

A. POLICY STATEMENT

Coursework completed at an accredited institution of higher education will be evaluated for credit at Stephens College, consistent with requirements established by degree level and discipline.

B. PURPOSE

This policy describes the academic requirements and practices regarding the transfer of credit for undergraduate and graduate programs.

C. SCOPE

This policy establishes Stephens College's standards in all of its academic programs for the acceptance of credit hours earned at another institution.

D. UNDERGRADUATE STUDENTS

All college-level coursework completed with a grade of C or better at an accredited institution of higher education, including dual credit earned while in high school, will be evaluated for credit at Stephens College. Transfer credit is incorporated into the academic record as degree, general education, or elective credit. The appropriate dean or faculty designee will evaluate credit that may apply toward a major or minor upon submission of an official transcript and course catalog information.

Accepted transfer credit will be included in the cumulative hours earned, but neither grades nor grade points earned at other institutions are used in the computation of the Stephens College grade point average. Credit earned at institutions that have non-regional accreditation, and all credit earned 20 or more years prior to admission, will be considered for transfer, but only on a course-by-course basis as approved by the Registrar or an Academic Dean or faculty designee.

Credits earned through the Mid-Missouri Associated Colleges and Universities (MMACU) consortium, as well as those earned through a similar consortium agreement with Columbia College, are transfer credits and will be evaluated as such.

Eligibility of transfer courses to fulfill General Education requirements are evaluated by the Registrar. Students who hold an Associate of Arts degree from an accredited college in the state of Missouri will be considered to have met all the lower level general education requirements. The Sophomore Global Studies requirement will be considered met if the student transfers in 60 hours or more of qualifying coursework, completed English Composition I and Composition II, and has taken two courses that fit the Intercultural array learning outcomes. All students must take the senior capstone Global Ethics course at Stephens College.

ARTICULATION AGREEMENTS

The College's articulation agreements establish the College's credit-transfer agreements with partner schools. Details may be found in the Undergraduate Curriculum Catalog.

SCORES

Official score reports from Advanced Placement, College Level Examination Program, and International Baccalaureate must be submitted in order for the College to assign credits.

E. GRADUATE STUDENTS

At the graduate level individual programs set their own policies and standards for transfer credit. Please consult the Program Director.

For graduate programs that accept transfer credit, the total amount of transfer credit for a student pursuing a first master's degree cannot exceed nine semester hours without permission from the Vice President for Academic Affairs. Students may be asked to audit a course to refresh their knowledge and learn current trends if they completed a required course five (5) years ago or longer at another institution. The auditing requirement will be determined by the designated Program Director.

Students auditing a course are not expected to take exams or complete large assignments. No grade will be assigned for students who audit. The instructor will confer with the Program Director regarding the students understanding of the course material.