

Transfer Credit

All documentation, except as otherwise specified by University policy, submitted to Siena Heights University for the purpose of determining the acceptance of credit will be evaluated as follows:

1. Accepted credit will be determined by the Registrar. Such credit will be transcribed and will be applicable toward the elective credit required for the degree and, where found applicable, toward the Liberal Arts requirements.
2. Accepted credit will be determined only from "Official Transcripts" and other appropriate documents which have been received directly from the originating institution where the student attempted the work.
3. A course for which the grade point is less than a "C," the "C" grade having been defined as a 2.00 on a 4.00 grade point scale, will not be accepted by Siena Heights University unless that credit:
 - a. has been included within an associate degree awarded by an institution other than Siena Heights University.
 - b. has been earned at the institution awarding the associate degree.
 - c. is part of a baccalaureate degree.

For example, a course for which a "C-" grade has been earned and for which that grade has been defined as a 1.70 will not be accepted.

4. All accepted credit, which may be applicable, will be subject to further evaluation by the chairperson in whose department/program a major or minor will be completed. Some programs will not accept "D" grades in transfer to their major or minor.
5. Completion of any course, either at Siena Heights University or at another institution, which duplicates a course or courses previously accepted in transfer will result in the loss of the transfer credit accepted.
6. Transfer credit will be posted to the official Siena Heights University transcript only after the individual has matriculated. Siena Heights Audit courses do not apply.
7. Siena Heights University does not issue transcripts until the first letter grade at Siena Heights has been recorded.

Technical Training Transfer Credit

Transfer credit for Allied Health and Technical Training from programs not accredited by North Central or another regional accrediting body will be approved for a Bachelor of Applied Science degree major if all the following apply:

1. The credit award is at least thirty-five semester hours.
2. A program was completed as defined by the sponsoring school.
3. The program can be documented by an official transcript or a detailed letter from the school administration.
4. Competence can be demonstrated by professional licensure or registry, or the successful completion of a standardized entry-level examination (if applicable to field of study).
5. Documentation for two years of relevant work experience, within the past four, can be secured.
6. Students may not use any credits from this award for Prior Learning credit.