



**University of Dallas**

**Academic and Student  
Transfer of Credit Policy**

**POLICY SAT**  
Responsible Executive:  
Provost  
Responsible Office:  
Office of the Provost  
Issued: 7.1.21  
Revised: n/a

**1. PURPOSE**

This Policy contains University of Dallas policy regarding the transfer of course credit from other institutions or based on prior experience. It is intended to provide the University's policies in compliance with 34 C.F.R. § [668.43\(a\)\(11\)](#), including, but not limited to, (1) any established criteria the University uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the University will not accept credits; (2) a list of institutions with which the University has established an articulation agreement; and (3) written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.

**2. TRANSFER OF CREDIT – CONSTANTIN COLLEGE OF LIBERAL ARTS**

The following transfer of credit policies apply to all undergraduate students at the University of Dallas, regardless of the college or school within the University of their official undergraduate degree program.

**2.1. General requirements.**

- 2.1.1. **Availability of transfer credit.** Transfer credit must be applicable to current University of Dallas degree programs.
- 2.1.2. **Grade requirement.** Only grades of "C-" or higher may transfer.
- 2.1.3. **Accreditation normally required.** Except with the permission of the appropriate Dean, credits are transferable only from accredited institutions.
- 2.1.4. **Non-accredited institutions.** To request credit for work completed in a non-accredited college or university, the student must first complete thirty (30) credit hours at the University with a "C" average (2.0 G.P.A.).

**2.2. Credits earned prior to matriculation at the University.**

- 2.2.1. **High school credits.** No more than thirty-two (32) credit hours may be awarded from credits earned prior to receiving a high school diploma. This includes, but is not limited to, all Advance Placement (AP) exams, International Baccalaureate (IB) exams, and dual credit courses.
  - 2.2.1.1. **Pre-college exams.** The appropriate department chairs, with the approval of the department's Dean, determine the transferability of specific scores on pre-college examinations such as the AP and IB exams. Certain scores and exams may provide

placement rather than credit, or may require an additional examination or subsequent coursework in order to receive credit.

2.2.2. **Post-secondary credits.** Credits transferred from a two-year or junior college may not exceed sixty (60) credit hours.

2.2.3. **Application of credit limits.** The limit on the number of credit hours that may be earned under Section 2.2 of this Policy is calculated when the student submits the credits for evaluation, and again prior to graduation.

2.3. **Credits earned after matriculation at the University.** Students currently matriculated in an undergraduate degree program may not transfer credit from a course taken at another college or university unless they obtain written permission from the offering department on this campus prior to enrolling in the course.

2.3.1. To request transfer approval, students must complete a Transfer Credit Request Form from the Office of the Registrar and submit it, along with the catalog description and/or course syllabus of the proposed course, to the appropriate department chair for the approval signature.

2.3.2. The appropriate department chair will evaluate the proposed course to determine whether it would provide a substantially equivalent educational opportunity in comparison with current University of Dallas degree programs. The appropriate department chair's evaluation is subject to the approval of the department's Dean.

2.3.3. Students must then return the signed form to the Office of the Registrar prior to enrolling in the course.

2.3.4. Grades earned at other institutions are not averaged with grades at the University except when the student is being considered for graduation with honors. Credit is not transferred without approval.

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### 3. TRANSFER OF CREDIT – BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS

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The following transfer of credit policies apply to all graduate students in the Braniff Graduate School of Liberal Arts at the University of Dallas:

3.1. Transfer of graduate credits earned at other institutions is not automatic.

3.2. Some programs with special curricula rarely approve transfer petitions.

3.3. **General requirements.**

3.3.1. **Accreditation.** Credits are transferable only from accredited institutions.

3.3.2. **Recent courses.** Credits must have been taken within the six (6) years prior to acceptance in the program.

- 3.3.3. **Grade requirement.** Only courses with a grade of “B” (3.0) or better may be considered for transfer.
- 3.3.4. **Limit on number of transfer credit hours.**
  - 3.3.4.1. No more than six hours may be transferred into a Master’s program.
  - 3.3.4.2. No more than nine credit hours may be transferred into the doctoral program.
- 3.3.5. **Limited waiver.** The Dean may waive the requirements in Section 3.3.2 and 3.3.4 for courses taken at the University of Dallas.
- 3.4. **Credits earned after matriculation at the University.** Students who have already entered a graduate program at the university must get prior approval from the Graduate Dean before taking courses at another institution for transfer of credits.
- 3.5. **Non-degree seeking students.** Those who have earned graduate credits as "non-degree seeking" students in the Braniff Graduate School and who later apply for degree status in one of the graduate programs may count only nine of these hours toward their graduate degree.
  - 3.5.1. **Exception.** Art students may not count courses taken as non-degree seeking students toward the MA/MFA degrees.
- 3.6. **Procedure for request to transfer credits.** In a program requiring one year of course work (24 credits, not counting the thesis or its equivalents) the transfer petition should be made before pre-registering for the second semester. In programs of a longer duration, the petition may be made any time after one full-time semester at the university or after completing nine credit hours, whichever comes first. The request for transfer credit should be made to the program director and requires the approval of the Graduate Dean.

