	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-AC-08.2	Title: Transfer of Credit Policy	
	Rev # : 03	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2017

1. Purpose

1.1 The university of Pasadena UPAS transfer credit policy and procedure has been formulated to aid the process of evaluating transfer of credit.

2. Scope

2.1 This policy applies to all coursework considered for transfer to University of Pasadena.
 2.2 These transfer credit processes are designed to uphold the integrity of the degree and to decrease undesirable variability in the credit transfer process.

3. Definitions

3.1 Transfer Credit: The granting of credit by one institution for courses or programs successfully completed at another institution.

4. Responsibility

4.1 The Chief Academic Officer is responsible for the effective implementation of the policy.

5. Procedure/Process

5.1 Transfer of credit – Procedure

- All Potential students are welcomed to make a transfer request to the UPAS in the application.
- They have to map course they have already taken to the UPAS course and attach the detailed syllabus of the course requested along with transcript to the admission team to evaluate the transfer request.
- Admission team receives transfer request from the prospective student along with their application.
- The prospective students are required to match the UPAS courses for which they require transfer credits along with the syllabus and transcripts.
- The office of admissions forwards the request to the Program coordinator who is responsible for evaluating and approving the transfer request.
- The Program Coordinator, if needed, will get the expertise of the faculty member to approve the transfer request.
- The evaluation process will consider syllabus coverage, previous institution credentials, credits earned in that course, duration and level of the course.
- The outcome of the transfer request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documents under student file.



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5.2 Limitation to transfer the credit

- Maximum of 10 credits can be transferred in master degree program out of 36 credits.
- 26 credits have to be earned in UPAS course as graduation requirement.

5.3 Transfer of credit appeal

- A student disagreeing with the application of transfer credit by the University may appeal the decision by contacting the Chief Academic Officer (Email: cao@upasadena.org).
- A comprehensive transfer credit team “Transfer Review Committee” is assigned to this function, with a periodic review and enforcing of transfer credit policies and procedures and to handle appeals.
- This committee is chaired by Chief Academic Officer and two faculty members appointed by the chairperson.
- The committee’s consideration of the appeal shall include, but shall not be limited to, the compliance of the institution(s) with the guidelines set forth in this policy, the student’s compliance with the guidelines set forth in this policy, and the student's rights and responsibilities statement.
- The committee will respond within 5 working days of the receipt of the written appeal from the student.

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5.4 Transfer Credit Evaluations Form

Student Name		Application ID	
Program Name			

Transfer evaluation	
Requested transfer course Name :	
UPAS Course Name:	
Descriptions	Remarks
Syllabus coverage	
Points/marks earned	
Mode/duration	
Certification/Award	
Others	

Transfer outcome		
<input type="checkbox"/>	Approved	Reason
<input type="checkbox"/>	Rejected	

Comments (If any)

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Transfer of credit evaluator details			
Name		Signature	
Title		Date	

6. Review

The transfer of credit policy is reviewed every year by the University of Pasadena.