



TRANSFER CREDITS

SIU only accepts credits from recognized colleges/Universities...

Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

- Official transcripts must be received directly from the former institution within a student's first semester, or no transfer credits are officially granted. Official transcripts must be received within one enrollment period not to exceed 12 semester credits hours of attendance.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that are equivalent to those of SIU courses. Courses in a student's major must meet the same general course objectives as San Ignacio University courses.
- It is the policy that SIU only accepts those transfer credits that are applicable to the student's degree requirements; in general, all university/ college level courses in which a passing grade have been earned are acceptable for transfer to the university (See grading system).
- San Ignacio University accepts up to 75% of transfer credits into the undergraduate degree program.; and 50% of transfer credits into the master program. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academic Department.
- Students seeking transfer credits **from International Colleges or Universities** are required to provide an official transcript and a certified Transcript as well as a course description (from catalog), and course Syllabi translated and evaluated by a member the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the foreign credentials to credentials awarded by institutions in the United States.

Diploma Programs transfer of credits: Transfer of credits do not apply to diploma programs.

Veterans Transfer of credits

San Ignacio University accepts up to 75% of transfer credits into their undergraduate degree program; and 50% of transfer credits into the Master program. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academic Department.

Veteran's credit for previous education or training/ Credit for Prior Learning: VA students must report all previous education and training. San Ignacio University will evaluate and grant credit, if appropriate. If credit for previous education or training is granted, the VA student's training time or period of enrollment at the University may be shortened, the tuition reduced appropriately, and notification to the VA student will be provided.

Transfer of Credits from San Ignacio University to other institutions: Students who are interested in continuing their education at an institution other than San Ignacio University should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that



institution. Transferability of credits is at the discretion of a receiving institution. San Ignacio University cannot assure transfer of credit.

TC Appeal procedure

The student must provide the academic coordinator the supporting documentation for a transfer analysis. This includes the official transcript, course description(s), syllabus, and academic quality verification documentation. If the student does not provide this information by the deadline, the documentation will not be accepted, and a transfer evaluation will not occur. SIU reserves the right to deny credit for courses that are not compatible with those offered in its degree programs.

If some courses do not transfer and the student questions a decision, the student should consult the Academic coordinator who completed the transfer evaluation. An Appeal of official transfer credit evaluations are intended for students who have had an official transfer credit evaluation completed and was denied due to insufficient supporting documentation (e.g., course description(s), syllabus, academic quality verification documentation, etc.). Students should review the University's transfer credit policies prior to submitting their appeal. Students who believe that their transfer credit evaluation is inconsistent with published policy may appeal to the academic coordinator who completed the evaluation.

Transfer credit appeals are reviewed by the program academic coordinators, and/or Dean of academic affairs, depending on the nature of the appeal. The student will be notified of the appeal results via email. All appeals must be complete. Incomplete appeals or verbal appeals will not be considered.