

## **TRANSFER OF CREDIT POLICIES**

According to the established practice in higher education, receipt of credit from other institutions is neither automatic nor obligatory. The receiving institution has the exclusive right to accept or reject credits earned at other institutions.

1. Ozark Christian College will accept credit for equivalent courses for degrees offered at Ozark from other institutions accredited by regional or national accrediting organizations recognized by CHEA (Council for Higher Education Administration).

2. Academic transcripts from previous colleges must be submitted to the Registrar's Office for evaluation. Transcripts must be sent to the Ozark Christian College Registrar's Office directly from the college(s) and/or university(ies) previously attended. The transcripts must be official, authentic, signed, and affixed with the school seal. Transcripts may be faxed to the college; however, they will be considered unofficial documents only, pending the official, authenticated, signed, and sealed documents received in the mail or via an electronic transcript services used by the other institution.

3. Determination of equivalency will be made by the Registrar's Office in conjunction with the Executive Vice President of Academics. Students may be asked to submit either a course description or course syllabus to evaluate equivalency of course work.

4. Students must have earned a grade of at least 2.000 on a 4-point scale in the course to be considered for transfer.

5. Ozark Christian College measures all courses in semester credits. Transferred courses that were transcribed using a quarter system will be converted to semester credits.

6. Transfer credits:

For students enrolling in bachelor's degree programs:

A maximum of 75% of transfer credits will be accepted toward a bachelor's degree.

For students enrolling in associate's degree programs:

A maximum of 75% of transfer credits will be accepted towards an associate's degree.