

## VI.07 TRANSFER CREDIT

Please see Chapter VII.2.2 (<http://catalog.linfield.edu/faculty-handbook/chapter-vii/transfer/>) for additional policies and procedures pertaining to transfer courses and the Linfield Curriculum.

### VI.7.1 General Policies

In order to meet a particular educational objective, a student may find it necessary to earn credit for work done through other academic experiences. The university may grant credit for the completed work provided the undergraduate coursework is done through a regionally accredited college or university (or through a recognized college or university in another country with transcripts officially evaluated by an NACES or ACUE member organization), the courses are comparable to courses listed in the Linfield University Course Catalog, the grade in the transferable course is C or higher, and the student has received authorization from the Office of the Registrar. Generally, these must be courses numbered 100 or above. A transfer course may not be used to replace a grade for an equivalent Linfield course. A student may not receive credit for both transfer courses and courses taken at Linfield with the same content, or for lower-level courses taken after more advanced courses. The university is under no obligation to give academic credit for instances not covered by these provisions. Transfer credit from institutions on the quarter system will transfer as one quarter credit = .67 semester credit.

Up to the limits imposed by Linfield University's Residency Requirements, full credit is awarded for work completed at a four-year college or university, and up to 72 credits can be granted for work taken at a two-year college. A student may not receive transfer credit when the combination of transfer credits and Linfield credits would exceed the 18-semester credit maximum in one semester or five semester credit maximum for January Term (or combination thereof).

Courses designated as Capstone, CWE (Cooperative Work Experience), Independent Study, and Internship are transferable only upon approval by a Linfield academic department. Approval will only be given upon review of a syllabus submitted by a student. These courses cannot carry any LC designation or be eligible to be used towards any General Education Requirement.

Courses designated as Special Studies/Topics/Projects are transferable only upon approval by a Linfield academic department. Approval will only be given upon review of a syllabus submitted by a student. These courses may only carry an LC designation if approved by the CAS Curriculum Committee.

Transfer credit will be summarized on the academic record and is not used to compute a student's Linfield GPA.

Any single course transferred from an outside institution and applied toward the BS requirement must be at least three semester or three quarter credits. The BS requirement may be completely satisfied with three three-quarter credit classes, two four-quarter credit classes, or with combinations of quarter and semester credits that equate to at least 5.33 semester credits.

### VI.7.2 Transfer Credit Articulation Procedures: Departmental Courses

The following procedures apply transfer equivalency determinations for departmental courses. Detailed information regarding transfer credit policies and procedures related to the Linfield Curriculum can be found in

Chapter VII.2.2. (<http://catalog.linfield.edu/faculty-handbook/chapter-vii/transfer/>)

### VI.7.3 Registrar's Office Evaluation of Courses (Domestic Courses from Regionally Accredited Institutions)

- Academic Records Specialist receives college transcript.
- For any course on the transcript that does not have an existing articulation, consult catalog of sending institution to obtain course description.
- If course description is substantially similar to a current Linfield course, propose an equivalency in Transfer Evaluation System (TES) and assign evaluation task to appropriate department chair.
- If course description does not seem equivalent to any Linfield course, Academic Records Specialist will assign an evaluation task to the Associate Registrar of Transfer and Academic Policies, who will evaluate course for meeting LC MOIs and/or Diversity Studies learning outcomes.

#### VI.7.3.1 Faculty Evaluation of Courses

- For proposed equivalencies, the chair of the academic department will have one week to evaluate the course and make a decision.
- If no decision is rendered in one week, the Provost or relevant dean will remind the chair via email that a proposed equivalency requires their immediate action.
- If no decision has been made two weeks from the initial creation of the evaluation task in TES or relevant program, and no confounding circumstances exist (e.g., the department chair is not available due to emergency), the Registrar's Office, in consultation with the relevant Curriculum Committee chair, will make a determination on the equivalency.
- The decision of the department chair for equivalencies is final. If a student wants to contest the decision, they will work directly with the department.