

ADVANCED PLACEMENT (TRANSFER OF CREDIT)

Students who wish to transfer credit into Global University or who feel they qualify for advanced placement in their study programs may request advanced placement when they apply for an academic program of study. The options for obtaining advanced placement include:

1. Presenting transcripts from other academic institutions

The student should request that the other academic institution send an official copy of his or her transcript directly to the Global University enrollment office. This transcript and other pertinent documents should be requested shortly before the student sends the application form to Global University. Transcripts and official documents must be in English or be accompanied by an official translation into English (Transcripts submitted in Spanish are also acceptable). Students may use the [Request for Academic Records Form](#) to request transcripts from other universities.

The maximum number of credits which can be accepted in transfer toward the B.A. degree is 96. The minimum study required with Global University for any diploma or degree is 32 credits for each program of study. Transfer credit is granted only for courses in which the equivalent to Global University's standard for a "C" (average) or better has been earned. All transfer credit must be applicable to Global University's academic program requirements. Courses in which a grade of "pass" is received must be certified by the school as being equivalent to Global University's standard for a "C" or higher in order to be accepted in transfer.

2. Credit for Experience-Based Learning

If you have achieved demonstrable proficiency in a course subject offered by Global University, you may qualify for advanced placement in undergraduate programs based on the documented evidence of your experience.

Global University is committed to the position of the Distance Education and Training Council (USA) on Transfer and Equivalent Credit, which includes the following provision:

Credit may be given for sufficient documentation and valid experiential equivalent learning of a postsecondary nature. Examples are credit for business experience, university-level equivalency tests, professional achievements, military training, or other postsecondary-level equivalent experience.

The amount of credit for experiential learning is determined by a Global University academic officer. This determination is based on a review of the student's Experiential Learning Portfolio. Forms and instructions for the completion of your Experiential Learning Portfolio can be obtained from your Global University enrollment office. The Credit for Experienced-Based Learning Packet can also be found online at: <http://www.globaluniversity.edu/PDF/creditforlearning.pdf>

In no case will the award of experiential credit exceed one-fourth of the total credits required for the degree, nor will experiential credit substitute for the one-fourth of the program which must be completed by direct enrollment.

3. College-Level Examination Program (CLEP)

Global University accepts *up to* 32 credits for subject and general examinations of the nationally administered College Level Examination Program (CLEP). Acceptance of credit is based on the student having earned the credit-granting scores recommended by the American

Council on Education. If both CLEP transcripts and an Experiential Learning Portfolio are submitted, Global University will accept a combined total of *up to* 32 credits.

DEGREE AUDITS

A degree audit is an evaluation of courses taken at other post-secondary institutions for transfer into a student's chosen program of study. Global University must receive official transcripts directly from the post-secondary institution(s) in order to evaluate for transfer of credit. Below are different types of degree audits:

ORIGINAL DEGREE AUDIT

An Original Degree Audit (DA) will be completed upon receipt of a student's application and official transcripts. If the student did not attend post-secondary education or chooses not to forward official transcripts, they may follow the program requirements outlined in the current Global University catalog. An Original DA will be completed after a student has successfully completed 18 credits.

REQUESTED DEGREE AUDIT

A DA may be requested by the student at any time after an Original DA has been completed. Requests may be submitted via e-mail (degreeaudit@globaluniversity.edu), mail, or fax 417.863-9621. Please review the [Undergraduate Tuition and Fees Schedule](#) for the cost of a Requested DA.

GRAD CHECK

A Graduation Check may be requested by the student when he or she is within 18 credits of graduating (including courses that are in progress). A Final Grad Check may be requested when all credits have been completed. To request a Grad Check send an e-mail to degreeaudit@globaluniversity.edu or fax to 417.863.9621. There is no fee for a Grad Check.

CHANGE OF PROGRAM

Students may change from one program to another by sending a written request via mail, e-mail (degreeaudit@globaluniversity.edu), or fax to 417.863.9621. The Change of Program Fee should be submitted with the request. Please review the [Undergraduate Tuition and Fees Schedule](#) for the cost of a Change of Program. A new DA will be completed based on the new program of study.

REACTIVATION

If students have no course activity for more than 18 months, their student record becomes inactive. If students wish to continue studying with Global University, they may reactivate by submitting a new application and paying a reactivation fee. Students will be enrolled in a program of study based on the current catalog year and a new degree audit will be completed. Please review the [Undergraduate Tuition and Fees Schedule](#) for the Reactivation Fee.