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#### 4. TRANSFER OF CREDIT – SATISH & YASMIN GUPTA COLLEGE OF BUSINESS

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The following transfer of credit policies apply to all graduate students in the Satish & Yasmin Gupta College of Business:

- 4.1. **General requirements.**
  - 4.1.1. **Availability of transfer credit.** Transfer credit must be applicable to current University of Dallas degree programs.
  - 4.1.2. **Accreditation.** Credits are transferable only from accredited institutions.
  - 4.1.3. **Recent courses.** Credits must have been taken within the seven (7) years prior to acceptance in the program.
  - 4.1.4. **Grade requirement.**
    - 4.1.4.1. **Waiver.** A waiver may be granted for prerequisite courses as follows:

4.1.4.1.1. **Prerequisite courses.** The student has taken

4.1.4.1.1.1. At least three (3) undergraduate credit hours with a grade of “B-” or higher, or

4.1.4.1.1.2. At least one and a half (1.5) graduate credit hours with a grade of “B” or higher; and

4.1.4.1.1.3. The course was substantially similar in content to one current one and a half (1.5) graduate credit hour course in the College of Business.

4.1.4.1.2. **Specific required courses.** A student may be eligible for credit for ECON 5F70 and TECH 5F70 if the student has taken:

4.1.4.1.2.1. At least six (6) undergraduate credit hours with a grade of “B-” or higher, or

4.1.4.1.2.2. At least three (3) graduate credit hours with a grade of “B” or higher; and

4.1.4.1.2.3. The course was substantially similar in content to ECON 5F70 and TECH 5F70.

4.1.4.2. **Transfer.**

4.1.4.2.1. **Value creation courses.** A transfer is granted for Value Creation courses when taken as part of an accredited MBA program.

4.1.4.2.1.1. Courses must be at least 3 credit hours (with a grade of B or better), must not be foundation level courses, and must be substantially similar in content to one current College of Business course.

4.1.4.2.2. **Elective courses.** A transfer is granted for an elective course when the student has taken at least 3 credit hours (with a grade of B or better) at the graduate level that are substantially similar in content to one current College of Business course.

4.1.4.3. **No pass/fail.** Pass/fail courses do not qualify for waiver or transfer.

4.2. **Procedure for request to transfer credits.** At the time of application, the student must petition the Dean or designee for the transfer of credit and supply the proper documentation and description of the courses for which credit is sought. The Dean or designee will determine whether or not to approve the request to transfer credits.

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## 5. ESTABLISHED TRANSFER OF CREDIT AGREEMENTS

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The University has established agreements relating to the transfer or awarding of credit at the University for courses taken at the following institutions:

5.1. Al Akhawayn University, Ifrane, Morocco;

- 5.2. Andean Center for Latin American Studies, Quito, Ecuador;
- 5.3. Dallas Institute for Humanities and Culture;
- 5.4. FuJen Catholic University College of Management, New Taipei City, Taiwan;
- 5.5. Institute for Future Education Entrepreneurship (iFEEL), Mumbai, India;
- 5.6. Loyola University Chicago, Quinlan School of Business;
- 5.7. Mount Carmel College, Bangalore, India;
- 5.8. Narsee Monjee Institute of Management Studies, Mumbai, India;
- 5.9. Texas Woman's University, College of Nursing;
- 5.10. Universal Business School, Mumbai, India;
- 5.11. Universidad ESAN, Lima, Peru;
- 5.12. University of North Texas (Air Force ROTC);
- 5.13. University of South Florida, Morsani College of Medicine;
- 5.14. University of Texas at Arlington (Army ROTC and Electrical Engineering); and
- 5.15. University of Windsor, Odette School of Business.

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## 6. PRIOR LEARNING EXPERIENCE

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The University uses the following written criteria to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.

- 6.1. The University grants credit for CYBS 5F70 (Foundations of Cybersecurity) to students who have earned the Certified Information Systems Security Professional (CISSP) credential.

