



THE CATHOLIC UNIVERSITY OF AMERICA

Office of the Dean

Metropolitan School of Professional Studies

Washington, DC 20064

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Transfer Credit Policy

The Catholic University of America's Metropolitan School of Professional Studies (MSPS) recognizes that working professionals are responding to changing career and educational goals by returning to college to complete their degrees and other academic credentials. Adult learners are looking for a quality, relevant education and a flexible process for earning credit. Flexibility in evaluating transfer credits is critical for facilitating this educational transition, and, in response, MSPS has created these transfer credit guidelines. For information regarding your specific needs, we encourage you to contact a MSPS academic advisor at (202) 319-5256.

I. Quantity of Credits Acceptable for Transfer:

- a. **Bachelor's Degree Programs** (i.e., B.A.Mgt., B.A.I.S., or B.A.I.T.): Students may transfer in up to 84 credits (total) from regionally-accredited institutions of higher learning or qualifying non-traditional sources (please refer to Section IV), which includes all transfer credits pre- and post-matriculation¹. Transferability of credit is determined at the discretion of the program based on factors such as course equivalence, date of completion, and grade (minimum "C").
- b. **Master's Degree Programs** (i.e., MA-HRM or M.S.M.): Students may transfer in up to 6 credits (total) from regionally-accredited institutions of higher learning, which includes all transfer credits pre- and post-matriculation. Transferability of credit is determined at the discretion of the program based on factors such as course equivalence, date of completion (typically, no more than 5 years prior to entry into program), and grade (minimum "B").
- c. **Certificate Programs** (i.e., Human Resource Management, Business Management, or Information Technology): Students may transfer in up to 3 credits (total) from regionally-accredited institutions of higher learning, which includes all transfer credits pre- and post-matriculation. Transferability of credit is determined at the discretion of the program based on factors such as course equivalence, date of completion, and grade (minimum "C").

¹ Matriculation is defined as the first semester of admission and registration.

II. Qualifications of Credits Acceptable for Transfer:

- a. For undergraduate and certificate students, credits from non-traditional sources such as the College Level Examination Program (CLEP), Advance Placement (AP), International Baccalaureate (IB), or military training may be acceptable for transfer. No more than 30 of the 84-credit maximum may be non-traditional credits and no more than 15 of these 30 non-traditional credits may be CLEP credits. Please see Section IV of these guidelines for a list of sources of non-traditional credit.
- b. Credits that represent subject areas currently available at CUA, even if no equivalent course is offered at CUA, may be acceptable for transfer. However, transfer credit typically will not be granted for work in subject areas not offered at CUA - e.g., physical education or recreation. No credit will be given for a transfer course for which the CUA equivalent has already been completed.
- c. Pass/Fail courses may be accepted for transfer for undergraduate and certificate programs, but only if the official transcript verifies that "Pass" equals a grade of "C" or better.
- d. Any course acceptable for transfer to CUA's MSPS must have a minimum of 37.5 contact hours in the classroom. Hybrid and distance learning/online courses will be evaluated on a case-by-case basis.
- e. All transfer credits must be approved by the office of the Dean of MSPS.

III. Transferring Credits to CUA After Matriculation:

With approval from the Dean of MSPS, matriculated students may take courses at other regionally-accredited institutions of higher learning on a limited basis. However, students may transfer in no more than the total allotted for their individual programs (i.e., bachelor's, master's, or certificate) as described in Section I of these guidelines. Please note that undergraduate students must also complete at least 12 credits at CUA within 12 months of the end of their final semester as described in the *Undergraduate Announcements*.

Students planning to take courses at another regionally-accredited institution (during any academic semester or summer session) must obtain approval from the Dean of MSPS before the end of the semester prior to the semester in which they plan to take the transfer course(s). Approval is granted on a case-by-case basis depending on the student's need for the course(s), degree requirements, etc. Without prior approval, transfer of credit is not guaranteed. Students hoping to take courses at another institution should also contact the CUA Office of Financial Aid (202-319-5307) to determine how/if funding will be affected.

