

Policies of Transfer Credit

Undergraduate Policies

Transfer and Advanced Placement Credit

Transfer Credits – Students may be admitted to the University by transfer from other colleges and universities. These applicants will be admitted to advanced standing only upon completion of all required documentation. Upon presentation of the credentials, the applicant is admitted with Freshman, Sophomore, or Junior status. Only credits applicable to the program of study will be considered for transfer. With this stipulation, courses in which the applicant has earned a minimum grade of “C” at an accredited institution of higher learning within 10 years of application to Holy Family may be accepted. Courses over 10 years may be accepted but are subject to review. Up to a maximum of 90 credits may be accepted from an outside institution. The total number of transfer credit and non-institutional credit (e.g. CLEP, AP, Dantes, etc.) may not exceed 90 credits. Transfer credits will be officially posted to the student’s record after matriculation. Transfer credits will not be accepted for any course completed at Holy Family University and subsequently repeated at another University.

Students who have earned an associate’s degree or higher at an institution of higher learning prior to initial enrollment at Holy Family are eligible for up to 42 credits in core courses in transfer. Courses in the major or prerequisite courses will be required and vary from program to program. All courses will be evaluated for program requirement fulfillment to maximize transferability.

The number of credits that an accepted student must complete (including requirements in the area of specialization, core requirements, the comprehensive examination, and/or any special examinations) depends upon the total number of credits required for the degree. A minimum 2.0 GPA must be maintained for the additional credits earned. The minimum GPA may vary by program (e.g., Education, Nursing). Specific program requirements should be consulted for relevant information.

Advanced Placement Study – Holy Family participates in the Advanced Placement Program of the College Entrance Examination Board. High school students who have taken college level courses and the board’s advanced placement examination submit the official test scores to the University. Students who have achieved a score of 3 or higher are eligible for consideration for credit at the discretion of the Vice President for Academic Affairs or designee. These incoming students receiving advanced placement credit are required to take the normal credit load for the semester.

International Baccalaureate – Holy Family University will consider for credit for advanced placement International Baccalaureate courses with Higher-Level examination results of 5, 6, or 7. Courses meeting these criteria will be accepted if they are applicable to the student's program of study.

Official International Baccalaureate transcripts should be directed to:

Registrar's Office – HFH 216

Holy Family University

9801 Frankford Avenue

Philadelphia, PA 19114-2009

Pre-Matriculated College Credit – If a student took college-level courses while enrolled in high school, the student may be able to transfer the credit to Holy Family University. Only courses taken at a regionally college or university with grades of C or better are accepted for transfer, and all college-level work will be evaluated in accordance with Holy Family University transfer policy. The student must have an official college transcript sent directly to the Admissions Office in order for the transfer credit to be evaluated.

Credit for Non-Traditional Learning

Holy Family University recognizes and awards up to 30 credits for each or any combination of the following non-traditional programs. These credits are included in the maximum number of 90 credits eligible for transfer toward degree completion.

Challenge Examinations

With the permission of the respective School Dean and notification of the Registrar, students who have acquired knowledge and skills in non-traditional ways may receive credit through challenge examinations. These are tests formulated by the instructor and made available in certain schools. These tests may be written or oral, or a combination of both, and are designed to ascertain that the student possesses the basic equivalent knowledge and skill as a student who successfully completes the course.

The following restrictions apply to challenge examinations:

- No more than 30 credits may be earned through challenge examinations
- Not all courses are available on a challenge basis
- Preparation for challenge examinations must be done independently; students may not audit the respective course.
- Students who have received permission to take a challenge examination must:

- Register with the School offering the Challenge Exam before the conclusion of the semester drop/add period.
- Pay the non-refundable fee of 1/3 credit hour charge.

The student will receive a Pass/NG grade for each examination. These grades do not carry quality points and are not reflected in the cumulative average. If any challenge examination is failed, the student must take the course in order to receive credit.

Students will initiate the request to take a challenge examination by completing the Challenge Examination Request Form in the Dean's office in which the course is located.

College Level Examination Programs (CLEP/DSST Program)

The option to challenge courses through the College Level Examination Program or the DSST Program is available. It is advisable, however, to consult first with an academic advisor regarding the subjects, the number of credits, and the scores that the University will accept through these examinations. Credit is awarded by transcript entry only after the student has been matriculated at Holy Family with a GPA of 2.0 or above. At the time of this examination, arrangements should be made to have official scores forwarded to the Academic Advising Center. The School of Nursing uses the ACT-PEP examination to validate prior knowledge.

Non-Collegiate Training

Holy Family subscribes to the recommendations of the American Council on Education for college credits earned through the training programs offered and/or sponsored by non-collegiate training programs that have been evaluated for college credit by the American Council on Education's National Guide to Educational Credit for Training Programs. Such credit will be considered as equal to credits earned at other regionally colleges and universities and accepted through transfer by Holy Family University.

Credit for Prior Learning Assessment (Portfolio Review)

Enrolled students who feel they have learned specific subject matter through prior work experience may petition to receive credit for this experience through a Portfolio Review Process. Prior learning credit cannot be awarded for life experience alone; credit is granted only for documentable learning that has occurred through that experience. Students must have completed 6 credits before requesting a portfolio review. To request a portfolio review, the student should first meet with a faculty mentor from the school in which the course is located to review the student's prior work experience and compare these experiences to learning outcomes for specific courses. Students whose work experience fits with course outcomes initiate the request for a portfolio review by completing the *Portfolio Review Request* form and paying the associated non-refundable portfolio review fee. Students have one semester to

work with their faculty mentor(s) to submit the portfolio. At the completion of the semester, the faculty member makes a recommendation to the Dean regarding credit to be awarded. Credit earned through portfolio review will earn a grade of "P" (Pass). These grades do not carry quality points and are not reflected in the cumulative average. If students do not complete or earn credit through the portfolio review, nothing is recorded on the transcript. Not all courses are eligible for credit through portfolio review. Students can only attempt a portfolio review for a given course once.

