ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 2/08, 5/09, 02/11, 01/13, 04/13
No: 2-T-800-01
Date: April 2015
Required Review Date: January 2017
Written By: APG Committee
Approved By:

Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Undergraduate Transfer Credit

PURPOSE: To facilitate the transfer of courses taken at other institutions

EFFECTIVE FOR: Undergraduate students

POLICY: Courses taken at other institutions will be evaluated for content to determine transferability to Allen College

Courses completed at regionally accredited colleges and universities may be acceptable for transfer to Allen College. Transfer credits from international students should be evaluated through the Educational Credential Evaluators, and students requesting the evaluation must ask for a Catalog Match Evaluation.

General education courses not offered at Allen College are typically transferred based on the standards of the University of Northern Iowa (UNI). However, Allen College reserves the right to use course descriptions and syllabi to determine if courses not transferrable to UNI are acceptable for Allen College programs. To be eligible for transfer, a course must be substantially equivalent to a comparable Allen College/UNI course in terms of content and rigor. Course descriptions and syllabi are used to determine whether courses are suitable for transfer.

The following criteria are applied to determine the suitability of courses for transfer:

- The course has approximately equivalent content, contact and or clinical hours as are required for a comparable Allen College/UNI course.
- The course requires student assessments, such as exams or writing assignments, approximately as extensive as those required for a comparable Allen College/UNI course.
- The course uses a standard text book equivalent to that used in a comparable Allen College/UNI course.
- The course covers approximately the same amount of material as is covered in a comparable Allen College/UNI course.

In general, college-level courses in which passing grades have been earned are acceptable for transfer to Allen College. Undergraduate students may transfer in up to 12 hours of technical credit towards an associate’s or bachelor’s degree at Allen College. Refer to 2-A-800-01 Admissions Criteria for Undergraduate Health Sciences Students and 2-A-800-03 Admissions Criteria for Undergraduate Nursing Students for a listing of passing grades in the undergraduate programs.
PROCEDURE:

_Evaluation of transfer credit:_

1. At any time during the application process, students may request a degree audit be prepared based on previous college transcripts. This may be used as an estimation of coursework to complete prior to admission. Degree audits are not official until the student has been admitted and all official transcripts have been received.

2. When students apply, the Admissions Counselor reviews coursework taken at other institutions to determine whether the courses are acceptable for transfer. A degree audit will be prepared indicating which courses have been accepted for transfer and will be sent to the student with the admission letter.

_Course Equivalency Guides_

Course equivalency guides have been developed for all Iowa community colleges, State Universities, and select private colleges to assist in planning coursework that will transfer to Allen College.