



Addendum II to the 2013-2014 University Catalog – Policy Handbook

Effective Spring 2014 session, the following sections of the catalog have been amended/added:

TRANSFER OF CREDITS

Credits are considered for transfer from any regionally or nationally accredited college or university, as well as ACE, CLEP, DANTES, Excelsior, and other non-traditional forms of learning as deemed appropriate by College Deans or designees. Decisions on the transfer of credits are ultimately at the discretion of the College Deans or designees. Students may formally appeal transfer decisions to the Provost or designee. Appeals must be submitted in writing and must be accompanied by supporting documentation or evidence such as a course syllabus.

Students are urged to review the specific policy statement applicable to each degree program regarding maximum transferable credits to the program and concentration, or both. Transfer credits will not be included in the calculation of overall GPA. TUI has adopted the following conditions and procedures for transfer of credits:

- Undergraduate students are required to provide official transcripts of ALL prior academic work from regionally or nationally accredited institutions.
- Masters and Ph.D. students are required to provide official transcripts of any prior academic work that they wish to be considered for transfer evaluation.
- Undergraduate students with conferred Associate's degrees are required to provide official transcripts from all sources applied to their Associate's degree.
- Active and former undergraduate military students must submit official military transcripts for any service schools or occupational specialties held.
- All eligible college-level coursework will be posted to the undergraduate student's permanent record with the following exceptions:
 - failed coursework,
 - withdrawn courses,
 - direct equivalents that have been repeated,
 - repeated courses unless the transfer institution indicates the course is repeatable,



- Transferable courses articulated to meet English or Math general education requirements, program core requirements, and upper division requirements with a grade of “D”.
- Additional forms of non-traditional credit will be posted to the undergraduate student’s permanent record only if applied to meet degree requirements.
- At the undergraduate level a student may transfer in academically transferable credit no matter the date of completion. Where the content of a course is deemed outdated or no longer equivalent or relevant by the College, the credits for that course will transfer as general elective credits only.
- Graduate coursework completed within the previous seven years is transferable unless the content is deemed outdated by the College.

Military Credit

TUI grants undergraduate credit for military education as recommended by the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. This is in accordance with transfer credit policies at the University. Students may request evaluation of military credit by submitting official JST transcripts to the Office of Admissions.

Transcripts may be obtained through the appropriate homepages at:

- ARMY (JST) – <https://jst.doded.mil>
- NAVY/MARINES - <https://jst.doded.mil>
- AIR FORCE - Transcripts from the Community College of the Air Force (CCAF) – <http://www.au.af.mil/au/ccaf/transcripts.asp>
- COAST GUARD - US Coast Guard Institute – <http://www.uscg.mil/hq/cgi/>.
- Additional informational links - ACE website - <http://www.acenet.edu/higher-education/Pages/Military-Students-and-Veterans.aspx>.

Credit for military education will be posted to the undergraduate student’s permanent record only if applied to meet degree requirements. Credit for military occupation specialty will only be awarded for primary/rating status with duty dates posted and served in excess of one year. No credit is awarded for any secondary status. Unless directly articulated to a course(s) at TUI, military occupational specialty a will be transferred into TUI as undergraduate general elective credit with a maximum of 28 semester hours under TUI's Professional, Technical and Vocational Credit policy.



Professional, Technical and Vocational Credit

TUI recognizes the value in the variety of ways in which learning occurs. Professional, Technical and Vocational (PROTEC) credits earned with passing grades may be transferred and applied as undergraduate general elective credit up to a maximum of 28 semester hours. Transfer credits earned at a nationally accredited institution that are not directly articulated to a course or general education competency will be considered PROTEC credit, with the exception of credits earned at institutions accredited by the Distance Education and Training Counsel Accrediting Commission and the Accrediting Council for Independent Colleges and Schools. Credit earned at institutions accredited by Distance Education and Training Counsel Accrediting Commission and the Accrediting Council for Independent Colleges and Schools will be transferred in the same manner as credit from universities and colleges accredited by regional accreditors.

Block Transfer

Students who have earned transfer credit that does not have a direct equivalency at Trident University International may be awarded block transfer credit. This credit may be used to satisfy program and/or University requirements if relevant and approved by the College Dean. This policy does not supersede the transfer credit limits set forth in the policies above.

Prior Learning Policy

Trident University International recognizes that many of our students have acquired knowledge through their employer, military service, or other pursuits. Students are encouraged to submit all prior learning credit upon admission. Credit for prior learning experience at Trident may be earned in a variety of ways:

Credit by Examination:

- Advanced Placement (AP) Credit
<http://www.collegeboard.com/student/testing/ap/about.html> Trident University only awards credit for AP test scores of 3 and higher, if it is equivalent to current course offering. Advanced Placement exam scores must come directly from The College Board in a sealed envelope to be considered valid.
- College Level Examination Program (CLEP) <http://clep.collegeboard.org/>.
- DANTES Subject Standardized Test (DSST/DANTES) <http://www.getcollegecredit.com/>.
- Excelsior College Examinations <http://www.excelsior.edu/exams> submit official documents to the Registrar's Office to determine credit.



American Council on Education (ACE) Evaluated Military/Civilian Credit

Trident may award credit for military or civilian training based on the recommendations in the ACE guide. For more information regarding ACE evaluated military credit see below.

Prior Learning Assessment (Portfolio Based)

Trident is a member of The Counsel for Adult & Experiential Learning (CAEL), and a pilot-member of CAEL's Learning Counts program. Learning Counts is a prior learning assessment program that is designed to evaluate and assess an individual's life learning for college credit <http://www.learningcounts.org/>.

- A maximum of 30 hours may be earned through Portfolio-based Prior Learning Assessment, this does not apply to the credit by examination and ACE Evaluated Military Credit described below.
- Portfolio-based Prior Learning Assessment only applies to undergraduate courses.

Additional forms of non-traditional credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

International Transfer

TUI will record and apply international credits for transfer with appropriate international credential evaluation by a recognized agency. Students may refer to www.naces.org to select an evaluation agency.

International credit will be posted to the undergraduate student's permanent record only if applied to meet degree requirements.

Healthcare Specialty

Applicants who have earned Associate of Art or Associate of Science degrees in a health-related field of study, have obtained military training in a health care specialty, or hold a license/certificate in a health-related field of practice may be eligible to satisfy 28 program elective units through transfer. Other associate degrees may qualify after review and approval by the College Dean. Only credits for which the respective degree, military training, or license/certificate earned will be considered for transfer credit in this category. Students who do not satisfy 28 program elective units must take additional course to satisfy degree requirements. All credit transfer must comply with Trident's published policies, including Professional, Technical, and Vocational transfer maximums.