Credit for Experiential Learning

Experiential Learning is a professional work opportunity meant to enhance academic coursework and to bridge the gap between academics and a student's entry-level job after graduation. The Career Development Services, located in the Campus Center, offers opportunities for all majors in the School of Business and Technology, the School of Arts and Sciences, and the Integrated Health Promotion program. Students are encouraged to make an appointment with their advisor, who will guide them through the experience.

Credit for Study Abroad

Holy Family University encourages qualified students to study abroad if such study seems likely to contribute to their educational objectives. Students must plan their program with their Academic Advisor and School Dean and submit the program to the Vice President for Academic Affairs for final approval. This procedure is necessary if academic credit is to be granted for study abroad. If students enroll for approved courses at colleges or universities abroad, transfer credit will only be awarded for courses in which a minimum grade of "C" is earned. Grades earned at institutions abroad will not be included in the calculation of the student's grade point average. Various options are available for semester-long as well as single course study abroad experiences. Information concerning Holy Family Study Abroad programs may be obtained from the Vice President for Academic Affairs or the respective School Dean.

Credit for Off-Campus Studies

Coursework may be taken at other two or four-year institutions by students matriculated and in good academic standing at Holy Family University. This coursework will not be accepted for credit unless the student has obtained advance written approval from the School Dean (courses in the area of concentration only) and the Dean of the School of Arts and Sciences (courses in the general education core and/or offered by the School of Arts and Sciences). Students must use the Credit For Off-Campus Studies for Matriculated Students Form prior to enrolling in the course. Credit is transferred only for a minimum grade of "C" or better. Grades obtained at other colleges or universities are not included in calculations of the cumulative grade point average. Students may take no more than 16 credits during the summer terms only at other two or four-year institutions.

Online Consortium of Independent Colleges and Universities (OCICU)

Students with a cumulative grade point average of 3.0 may, when necessary, request permission to take an online course through OCICU. Courses taken through OCICU count as Holy Family credit and the earned grades are calculated into the semester and cumulative grade point averages. In some instances, the institution offering the course utilizes a grade scheme different than that of Holy Family University. In these instances, the Registrar will assign the grade to the course that most closely adheres to the Holy Family University undergraduate grade scheme. Students begin the approval process with their academic advisor and must have the permission of the Dean of the school in which the course is offered and the Dean of the school of their major. Students enrolled in OCICU courses agree to abide by the course dates of the offering institutions.

Partnership with Rize Education

Certain courses within the School of Business and Technology as well as within the Nutrition major in the School of Nursing and some general education courses are offered through a partnership with Rize Education and are noted as such in the course descriptions. These courses are all offered in an online, asynchronous format and Holy Family students take these courses alongside students from other universities that participate in the LCMC consortium. All courses have been vetted through Holy Family University's standard faculty governance processes and are assessed using the same methods as courses taught by Holy Family University faculty. Students who successfully complete these courses earn Holy Family University credits that are applied toward their degree.

Graduate Policies

Transfer of Credit

Upon applying to a graduate program, a student may present for evaluation graduate credits completed elsewhere within the last seven years and not applied toward completion of a degree. Acceptance of such credits will depend upon whether or not the courses are related to the program, whether the student has obtained a grade of "B" or better in the course(s), and whether or not the college giving credit for the course would consider the course as acceptable for application to their degree program. Applicants should review any additional specific requirements concerning the acceptance of transfer credits by a given graduate program. After admission, all courses taken at other institutions for transfer credit require prior approval from the School Dean or designated program official of the school in which the student is matriculated.

Maximum allowable transfer credits are dictated by the total credits in the graduate program. Up to nine graduate credits can transfer into a 30 to 39-credit graduate program. Up to fifteen graduate credits can transfer into a graduate program with 40 or more credits.

Credits for certification programs can only be accepted on a case-by-case basis.

Credits for a degree completion or graduate nursing program can only be accepted on a case-by-case basis.

Credit for Prior Learning through Work Experience (Portfolio Review)

Enrolled students who feel they have learned specific subject matter through prior work experience may petition to receive credit for this experience through a Portfolio Review Process. Prior learning credit cannot be awarded for life experience alone; credit is granted only for documentable learning that has occurred through that experience. Students must have completed 6 credits before requesting a portfolio review. To request a portfolio review, the student should first meet with a faculty mentor from the school in which the course is located to review the student's prior work experience and compare these experiences to learning outcomes for specific courses. Students whose work experience fits with course outcomes initiate the request for a portfolio review by completing the *Portfolio Review Request* form and paying the associated non-refundable portfolio review fee. Students have one semester to work with their faculty mentor(s) to submit the portfolio. At the completion of the semester, the faculty member makes a recommendation to the Dean regarding credit to be awarded. Credit earned through portfolio review will earn a grade of "P" (Pass). These grades do not carry quality points and are not reflected in the cumulative average. If students do not complete or earn credit through the portfolio review, nothing is recorded on the transcript. Not all courses are eligible for credit through portfolio review. Students can only attempt a portfolio review for a given course once.