



## ONLINE UNDERGRADUATE TRANSFER POLICY SUPPLEMENT

*This document serves to provide additional explanation regarding transfer equivalency for undergraduate credit in accordance with policy 104.000 [Transfer Credit Policy](#).*

### **Courses Eligible for Transfer**

In order to receive full credit for a course, the course must be completed at a college/university accredited by or having candidate status with a regional accrediting organization, ABHE, TRACS, or other accrediting agency recognized by the American Council on Education (USDE).

- Courses must be submitted on an official transcript.
- Courses must be college-level.
- The student must have an earned grade of “C” or above. (Note: A grade of “S” or “P” may not constitute a “C” or better.)
- A 2-hour course can meet the requirement of a 3 hour course, but the student must make up the additional hour.

### **Standardized Test Acceptance**

- Advanced Placement (AP); see Undergraduate catalog
- American Council on Teaching of Foreign Languages (ACTFL); see Undergraduate catalog
- College Level Examination Program (CLEP); see Undergraduate catalog
- International Baccalaureate (IB) ; contact the Office of the University Registrar
- Cambridge International Exams (AICE); see Undergraduate Catalog

### **Complex Transfer Situations**

#### Unaccredited Institutions

- Student must submit an Unaccredited Institution Review form (available upon request from the Admissions or Registrar’s office).
- If approved, 2/3 credits can be awarded with a maximum of 31 hours.
- Approval is valid for 3 years, after which the institution must be reevaluated.

#### International Schools

- Must be evaluated by an outside agency such as WES or AACRAO.
- The student is responsible to submit any materials and pay associated fees.

#### Military Transfer

- Credit is awarded based on the official transcript from the military with a maximum of 31 hours.
- ACE recommendation must be submitted for the course.
- Military credit is designated as upper or lower division by ACE.

#### Torchbearer Schools

- Student must provide the following for evaluation:
  1. An official transcript
  2. A portfolio including class notes taken during courses, any projects or assignments completed, any tests taken, a list of reading assignments completed, and a list of ministry experiences.
  3. A 1000 word essay (typed, double spaced) summarizing the educational experience at the Torchbearer School. In the essay, students should explain how their experience at the Torchbearer School helped them grow in the areas of Biblical knowledge, ministry skills and spiritual life. The student should also include any mission trips they took, any outreach and evangelism that were done and any other outreaches or service projects that were experienced.

- The student will be notified of credit evaluation within 30 days of student submission with a maximum of 31 hours awarded. Most commonly students will receive half of these credits toward their field of study and half toward general electives.

Courses without a specific transfer policy, but of similar title and content to courses below, may transfer from an accredited institution.

### **Bible/Theology/Ministry**

**12-18**

*Bible, theology, and ministry courses from a Christian college or university may transfer to meet these 18 credit hours. Course-by-course equivalency or 18 hours of other specific Bible/Theology content may meet this requirement. Students transferring more than 60 hours must complete 12 hours of Bible/theology/ministry courses and 6 hours of interdisciplinary Bible-related courses to meet this requirement.*

Course Number	Course Name	Transfer Note
<b>BIB 1010*</b>	New Testament Survey	<i>Similar course title or other Bible/theology content course</i>
<b>BIB 3010</b>	Life of Christ	<i>Similar course title or other Bible/theology content course</i>
<b>MSD 2010*</b>	Living the Christian Faith	<i>Similar course title or other Bible/theology content course</i>
<b>MSD 4010</b>	Marketplace Ministry	<i>Similar course title or other Bible/theology content course</i>
<b>THE 2010</b>	Survey of Bible Doctrine	<i>Similar course title or other Bible/theology content course</i>
<b>THE 3010</b>	Biblical Theology of Leadership	<i>Similar course title or other Bible/theology content course</i>

**\*Waived for students transferring 60+ credit hours.**

### **General Education**

**30-39**

*Acceptable courses for this requirement include general, introductory, principles of, and foundational courses. Application, skill, or Bible/theology courses do not satisfy this requirement. The purpose of general education at Columbia International University is to provide students a foundation for life-long learning, to cultivate the life of the mind, and to expand their global perspective. General education introduces students to a breadth of knowledge in the following disciplines: humanities, fine arts, natural science, social science, behavioral science and mathematics.*

Course Number	Course Name	Transfer Note
<b>BUS 1020</b>	Introduction to Finance	<i>Any mathematics course may meet this requirement</i>
<b>COM 1010</b>	Communication for Leaders	<i>Any communication course may meet this requirement</i>
<b>CPT 1010</b>	Technology for College	<i>Any computer course may meet this requirement</i>
<b>ENG 1010</b>	College Writing and Research I	<i>Any first year composition course (course one on a two course sequence) may meet this requirement</i>
<b>ENG 1020</b>	College Writing and Research II	<i>Any first year composition course (course two on a two course sequence) may meet this requirement</i>
<b>HIS 2010</b>	World Civilizations	<i>Any history course may meet this requirement</i>
<b>SCI 2010</b>	Earth Science	<i>Any science course may meet this requirement</i>
<b>RES 3010</b>	Research and Concept Development Skills	<i>Waived for students transferring in 60+ hours</i>
<b>PHI 1010</b>	Philosophy and Worldview	<i>Any philosophy course may meet this requirement (apologetics or worldview courses from a Christian college/university may also meet this requirement)</i>
<b>PHI 3010</b>	Personal and Social Ethics	<i>Any ethics course may meet this requirement</i>
<b>PSY 2010</b>	Org & Industrial Psychology	<i>Any psychology course may meet this requirement</i>
<b>SOC 1010</b>	College Study Skills	<i>Waived for students transferring in 60+ hours</i>
<b>SOC 2010</b>	Cultural Diversity	<i>Any course focused on other cultures may meet this requirement (sociology, anthropology, world religions, missions) Waived for students transferring in 60+ hours</i>

### **Leadership Development**

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Course Number	Course Name	Transfer Note
<b>LDR 1010</b>	Introduction to Leadership	<i>Waived for students transferring in 60+ hours or 6+ hours of military transfer</i>
<b>LDR 3010</b>	Organizational Leadership	

**Major Specific Courses**

*If the course title and description does not essentially match with CIU's course, the appropriate academic dean is consulted for any final approval.*