



Transfer Credit & Challenge Exam Policy

1. TRANSFER CREDIT POLICY

Austin University will transfer a maximum of 75% of the units or credit that may be applied toward the award of the Bachelor of Business Administration degree which may be derived from a combination of any or both of the following:

- a. Units earned at institutions approved by BPPE, public or private institutions or higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by BPE or accredited by an accrediting association recognized by the U.S. Department of Education.
- b. Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines. See section 2 below: Challenge Exam Policy.

No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward the Master of Business Administration degree. Austin University may accept transfer credits only from institutions of higher learning described in section A above.

A student's Austin University grade point average (GPA) is computed only on courses taken at Austin University. Any credit hours transferred in to Austin University will count toward graduation but not be calculated in the student's Austin University GPA.

Austin University reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. Some general categories of courses never receive transfer credit or, in some instances, receive credit on a restricted basis. Examples of courses that receive no credit include:

- Courses considered below college level
- Repeated courses or courses with duplicate subject content.
- Coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken.

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- Mathematics courses considered below college level, including basic math, business math, and beginning and intermediate algebra.
- Courses offered for non-credit continuing education units.
- Remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution's first Freshman Composition course).
- Courses providing instruction in English as a Second Language
- Examinations offered by the College-Level Examination Program (CLEP).
- Non-academic/vocational-technical courses.
- Remedial courses in any academic discipline (100-level and above).

2. CHALLENGE EXAM POLICY

Austin University can award a maximum of 12 General Education credits via College Level Examination Program (CLEP) tests.

To be considered for evaluation, students must submit the appropriate exam score documentation directly to the Austin University Registrar from the testing agency. Duplicate credit shall not be granted to students who have achieved minimum CLEP exam scores and have taken the equivalent course at Austin University. Credits earned through CLEP do not count toward a student's cumulative grade point average (CGPA).
CLEP Test Requirements:

1. A student cannot receive credit by CLEP for a Austin University course for which the student earned a failing or Non-Passing grade.
2. Students must submit official CLEP transcripts by the deadlines mandated for post-secondary transcripts in order to be evaluated for credit.
3. Students who present CLEP transcripts that do not meet the minimum required scores shall not receive credit; CLEP transcripts showing an exam retake shall not be considered for evaluation.
4. CLEP credit shall be applied only to fulfill General Education credit requirements. Courses in the major academic core are not eligible for credit by CLEP.
5. Austin University shall not provide credit for CLEP General Examinations. Only CLEP Subject Examinations will be evaluated for credit.

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