

## Transfer Credit Policy

(revised 12/19/14)

Transfer credit will be awarded for university-level work successfully completed at a CHEA recognized accredited postsecondary institution when appropriate to the student's degree program. University-level work successfully completed at a non-accredited postsecondary institution and appropriate to the student's degree program will be evaluated on an individual basis.

### Procedures:

1. The Registrar has the responsibility of determining transfer credit.
2. Only courses in which a "C" (2.00) or above has been earned will be evaluated for transfer credit.
3. Distance education courses will be considered in the same manner and using the same criteria as face-to-face courses.
4. In evaluating work taken at a postsecondary institution for transfer credit, the following factors will be considered:
  - a. The content of the course and how well it matches with the content of a course in Cairn's curriculum. The Registrar should consult with the chair of the department in which the course is offered when specific information on course content is needed.
  - b. The characteristics of the institution or agency which awarded the credit (i.e. accredited/non-accredited; domestic/foreign; collegiate/non-collegiate)
  - c. The characteristics of the credit reported on the transcript (i.e., level/basis of credit).
  - d. The appropriateness of the credit to the student's degree program.
  - e. Credits will be computed from a "quarter hour" system to credit hours by multiplying by 0.67.
4. Transfer credits will be applied to a student's permanent record after a student has enrolled and official transcripts have been received.
5. Cairn course number, title, and hours for which transfer credit is granted will appear on the student's permanent record, not grades or grade point earned. If a block transfer of credits is awarded, e.g. in the Bible Ministries program, the total hours for which transfer credit is granted will appear on the student's permanent record.
7. Courses as noted in the University catalog as being required in residence are not covered by this policy.
8. If a student desires to appeal a decision of the Registrar, appeal should be made to the Provost, not to the faculty or a committee of the faculty.