

# Transfer Policies & Transcripts

## Transfer Credit and Credit by Examination

### Current CMU Students Transferring Credit to CMU

CMU strongly encourages CMU students to get prior written approval (from the appropriate Division Chair, Provost, and Registrar) before enrolling for any courses at another institution and then attempting to transfer the credit to apply to any CMU degree program. This will ensure that the proposed transfer coursework will apply to their degree programs as they intend. If students take courses at another institution without advanced written CMU approval (from the Division Chair, Provost, and Registrar), CMU accepts no responsibility for the applicability of these courses to the student's degree program.

### Students Transferring to Central Methodist University

CMU subscribes to the guidelines of the Coordinating Board for Higher Education of the State of Missouri. CMU welcomes students with course work or associate's degrees from other accredited colleges and pledges to seek harmonious solutions to any problems that transfer students may encounter. Transfer credit from an accredited institution may be used to satisfy any course requirements where the courses or course categories are generally equivalent to CMU requirements.

## Transfers of Credit

Students who have attended other Colleges (including dual credit courses taken while in high school) must request an official transcript to be sent to Central Methodist University (CMU). The transcript can be mailed or presented to the CMU Office of the Registrar; it can be presented to an extended campus site in a sealed envelope from the sending College's Academic Records and Registrar office; or it can be delivered as an e-transcript through the student records clearinghouse. Any other form of transcript will be considered "unofficial" and will not be accepted for transfer credit. Official transcripts are required to transcript credit. CMU computes cumulative grade point averages on the basis of all hours attempted at all colleges attended. Courses that cannot transfer are not used in GPA calculations.

The Office of the Registrar will transfer credit from accredited institutions, which may be used to satisfy any course requirements where the courses or course categories are generally equivalent to CMU requirements. To determine transfer credit from regionally accredited colleges, CMU will: 1) Review most current Higher Education Directory for College Accreditation, 2) Transfer courses with CMU equivalencies or check course descriptions, 3) Transfer general education block and/or courses with institutions listed on

Signatories to General Education and Credit Transfer Policy

. Courses not in the CMU catalog but earned at a regionally accredited university, will be accepted as elective credit on a case-by-case basis. The Office of the Registrar, in consultation with division chairs, is responsible for these determinations.

The Office of the Registrar will consider credit from non-regionally accredited institutions on a case-by-case basis. To determine transfer credit from non-regionally accredited colleges, CMU will: 1) Review most current Higher Education Directory for College Accreditation, 2) Obtain course descriptions for coursed under consideration for transfer, 3) Conduct review and approval through academic division chair, 4) Request additional documentation as needed, such as a syllabus, 5) Provide approval or denial information to student's advisor.

A Transfer/Articulation Agreement or Transfer Guide outlines courses taken at a community college or other institution of higher education, which apply toward degree requirements at CMU. CMU personnel work in consultation with the Office of the Registrar to establish a transfer agreement. Agreement drafts are submitted to the Office of the Registrar for consideration, who will consult with academic divisions and faculty as needed. Approved and final agreements will be posted to the University web site and with the Office of the Provost.

### General Education Requirements for Transfer Students with a Bachelor's Degree

Students with a Bachelor's Degree from another accredited institution have met all requirements for the General Education Common Core but must satisfy any additional General Education requirements for each program and/or degree. When CMU accepts bachelor's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.).

### General Education Requirements for Transfer Students with an Associate's Degree

Students transferring to CMU with a post-1995 Associate of Arts degree and Associate of Arts in Teaching degree (and 60-89 hours of transfer credit) from a Missouri institution of higher education (or with a completed general education program consistent with the "42-hour General Education Curriculum" described in the Missouri State Transfer and Articulation Agreement) are required to complete an advanced writing course, foreign language (for students pursuing the Bachelor of Arts degree), analytical skills (for students pursuing a Bachelor of Science degree), and any specified courses for a specific degree (BSE, BAcc, etc.) as identified in the catalog or as designated in any subsequent catalog. Students are cautioned, however, that Associate of Arts coursework might not meet individual program requirements.