IV. Sources of Acceptable Non-Traditional Credit:

American Council on Education (ACE)

ACE evaluates courses of study offered through business and industry training sites. If these courses of study meet the college-level criteria established by ACE, then credit value is typically

assigned. Award of credit by MSPS is subject to the policies herein and to review by the office of the Dean. These ACE credit values are not always identical to the course credit values offered on college campuses, and students must take the responsibility for determining if ACE credit will be useful in their college program of study. Upon request, ACE will send transcripts of the student's course work to colleges or universities. Students should check with the Human Resources Department where they are employed to determine if any of their training has been evaluated for college credit. For additional information about ACE and course transcriptions, students may visit www.acenet.edu.

Advanced Placement (AP)

The AP testing program is generally available to high school juniors and seniors through their local high schools. AP exams are widely accepted, however, once students have completed high school or its equivalent, they are not eligible for AP examinations. Students may receive college credit for these courses provided they earn a score of 4 or 5 on the AP examination; award of credit is subject to the policies herein and to review by the office of the Dean. For additional information on the AP testing program, students may visit <http://www.collegeboard.com/student/testing/ap/about.html>.

College Level Examination Program (CLEP)

The CLEP gives students the opportunity to receive college credit for what they already know by earning qualifying scores on any of 34 examinations². Achievement of approved scores, with essay examinations where required, will earn the credits indicated. Award of credit is subject to the policies herein and to review of the official CLEP transcript by the office of the Dean. MSPS typically uses ACE-recommended score minimums to award credit.

The Catholic University of America's MSPS is a CLEP center. For more information on the CLEP exams, visit www.collegeboard.com/clep. CLEP preparation and study books are available at local bookstores. Catholic University students and applicants to Catholic University are eligible to take CLEP exams at CUA. Please contact MSPS for information about the next CLEP offering.

Defense Activity for Non-Traditional Education Support (DANTES)

DANTES Examinations are another of the external examinations used by Metropolitan College to grant credit. They were originally used in the Armed Services, but have recently been made available to civilian populations as well. They are similar to the CLEP Exams but offer a series of examinations in technical areas that are unavailable in the CLEP program. DANTES scores should be submitted directly to MSPS via official transcript. If the test scores are above the minimum required for credit, students may receive the credit. Award of credit is subject to the policies herein and to review by the office of the Dean.

² Description text sourced to: <http://www.collegeboard.com/student/testing/clep/about.html>.

International Baccalaureate (IB) Program

The International Baccalaureate (IB) Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities³. In order to be eligible for review of credit from an IB program, students must have completed the entire IB program and present the IB diploma to the office of the Dean. Award of credit is subject to the policies herein, to review of IB program requirements, and to review by the office of the Dean.

Metropolitan School of Professional Studies/Internal Examinations

In some cases, required or prerequisite MSPS courses may be waived by examination (e.g., MIS104 Intro to Computers, MIS105 Microcomputer Applications I, or MIS107 Microcomputer Applications II) so that the next level course may be taken. Credit is not granted in these instances. For specific information about these examinations, please contact a MSPS academic advisor at (202) 319-5256.

Military Training

If students served or are currently active in any U.S. military branch, they may receive credit for training completed; credits would be evaluated via the DD-214. MSPS accepts college credit recommendations put forth by ACE for military training (courses) and job classifications (MOS). Award of credit is subject to the policies herein and to review by the office of the Dean.

Other Types of Transfer Credit

In many cases, MSPS will accept credits documented through portfolio assessment, if they have been transcribed by another regionally-accredited institution of higher learning. Evaluation is simplified when the transcribing institution grants experiential credit for courses already listed in its catalogue. Award of credit is subject to the policies herein and to review by the office of the Dean. For specific information on this type of credit, please contact a MSPS academic advisor at (202) 319-5256.

For any and all questions related to transfer credits, please contact the Metropolitan School of Professional Studies office at (202) 319-5256.

³ Description text sourced to: <http://www.ibo.org/diploma>.