

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 2/08, 5/09, 2/11, 1/13, 4/13, 4/15,
5/17

No: 2-T-800-01
Last Review Date: February 2020
Required Review Date: January 2022
Administrative Unit: APG Committee
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Undergraduate Transfer Credit

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

**EFFECTIVE
FOR:** Undergraduate students

POLICY: Courses taken at other post-secondary 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. If the coursework was completed at a college or university that is not regionally accredited, the recommendations by the American Association of Collegiate Registrars and Admission Officers or the American Council on Education will be used.

Transfer credits from international colleges and universities shall be evaluated through Educational Perspectives®, a not-for-profit organization providing foreign credential evaluations. Students seeking to transfer credit from an international college or university must ask for a Catalog Match Evaluation.

General education courses not offered at Allen College will be evaluated to determine how each course fulfills Allen College's general education categorical requirements (i.e., humanities, social sciences, natural sciences, diversity elective, and other electives). In making this determination, transferred courses will typically meet Allen College's general education categorical requirements based on the standards of the transferring institution. Allen College reserves the right to use course descriptions and syllabi to determine if courses are acceptable for Allen College programs. Allen College also uses the University of Northern Iowa (UNI) as a comparable institution in measuring general education course standards. To be eligible for transfer, a course must be substantially equivalent to a similar 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. Some programs may require at least a "C" grade for a specific course to be applied to the degree program. 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 individual program admission policy for a list of passing grades in each undergraduate program.

PROCEDURE:

Evaluation of transfer credit:

1. At any time during the application process, students may request a transfer credit evaluation be prepared based on previous college transcripts. This evaluation may be used as an estimation of coursework to complete prior to admission. Evaluations are not official until the student has been admitted and all official transcripts have been received.
2. When students apply, the Registrar's Office, in conjunction with program faculty when appropriate, reviews coursework taken at other regionally accredited 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 course work that will transfer to Allen College.