General education credit from an Associate of Arts (AA) and Associate of Arts in Teaching (AAT) degrees from an accredited college, which are signatories to the AA/AAT transfer will satisfy CMU's general education block. General education credit from an AA with an out-of-Missouri accredited college, per CMU transfer agreements, will satisfy CMU's general education block. AA/AAT transfer students are required to take CMU's advanced writing course (EN305/306) and other general education requirements required of the degree or a specific program.

CMU will accept as general elective courses, those courses meeting graduation requirements from the transferring accredited institution but not counting toward specific major or general education requirements, at CMU.

Repeated courses may only be counted once. Special Topics courses, Special Problems courses, and Internships may be repeated for credit in accordance with CMU regulations (see catalog course description for details). Transfer students may apply a maximum of three (3) hours of activity courses in Physical Education toward any degree. CMU does not accept for transfer those courses in which failing grades (F) were received, nor withdrawn (W). Developmental courses (numbered below 100) are not transferred, unless there is a direct equivalency to a CMU course.

When CMU accepts associate's from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.).

All grades (except withdrawals) are transcribed. When a student repeats an equivalent transfer course at CMU, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the CMU transcript.

If a student changes his or her major, a request must be made to have transfer credit reevaluated. Any student who is classified as a visiting student or a personal interest student will only have prerequisite courses transcribed. Articulation agreements and transfer guides for Colleges can be found on CMU's website.

## General Education Program Transfer Policies

The following general transfer policies apply to CMU's General Education Program:

	Take CMU101 & CMU102?	Take PE111?	Take CMU201?
0-29 transfer hours without one full-time semester of study on a university campus	Yes	Yes	Yes
0-29 transfer hours with one full-time semester of study on a university campus	No	Yes	Yes
30-59 transfer hours	No	No	Yes
# 60 transfer hours	No	No	No

## Earning Non-Transfer Academic Course Credit

CMU recognizes the need for students to earn credit in a variety of ways. The following information recognizes different ways in which CMU will accept credit other than transfer credit from other institutions of higher education. A maximum of 32 hours of such credit may be counted toward the hours required for graduation. Such non-transfer academic credit appears on the student's transcript as being non-transfer academic credit earned with "P" as the grade received.

**Credit by Institutional Examination:** Students enrolled in the University may receive credit for 100-level courses if they earn at least a C on a comprehensive institutional examination approved by the appropriate Division Chair, Dean, and Registrar. CMU charges an examination fee for such institutional examinations. See the appropriate Division Chair for additional information.

Students may receive credit by institutional examination for courses beyond the 100 level only if the instructor agrees that the course can be adequately assessed by an examination the instructor provides and administers, and only with the approval of the Division Chair and the Dean. Students must complete the process of receiving credit for all prerequisite courses before taking the next course above the course taken by examination. Currently, institutional examinations are possible for the following courses only:

- AS101 Descriptive Astronomy
- AS102 Descriptive Astronomy-Beyond the Solar System
- BI101 General Biology
- BI102 General Biology
- BI104 Biology of the Dinosaurs (same as GL104)
- BI105 Introduction to Environmental Science
- BI106 Human Biology
- BI107 Human Anatomy
- BI108 Biodiversity
- BI110 Introduction to Biotechnology
- BU110 Introduction to Business
- CH107 Chemistry/Allied Health
- CH114 General Chemistry
- CJ100 Introduction to Criminal Justice
- CS121 Introduction to MS Office
- CS122AW Computers in the Academic World
- CS172 .NET 1
- GL104 Biology of the Dinosaurs (same as BI104)
- GL105 Exploring Geology
- HI101 World History I
- HI102 World History II
- HI103 Introduction to Missouri Civics (same as PS103)
- HI117 Development of the U.S. I
- HI118 Development of the U.S. II
- MA103 (but not MA101/102) College Algebra
- MA104 Analytical Geometry & Trigonometry
- MA105 Elementary Statistics
- MA107 Discrete Mathematics
- MA112 Selected Topics in Calculus
- MA118 Calculus & Analytical Geometry
- PH111 General Physics I
- PH112 General Physics II
- PS101 Introduction to American National, State, and Local Government
- PS103 Introduction to Missouri Civics (same as HI103)
- SC101 Concepts in Physical Science
- SO101 Introduction to Sociology
- SO102 Social Problems
- SO150 Introduction to Anthropology

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**CLEP (College-Level Examination Program) Credit:** When approved by the appropriate Division Chair, Dean, and Registrar, CMU gives 100-level credit for subject examinations administered by the College-Level Examination Program (CLEP). To see a full list of exam equivalencies click [here](#).

