

	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-AC-08.2	Title: Transfer of Credit Policy	
	Rev # : 07	Approved By: Chief Executive Officer (CEO)	Date : 06 Sep 2021

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	12 Oct 2015
2	No change	Chief Academic Officer (CAO)	10 Oct 2016
3	No change	Chief Academic Officer (CAO)	09 Oct 2017
4	No change	Chief Academic Officer (CAO)	08 Oct 2018
5	No change	Chief Academic Officer (CAO)	07 Oct 2019
6	No change	Chief Academic Officer (CAO)	17 Nov 2020
7	No change	Chief Academic Officer (CAO)	06 Sep 2021

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**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

- Potential students must complete the Credit Transfer request form available in the website and submit it along with the application.
- Students must map course they have already taken to the UPAS course in the Credit Transfer request form.
- The application form, completed transfer credit request form, detailed syllabus of the course and transcript should be emailed to [admissions@upasadena.org](mailto:admissions@upasadena.org) for evaluation.
- The office of admissions forwards the request to CAO ([cao@upasadena.org](mailto:cao@upasadena.org)) who is responsible for enforcing the transfer of credit policy.
- The CAO enlists the services of the appropriate faculty member to evaluate and complete the Transfer request evaluation form.
- The evaluation process will consider syllabus coverage, level of the course, previous institution credentials, credits earned in that course (minimum of 3.0) and duration.
- The outcome of the transfer request is communicated to the prospective student, via email, by the admission team through a credit transfer evaluation form and all the documents used along with the reason for approval or rejection is documented as part of the student records.


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**5.2 Limitation to transfer the credit**

- A maximum of 10 credits can be transferred in Master’s degree program out of 36credits.
- As a graduation requirement, 26 credits must be earned at UPAS.
- Only courses taken in an approved institution will be considered for Transfer of credit.
- Only courses with a grade B or better are accepted for transfer.
- No credit will be given to Experiential learning earned in other Institution.
- Only graduate level courses qualify for transfer to graduate degree programs.
- Only the credit hours will be transferred and not the grades and so, it won’t be counted towards the student’s cumulative grade point average.
- Only the course completed within 2 years of the application date will be considered for the credit transfer.

**5.3 Transfer of credit appeal**

- A student, who is not satisfied with the transfer of credit evaluation by the University, may appeal the decision by forwarding the received Transfer request evaluation form along with the original set of documents submitted for evaluation, to the Chief Academic Officer via email [cao@upasadena.org](mailto:cao@upasadena.org) , within 2 business days of receiving the decision.
- The CAO’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 CAO will respond within 5 working days of the receipt of the written appeal from the student. The decision of the Chief Academic Officer is final and no further no appeal is allowed

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5.4 Transfer Credit Evaluation Form

<b>Student Name</b>		<b>Application ID</b>	
<b>Program Name</b>			


<b>Transfer evaluation</b>	
Course name to be transferred:	
Equivalent UPAS Course Name:	
<b>Descriptions</b>	<b>Remarks</b>
Syllabus coverage	

Grade earned	
Mode/duration	
Level of the course	
Other comments	

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

<b>Comments (If any)</b>

<b>Transfer of credit evaluator details</b>			
<b>Name</b>		<b>Signature</b>	
<b>Title</b>		<b>Date</b>	

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**6. Review**

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