

Transfer Credit Evaluation Policy for Undergraduate Credits

Criteria for Accepting Transcripts

1. Evaluations are performed using official transcripts and documentation received. An official transcript typically is marked as such and carries security enhancements. It is delivered in a sealed envelope or via a secure electronic method.
2. U.S. Universities/Colleges must be accredited by an agency recognized by the U.S. Department of Education.
3. International Universities/Colleges must have a credential evaluation performed by a credentialing service that is a member of the National Association of Credential Evaluation Services (NACES) or by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Criteria for Accepting Courses as Transfer Credit

Courses transferred to Mercer are evaluated on a course-by-course basis. This is done by review of catalog course descriptions and, if needed, course syllabi. If there is no direct comparison, but the transfer course fits within academic disciplines offered at Mercer University, elective credit may be given. Mercer University reserves the right to deny credit for courses that are not compatible with those offered in its baccalaureate degree programs.

1. The maximum number of credits accepted from 2-year colleges and schools is 64 semester (96 quarter) total. This includes any combination of 2-year colleges attended. If the student has taken more than 64 credits, the additional credits must be rejected in order to stay at the 64 credit limit. There is no credit cap on 4-year schools and universities. However, students must meet all curriculum and residency requirements, including the completion of a minimum of 32 semester credits (or no less than 25% of the degree), in residence at Mercer. In order to convert quarter credits to semester, each quarter hour of credit is awarded 2/3 of a semester hour of credit. For example, a 5 quarter credit course converts to 3.33 semester credits.
2. In order for a course to be considered for transfer credit, the course must carry college credit and the student must have earned a grade of "C-" or better. (Although courses with grades below C- are non-transferable, the grade will count towards a student's admission eligibility and is used when calculating university honors at graduation time.)
3. Students will be given no more credit for a course than the credit granted at the other institution.
4. Remedial courses (i.e. not at college level) are not transferrable. These courses usually have course numbers starting with "0" and are in subjects such as reading, English, and math.
5. Courses taken as English as a Second Language (ESL) are not transferrable.
6. Courses will not transfer if they are considered occupational, vocational or technical in nature, do not meet Mercer's academic standards, or are not similar to disciplines offered by Mercer University.
7. For courses taken at technical schools, Mercer University does not accept general education courses offered at the diploma/certificate level.
8. Correspondence work will not be accepted for credit toward a degree
9. The maximum number of credits allowed for extension work (e.g. internships or practicums) of a non-correspondence nature is 12 semester credits
10. Courses considered for transfer credit must not be repeated courses or contain duplicate subject content.

Prior Learning Assessment

The University assesses and evaluates prior learning to award transfer credit and assist students in advancement of their graduation plans. Prior Learning Assessment is available to all students fully admitted to Mercer University. No more

than 32 combined semester credits may transfer from examinations, portfolio evaluation, or military credit. Refer to the Registrar's website for specific credit guidelines for the examinations.

Prior Learning Assessment includes the following:

1. Advanced Placement (AP) exams developed by the College Board for AP high school courses in various subject areas.
2. College Level Examination Program (CLEP) exams which are tests of college material developed by the College Board. Credit may not be awarded for a course previously failed or audited.
3. Other standard examinations: DANTES/DSST military exams, ACT-PEP, International Baccalaureate (IB), and Advanced Level A exams.
4. Examinations developed and administered by a Mercer school or college to verify learning achievement for advanced standing.
5. Portfolio assessment within the individual school or college at Mercer. Consult an academic advisor and/or refer to the catalog section of the specific school or college.
6. Military education and experience using the ACE guide for military credit evaluation and Mercer's transfer policy. An official Joint Services Transcript must be submitted to the Office of the Registrar. Credit may also be granted for courses completed at the Community College of the Air Force.

Test scores must be sent directly to Mercer University from the testing authority. Credit is not awarded based on high school or college transcripts. International credits will be evaluated on a case-by-case basis.

Prior Learning authorization will not be given for a course under any of the following circumstances:

1. If the student has previously audited the course
2. If the student has previously taken the course
3. If the student is currently enrolled in the course
4. If the course is a prerequisite or an introduction to a course already completed. This provision does not apply to skills courses such as physical education or music.

Other guidelines apply to Prior Learning Assessment:

1. For national or standardized examinations, the University determines and publishes credit equivalencies. Credit equivalencies are listed on the Registrar's Office website.
2. For school- or college-developed examinations, the individual school or college determines and publishes credit equivalencies.
3. No duplicate credit will be awarded. For example, if a student earns an IB score of 6 on the Mathematics HL test, the awarded course would be MAT 191. If the same student earned a 4 on the AP test Calculus AB, the award would also be MAT 191. The student would only be awarded one time, either via IB or AP for MAT 191 (4 credits).
4. If a student earns credit from different exams, credit will be awarded from the exam that would provide the most credit. For example, a CLEP score of 50 or higher yields 4 credits for CHM 111. A score of 5 on the AP exam results in 8 credits for both CHM 111 and CHM 112. The student would receive the 8 credits for CHM 111 and CHM 112.
5. The individual school or college determines if credit for prior learning fulfills general education requirements.
6. Credit for prior learning may not be used to satisfy residency requirements.
7. Credit for prior learning may not be used to satisfy more than one half of the major-field or minor-field requirements in a program of study.

Individual schools and colleges at Mercer may have additional rules regarding transfer credit including course and grade limitations. Refer to the catalog and/or contact an academic advisor for additional information.

Appealing the Transcript Evaluation

In some cases, students may not be satisfied with how their courses transferred into Mercer and may question the evaluation. In these cases, the student has the right to appeal the evaluation. Likely, the course description did not provide enough details for an accurate assessment to be made. In cases of appeal, the student may provide the class syllabus either to the evaluator or to the chair of the department. It may be possible that upon review of the syllabus, the evaluator can make a better assessment and change the credit previously granted. If not, the chair of the department will make the decision.

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