**AP (Advanced Placement) Credit:** CMU affirms the intellectual achievement of students who have participated in the Advanced Placement program. Students may apply for credit for Advanced Placement (AP) courses that they have successfully completed with an AP score of 3 (three) or higher; acceptance of any AP examination or examination score is subject to approval by appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from AP, sent directly to the Office of Admissions.

**IB (International Baccalaureate) Credit:** CMU recognizes the high achievement and academic excellence of students who have participated in the International Baccalaureate degree program. IB's breadth of focus and commitment to scholarship are commensurate with the Mission and educational goals of CMU. Usually, a score of 4 (four) or above on the Higher Level IB exam

or a score of 5 (five) or above on the Standard Level IB exam will be assessed as equivalent credit for specific courses. Specific course equivalents will be designated in consultation with the appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from IB, sent directly to the Office of Admissions.

**DANTES (Defense Activity for Non-Traditional Educational Support) Credit:** CMU awards semester-hour credit recommended by the American Council on Education (ACE ) upon attainment of an acceptable passing score per section, or CMU awards credit as determined by the testing authority at the time the test was taken. Students must provide an official copy of the test results, sent directly to the Office of Admissions. At the time of application, students must send an official record of test results to the Office of Admissions. Acceptance of any DANTES credit score is subject to approval by the appropriate Division Chair, Dean, and Registrar. To see a full list of transfer equivalencies click [here](#).

**Military Credit:** Military veterans may receive limited credit for military training as recommended in the Handbook of the American Council on Education. CMU will review all credit on an individual basis. Please consult CMU's Registrar for more information. Acceptance of any military credit is subject to approval by the appropriate Division Chair, Dean, and Registrar.

## Transcription Transfer Credit

The Office of the Registrar enters transfer credit on the student's CMU transcript after evaluating the student's official transcripts. Some departments or degree programs have time limits for transfer courses. A course may transfer as a CMU equivalent but because of its age, may not be applicable to a specific major. (See individual programs for more detail.)

If a student does not agree with the evaluation of a course for transfer credit, he/she may submit a catalog course description or course syllabus from the sending College to the Office of the Registrar to have the course re-evaluated. The Office of the Registrar will review with division chair and provide decision back to student. If the appeal regarding the disputed course is not resolved, the student may appeal utilizing the Grievance Policy and Process.

The Registrar reviews credit earned by credit-by-exam (CLEP, DSST or AP) and from non-traditional sources (military experience, standardized occupational testing or department exams). Official reports or transcripts must be submitted to CMU for review and transfer of credit-by-exam.

Transfer credit is awarded for courses completed at colleges and universities outside the United States that are accredited or approved by the Ministry of Education (or other appropriate government agency) of the country in which they are located. The transcripts must be translated into English and evaluated course-by-course by one of the recognized transcript evaluation services. A student may be asked to provide course descriptions or course syllabi to determine course equivalencies. (Contact the Office of the Registrar for information.)

Any irregularities in transcripts that are received will be checked and if a document is determined to not be authentic, admission will be denied and registration at CMU will be cancelled.

All College transcripts must be on file prior to enrollment. A registration hold will be placed on the student's record until all official transcripts have been submitted.

## Requesting a CMU Transcript

The student's permanent record is confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of the student's record are not issued except upon receipt of a signed request from the student. A fee of \$7.25 is charged for each transcript. Electronic PDF is available for \$9.00. Priority mailing for official transcripts is available for an additional \$20.00 per address and FAX service for unofficial transcripts costs an additional \$7.50 per transcript.

Official transcripts are issued directly to other schools, employers, official governmental agencies, or other persons or organizations entitled to receive an official statement of the student's record. Unofficial transcripts are issued to the student or parents.

No transcripts will be issued for any student or former student who is not financially in good standing with the University. Transcripts will not be issued to current students during the last two weeks of the term, until grades for that term are recorded.

To have a transcript issued, complete the [online request form](#). For further information call the Registrar's Office at 660-248-6208.