

Pepperdine University Policy on Transfer of Credit

The Pepperdine policy and practice for the evaluation and award of transfer credit is based on the University's belief that a student's educational experience at another educational institution must qualify him/her to successfully engage in the Pepperdine curriculum and benefit from the University's educational purposes and programs. It is also based on the need for such educational experience to be complementary and in concert with the academic standards set forth by Pepperdine faculty. Because regional accreditation or accreditation by bodies recognized by the Council for Higher Education Accreditation provide a reliable, third-party assurance that they meet or exceed minimum academic standards, Pepperdine will generally accept units from those institutions. International academic institutions must be accredited by the ministry of education or like accrediting bodies from their respective countries in order for Pepperdine to accept their units as transfer units. In exceptional cases, when courses from unaccredited institutions are deemed transferrable by the faculty and approved staff members, special steps must be taken to validate the academic worthiness of such courses. These steps shall include but not be limited to faculty credentials, effective assessment and student learning outcomes, and academic requirements for said courses.

Transfer courses are all courses that are taken at non-Pepperdine institutions and are evaluated for their comparability in nature, compliance with Pepperdine's credit-hour policy, content, quality and academic level as well as the applicability of the credits earned with regard to the curricula at Pepperdine. This information is obtained from a range of resources, including official transcripts, catalogs, course syllabi, and other materials; and from direct contact between knowledgeable, experienced faculty and staff at both Pepperdine and the sending institution.

Policies and practices that inform transfer decisions must be applied consistently across disciplines.

Transfer policies must be published in all catalogs.

Transfer courses must be clearly distinguished in student records and on transcripts from Pepperdine courses.

The total number of transfer units must be less than 50% of the total number of units needed to earn a Pepperdine degree.

Methods of learning delivery and learning modalities that do not fit into the above policy framework will be evaluated and considered as they arise with the intent to benefit the student while maintaining academic integrity and preserving excellence in the University's programs and curricula.

There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. Pepperdine may accept previous work, place credit value on it, and enter it on the transcript. However, that previous work, because of its nature and

not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student at Pepperdine.

Approved by the University Academic Council
May 2012