

## Conditions of Acceptance of Transfer Credit

Montreat College strives to ensure the highest quality academic experience for all our students. Therefore, we limit the number and type of transfer credits we accept. We require that credits apply to students' degree programs and limit the number of credits applied via credit-by-examination, from non-regionally accredited institutions, and from documented learning. Similarly, we do not accept transfer credits acquired through groups that lack appropriate approval by the American Council on Education.

- Academic work from a regionally accredited school with a grade of **C** or better (2.00 on a 4.00 scale) will be accepted in transfer. Courses that do not apply to a student's degree program will not be accepted.
- Transferred courses must be at the same level and be equivalent in content to the Montreat College courses. If there is any question of course equivalency, it is the responsibility of the student to provide proof that courses are equivalent (i.e. provide course descriptions, syllabus).
- Montreat College endorses the North Carolina Comprehensive Articulation Agreement, which can be viewed at [www.northcarolina.edu](http://www.northcarolina.edu). Transfer students who have earned the Associate in Arts or Associate in Science degree from a North Carolina Community College and who meet the minimum requirements for admission to Montreat College will receive transfer credit for all eligible courses subject to normal transfer credit policy. No more than **66** semester hours may be transferred from two-year schools.
- The maximum number of undergraduate credits that may transfer from other institutions is **90** semester credits.
- The combined total of credits that can be accepted from non-regionally accredited colleges or universities, NCA credit, or Credits by Examination is **30** for a bachelor degree, or **15** for an associate degree.
  - Courses from non-regionally accredited colleges or universities are considered on a course-by-course basis; coursework must have an earned grade of *C* or better; *acceptance of such credits is dependent upon Montreat College's evaluation of the equivalency of coursework and level of instruction.*
    - Academic work presented from a nationally accredited agency governed by the Council for Higher Education Accreditation may be evaluated for transfer equivalency.
    - Students may request that academic work presented from a non-accredited faith-related institution be considered for transfer equivalency.
- For courses from an international institution, the transcript must be translated and evaluated by a credible educational evaluation company.
- The transfer of courses into the undergraduate or graduate core must be approved by the Office of Records and Registration, in consultation with a full-time faculty member in the discipline. Approval of transfer credit for the program core should be finalized prior to enrollment into the degree program.
- Credits from regionally accredited institutions will be considered for courses which Montreat College offers no equivalent course, provided that the transferred course is considered within the general framework of the liberal arts curriculum and is relevant to the degree pursued. Only courses that are academic in nature and purpose will be accepted in transfer.
- Vocational training courses, such as air conditioning technology, electrical circuitry, welding, and typing are **not** accepted. However, some vocational courses that are academic in content may be considered for up to 30 semester credit hours.
- Transferred quarter credit hours will be converted to semester credits using the following formula:  
**Semester credit = quarter hours x 2/3.**
- A degree-seeking Montreat College student who wishes to enroll in courses offered by another institution must complete the required form and receive approval to do so from the Records and Registration Office. Failure to follow this procedure may result in loss of transfer credit for these courses.
- Students transferring with senior status from another institution must successfully complete at least **18** semester credit hours in their major at Montreat College.
- A student who is transferring from another institution and who has been placed on academic probation/warning for the previous semester will be automatically placed on academic probation at Montreat College.

- Courses transferred to Montreat College will be assigned the grade of *P* (passing) and will be considered as earned credit but will not affect the grade point average or graduation honors.

Students who are transferring and are participating in athletics must also follow guidelines established by the NAIA in order to be considered eligible. Meeting athletic eligibility requirements does not automatically qualify a student for admission to the College.

Official transcripts are required in order to receive transfer credit from an approved institution. For printed paper copy transcripts to be considered official, they must be received directly from the institution in a sealed envelope. For electronic transcripts to be considered official, they must be received by the College via a recognized online transcript service. The Office of Records and Registration will determine the authenticity of a transcript if there is any uncertainty.