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## 7. DEFINITIONS

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- 7.1. **“Accredited institution”** means an institution that has been accredited by one or more of the following national accreditation agencies:
  - 7.1.1. Middle States Commission on Higher Education (MSCHE);
  - 7.1.2. Southern Associate of Colleges and Schools Commission on Colleges (SACSCOC);
  - 7.1.3. Higher Learning Commission (HLC);
  - 7.1.4. Northwest Commission on Colleges and Universities (NWCCU);
  - 7.1.5. Western Association of Schools and Colleges (ACS WASC);

- 7.1.6. New England Association of Schools and Colleges (NEASC);
  - 7.1.7. Accrediting Commission for Community and Junior Colleges (ACCJC);
  - 7.1.8. Association to Advance Collegiate Schools of Business (AACSB);
  - 7.1.9. Association of Theological Schools (ATS); and
  - 7.1.10. Accreditation Board of Engineering and Technology (ABET).
- 7.2. **“Appropriate department chair”** means the chair of the department that oversees a specific course.
  - 7.3. **“Braniff”** means the Braniff Graduate School of Liberal Arts at the University of Dallas.
  - 7.4. **“College of Business”** or **“Gupta”** means the Satish and Yasmin Gupta College of Business at the University of Dallas.
  - 7.5. **“Constantin”** means the Constantin College of Liberal Arts at the University of Dallas.
  - 7.6. **“Department chair”** means the chair of an academic department.
  - 7.7. **“Non-accredited institution”** means any educational institution that does not qualify under the definition of accredited institution.
  - 7.8. **“University”** and **“the University”** mean the University of Dallas.

## 8. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	<ol style="list-style-type: none"> <li>1. Monitor compliance with this Policy.</li> <li>2. Coordinate with the Offices of Student Affairs and Human Resources regarding preparation of the biennial review.</li> </ol>
Office of the Provost	<ol style="list-style-type: none"> <li>1. Monitor compliance with this Policy.</li> </ol>
Constantin, Dean’s Office	<ol style="list-style-type: none"> <li>1. Coordinate with Constantin, Department Chairs regarding the evaluation of requests for transfer credits and consistent application of standards.</li> </ol>
Constantin, Department Chairs	<ol style="list-style-type: none"> <li>1. Evaluate and decide requests for transfer credits, subject to approval of Constantin Dean.</li> <li>2. Periodically review standards applied for consistency with purposes of academic courses and programs.</li> </ol>
Office of Admissions	<ol style="list-style-type: none"> <li>1. Coordinate with Constantin, Dean’s Office and Constantin, Department Chairs to better advise prospective students regarding requirements for transfer of credits.</li> </ol>
School of Ministry, Dean’s Office	<ol style="list-style-type: none"> <li>1. Evaluate and decide requests for transfer credits.</li> </ol>

	2. Periodically review standards applied for consistency with purposes of academic courses and programs.
College of Business, Dean's Office	1. Evaluate and decide requests for transfer credits. 2. Periodically review standards applied for consistency with purposes of academic courses and programs.
Braniff Graduate School, Dean's Office	1. Evaluate and decide requests for transfer credits. 2. Periodically review standards applied for consistency with purposes of academic courses and programs.

## 9. PROCEDURES

Task	Procedure
Establishing transfer credit standards	1. Department chairs and their Deans establish transfer credit standards. 2. Department chairs and their Deans periodically review their transfer credit standards.
Evaluating requests	1. Department chairs and/or Dean evaluate and, where appropriate, approve requests for transfer of credit.
Approved transfer recorded	1. Transfer credits that are approved in accordance with this Policy are recorded by the Office of the Registrar on the student's official transcript.

## 10. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or the Office of the Provost will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or the Office of the Provost.

## 11. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AIC-I - Consumer Information Policy - Institutional Information	<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>

## 12. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
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Policy Clarification	Office of General Counsel	(972) 721-5363	<a href="mailto:hlachenauer@udallas.edu">hlachenauer@udallas.edu</a>
Implementation	Office of the Provost	(972) 721-5226	<a href="mailto:ProvostOffice@udallas.edu">ProvostOffice@udallas.edu</a>
Transfer of Undergraduate Courses	Constantin, Dean	(972) 721-5108	<a href="mailto:ConstantinDean@udallas.edu">ConstantinDean@udallas.edu</a>
Transfer of Braniff Courses	Braniff, Dean	(972) 721-5106	<a href="mailto:braniff@udallas.edu">braniff@udallas.edu</a>
Transfer of Gupta Courses	Gupta, Dean	(972) 721-5004	<a href="mailto:cobdean@udallas.edu">cobdean@udallas.edu</a>
Recording of Credit Transfers	Office of the Registrar	(972) 721-5382	<a href="mailto:hr@udallas.edu">hr@udallas.edu</a>
Web Address for this Policy		<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>	