POLICY REGARDING TRANSFER OF CREDIT

General Information

Grace accepts credit on the basis of our semester hour standard. In accepting credits from schools using the quarter system, the following procedure is employed: one quarter hour equals two thirds of a semester hour.

Credit from Regionally Accredited Schools

All credit for courses that satisfactorily meet the institutional requirements (grade of "C-" or above) are transferable to Grace, provided the completed courses are comparable to courses currently offered at Grace.

In cases where more than 90 hours of work is being transferred, a minimum of 60 hours is required in residency at Grace before a degree can be granted.

Credit from State Accredited or Non-Accredited College, Bible Institutes, and Bible College

A maximum of 60 hours of credit is acceptable from schools in this category. These 60 hours of credit are accepted on the same basis as those from an accredited institution.

A maximum of 30 hours of Bible and 30 hours of non-Bible credit is acceptable from Bible colleges and Bible institutes in this category.

Credit Transferred that is less in Credit Hours than the Equivalent at Grace

General Education

- The Admissions Office, the Registrar's Office, and the Academic Dean's Office are the only offices on campus that evaluate transcripts from other institutions for the purpose of granting credit.

- These offices grant credit for course work transferred based on course titles. If more in-depth evaluation of content is needed, departments are contacted or the transfer student is asked to produce a catalog and/or course description describing the course content.

- For any of Grace's General Education courses and their respective credit-hour value, the office accepts a course of one hour less in credit as fulfilling the course requirements at Grace. (e.g., if the course at Grace is 4 semester hours but the student took an equivalent course of only 3 semester hours credit at another school, Grace accepts the three hour course as fulfilling the requirement).

- If the course being transferred is more than one hour deficient, the student needs to either take the entire course or make up the deficiency in readings, independent study, or other supplementary work for credit.

NOTE: It is very important to note that although the above guidelines are general policy for all General Education courses, it is always superseded by particular departmental requirements. For example, an institutional major such as Business Administration or Communications may be able to function with the above policy, whereas an Education major, due to state requirements for teacher certification, may have to make up the one hour deficiency regardless of our general policy. (A common example is English Composition for Education majors who are transfer students.)
Major/Minor Requirements

- A student who transfers course work from another institution that is less in credit hours than our course equivalent must make up the deficient hours within the major and/or minor.

- It is up to the department to determine whether that work must be done within that particular course discipline or within the general major/minor area of study. For example, if a student is one hour deficient in Marketing, the department decides whether the student needs an additional hour in Marketing, or another hour in any Business elective.

- All students must meet the total hour requirement for their major and minor. There are no exceptions to this. If the student's major is 36 hours and due to transfer of credits he/she ends up with 35 and two-thirds hours, he must take at least one other hour or course to earn the required 36.

Transfer of Credit from Technical or Vocational Schools

- Courses at Ivy Tech or other technical/vocational schools are not automatically transferred into the Grace College curriculum because the course content, structure, and philosophy of education is not the same for liberal arts as it is for technical/vocational schools. The credits are deferred and held in an "escrow" file until the student has completed 12 hours of course work and earned a cumulative GPA of at least 2.2.

- If the student earns the required GPA after 12 hours of course work, the Registrar's Office processes and posts the credit to the Grace transcript. Such transfers of credit are also being required to meet any specific departmental transfer of credit policies. Furthermore, remedial work in either general education courses or in the Major department may be required. The Major department reserves the right to require the student to repeat certain courses (even if a similar course has been accepted in transfer) or do remedial work in order to improve one's competency in the Major. Failure to earn the 2.2 GPA after twelve hours of course work may result in none of the transfer credit being accepted. The student could jeopardize his/her financial aid if satisfactory progress is not met during that first year.

- The Admissions Office will not automatically grant credit for work done at technical or vocational schools. If a student desires to have credit for this work, he/she may prove competency in the subject(s) by taking a C.L.E.P. exam (if offered in that particular discipline). If a C.L.E.P. exam is not available, the student is to contact the department chairman about the procedures for "testing out" of a given course in that department. For a departmental exam, the department determines the scale for scoring the test, but a "B" grade or higher is required institutionally in order to earn credit by exam. After the exam is taken, the results of the test are submitted to the Vice President for Academic Affairs on a Special Petition form (available in either the VP for Academic Affairs' Office or the Registrar's Office). In order to post the information to the student's record, the following data must be included:

  1. The name of the student and student number (SSN)
  2. Course title for which credit is being earned
  3. Number of credit hours being earned
  4. Numeric percentile earned on the exam (i.e., 82%, 94%, etc.)

- The maximum number of hours that can be earned in this manner is the same as printed in the "policy on credit by exam," namely 16 hours maximum in any one method (i.e. CLEP, Advanced Placement, Departmental Exam, or Correspondence) or 30 hours maximum in any combination of the above.

- The cost to the student for taking a departmental exam is always commensurate with the cost that is being charged for CLEP exams.
MASTER OF ARTS PROGRAM POLICY REGARDING TRANSFER OF CREDIT

No more than six credits of course work from another graduate program can be transferred. The program faculty along with the Registrar will determine which course can be accepted for transfer credit. Students should request transfer credit in writing from the previous school. Official transcripts must be submitted to the Registrar’s Office with a course syllabus or course description for the course(s) the student wishes to transfer.

POLICY ON TUITION REFUNDS

Policy

Tuition refunds for students dropping a class or withdrawing entirely from school are based on the official date of action that is recorded by the Registrar's Office. It is the student's responsibility to file the proper paperwork within the week the class was dropped in order to receive maximum refund as per the Refund Schedule published by the Controller's Office.

Student Procedure

A student who is dropping a class or withdrawing completely from school must come to the Registrar's Office (Indiana Hall) to complete the proper forms.

A withdrawal from a class or from school entirely is considered "Official" if the student files the proper paperwork with the Registrar's Office. Failure to file the paperwork within the week class(es) were dropped results in a smaller refund to the student. Refunds are based on the date the action is recorded in the Registrar's Office.

A withdrawal from a class or from school entirely is considered "Unofficial" if the student fails to file the proper paperwork and quits attending classes or leaves. Under these circumstances, the student suffers a loss of refund and could incur financial penalties. Refunds are based on the date the action is recorded in the Registrar's Office.

Student Appeal Process

The policy on tuition is published in the student handbook and in the respective policy manuals of the Controller's Office, the Registrar's Office, and the Financial Aid Office.

Any student desiring to appeal his/her situation does so as follows:

- The Registrar's Office makes the printed policy available for review by the student. If in his/her mind, the institution is responsible for the student's loss of refund, then he/she makes that determination known to that office.

- If the Registrar's Office feels an appeal is in order, they determines if it is an academic or financial appeal and proceeds as follows:
  1. An appeal that questions the date of withdrawal, advisor-related issues, or grading matters is addressed to the Registrar.
  2. An appeal that questions the amount of a refund resulting from a withdrawal is addressed to the Assistant Controller/Controller.

- The Registrar refers appeals beyond the procedures of #2 to the Vice President for Academic Affairs and by the Controller to the Vice President for Business Affairs.