain scores and exams may provide

placement rather than credit, or may require an additional examination or subsequent coursework in order to receive credit.

2.2.2. **Post-secondary credits.** Credits transferred from a two-year or junior college may not exceed sixty (60) credit hours.

2.2.3. **Application of credit limits.** The limit on the number of credit hours that may be earned under Section 2.2 of this Policy is calculated when the student submits the credits for evaluation, and again prior to graduation.

2.3. **Credits earned after matriculation at the University.** Students currently matriculated in an undergraduate degree program may not transfer credit from a course taken at another college or university unless they obtain written permission from the offering department on this campus prior to enrolling in the course.

2.3.1. To request transfer approval, students must complete a Transfer Credit Request Form from the Office of the Registrar and submit it, along with the catalog description and/or course syllabus of the proposed course, to the appropriate department chair for the approval signature.

2.3.2. The appropriate department chair will evaluate the proposed course to determine whether it would provide a substantially equivalent educational opportunity in comparison with current University of Dallas degree programs. The appropriate department chair's evaluation is subject to the approval of the department's Dean.

2.3.3. Students must then return the signed form to the Office of the Registrar prior to enrolling in the course.

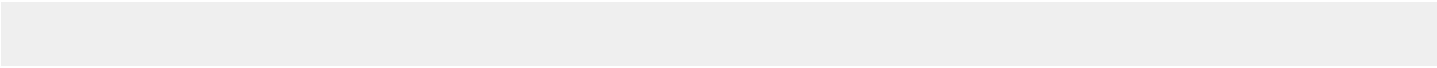
2.3.4. Grades earned at other institutions are not averaged with grades at the University except when the student is being considered for graduation with honors. Credit is not transferred without approval.

3. TRANSFER OF CREDIT – BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS

The following transfer of credit policies apply to all graduate students in the Braniff Graduate School of Liberal Arts at the University of Dallas:

3.1. Transfer of graduate credits earned at other institutions is not automatic.

3.2. Some programs with special curricula rare(1)-2(62a1*r-7(a)4(m)-2(s)-1(4(t)-90.96 0.965(S)-6(C)]TJ-2(c)4

- 5.2. Andean Center for Latin American Studies, Quito, Ecuador;
 - 5.3. Dallas Institute for Humanities and Culture;
 - 5.4. FuJen Catholic University College of Management, New Taipei City, Taiwan;
 - 5.5. Institute for Future Education Entrepreneurship (iFEEL), Mumbai, India;
 - 5.6. Loyola University Chicago, Quinlan School of Business;
 - 5.7. Mount Carmel College, Bangalore, India;
 - 5.8. Narsee Monjee Institute of Management Studies, Mumbai, India;
 - 5.9. Texas Woman's University, College of Nursing;
 - 5.10. Universal Business School, Mumbai, India;
 - 5.11. Universidad ESAN, Lima, Peru;
 - 5.12. University of North Texas (Air Force ROTC);
 - 5.13. University of South Florida, Morsani College of Medicine;
 - 5.14. University of Texas at Arlington (Army ROTC and Electrical Engineering); and
 - 5.15. University of Windsor, Odette School of Business.
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- 7.1.6. New England Association of Schools and Colleges (NEASC);
 - 7.1.7. Accrediting Commission for Community and Junior Colleges (ACCJC);
 - 7.1.8. Association to Advance Collegiate Schools of Business (AACSB);
 - 7.1.9. Association of Theological Schools (ATS); and
 - 7.1.10. Accreditation Board of Engineering and Technology (ABET).
- 7.2. **“Appropriate department chair”** means the chair of the department that oversees a specific course.
 - 7.3. **“Braniff”** means the Braniff Graduate School of Liberal Arts at the University of Dallas.
 - 7.4. **“College of Business”** or **“Gupta”** means the Satish and Yasmin Gupta College of Business at the University of Dallas.
 - 7.5. **“Constantin”** means the Constantin College of Liberal Arts at the University of Dallas.
 - 7.6. **“Department chair”** means the chair of an academic department.
 - 7.7. **“Non-accredited institution”** means any educational institution that does not qualify under the definition of accredited institution.
 - 7.8. **“University”** and **“the University”** mean the University of Dallas.

8. RESPONSIBILITIES

| Responsible Party | List of Responsibilities |
|-------------------------------|---|
| Office of General Counsel | <ol style="list-style-type: none"> 1. Monitor compliance with this Policy. 2. Coordinate with the Offices of Student Affairs and Human Resources regarding preparation of the biennial review. |
| Office of the Provost | <ol style="list-style-type: none"> 1. Monitor compliance with this Policy. |
| Constantin, Dean’s Office | <ol style="list-style-type: none"> 1. Coordinate with Constantin, Department Chairs regarding the evaluation of requests for transfer credits and consistent application of standards. |
| Constantin, Department Chairs | <ol style="list-style-type: none"> 1. Evaluate and decide requests for transfer credits, subject to approval of Constantin Dean. 2. Periodically review standards applied for consistency with purposes of academic courses and programs. |
| Office of Admissions | <ol style="list-style-type: none"> 1. Coordinate with Constantin, Dean’s Office and Constantin, Department Chairs to better advise prospective students regarding |

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| | 2. Periodically review standards applied for consistency with purposes of academic courses and programs. |
| College of Business, Dean's Office | 1. Evaluate and decide requests for transfer credits. 2. Periodically review standards applied for consistency with purposes of academic courses and programs. |
| Braniff Graduate School, Dean's Office | 1. Evaluate and decide requests for transfer credits. 2. Periodically review standards applied for consistency with purposes of academic courses and programs. |

9. PROCEDURES

| Task | Procedure |
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| Establishing transfer credit standards | 1. Department chairs and their Deans establish transfer credit standards. 2. Department chairs and their Deans periodically review their transfer credit standards. |
| Evaluating requests | 1. Department chairs and/or Dean evaluate and, where appropriate, approve requests for transfer of credit. |
| Approved transfer recorded | 1. Transfer credits that are approved in accordance with this Policy are recorded by the Office of the Registrar on the student's official transcript. |

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