

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:	04-0012				
Name of Policy:	Transfer of Credit Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:	Unknown	Initial Effective Date:	1967
Policy Owner	Office of the Registrar				
Policy/Chapter Sections	Meeting Bachelor's Degree Requirements Transfer of General Education Requirements Information for Students Transferring from An Accredited Public Two-Year College in Missouri Information for Students Transferring from An Accredited Two-Year Private or Out-of-State College Information for Students Transferring from An Accredited Public Four-Year College or University in Missouri Information for Students Transferring from An Accredited Four-Year Private, Out-of-State, or International College or University				
Date of Next Review:	April 2027				

### 1.0 PURPOSE

Provide guidelines for the articulation of Transfer of Credit

### 2.0 SCOPE

This policy applies to all University students transferring in courses from other institutions.

### 3.0 POLICY

MSSU accepts transfer courses from institutions that are accredited by the following six accreditation agencies:

- Higher Learning Commission (HLC) (MSSU is accredited by this agency)
- Middle States Commission on Higher Education
- New England Association of Schools and Colleges
- Northwest Commission on Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Transfer courses delivered or taught by institutions that are not accredited by one of the 6 accreditation agencies will require an approved academic petition before articulation. Coursework awarded by accredited institutions but delivered through partnerships with non-accredited educational programs “(such as, but not limited to TEL-Education and StraighterLine)” requires an approved academic petition. The academic petition should be submitted with supporting course syllabus and assessment plan from the educational program that delivered the course.

Note: Any reference to “accredited” institution, school, college, or university refers to accreditation by one of the six accrediting agencies.

### **Transcripts from foreign countries**

All college transcripts from institutions outside of the U.S. must be evaluated course-by-course with U.S. grading scale and GPA.

MSSU preferred evaluation service companies:

- [WES](#)
- [SpanTran](#)
- [Other acceptable credential evaluators.](#)

### **Meeting Bachelor’s Degree Requirements**

#### **Transfer of General Education Requirements**

Students who transfer from Missouri public colleges and universities and Missouri private institutions who have adopted Core 42 will be considered as having met the MSSU General Education Requirements 1-5 if they complete:

- An Associate of Arts (AA) or an Associate of Arts in Teaching (AAT) degree; or,
- The Missouri Core 42 requirement; or,
- The designated general education program at the other institution provided that the institution certifies the student’s completion of that program on an official transcript.

Students who transfer an Associate’s degree from an accredited Private or Out-of-State College will receive a course-by-course evaluation of their transfer credit that will indicate applicability of their courses to MSSU general education requirements.

Students who have a bachelor’s degree from an accredited college or university and who wish to pursue an additional undergraduate degree will be exempt from all general education requirements at MSSU.

Students who have completed or been exempted from the general education requirements by any of the provisions listed above are not exempt from specific course requirements for their majors, even if those courses may be used to satisfy general education requirements at MSSU.

#### **Information for Students Transferring from An Accredited Public Two-Year College in Missouri**

- Transfer students who have not completed the State of Missouri General Education Core will have their courses evaluated on a course-by-course basis. MSSU will accept unlimited lower division transfer hours from an accredited two-year college.
- Credits from an accredited two-year college will be accepted to fulfill lower division requirements only.
- The following requirements must also be met:
  - A minimum of 30 semester hours for the Baccalaureate Degree must be earned in residence at MSSU.
  - One-half of the major requirements must be earned at MSSU.
  - A minimum of 39 semester hours must be upper-division-level credits.

#### **Information for Students Transferring from An Accredited Two-Year Private or Out-of-State College**

- Transfer students who have not completed an Associate of Arts degree will have their courses evaluated on a course-by-course basis.
- MSSU will accept unlimited lower division transfer hours from an accredited two-year college.
- Credits from an accredited two-year college will be accepted to fulfill lower division requirements only.

- The following requirements must also be met:
  - A minimum of 30 semester hours for the Baccalaureate Degree must be earned in residence at MSSU.
  - One-half of the major requirements must be earned at MSSU.
  - A minimum of 39 semester hours must be upper-division-level credits.

**Information for Students Transferring from An Accredited Public Four-Year College or University in Missouri**

- Students who have been awarded a baccalaureate degree\* from an accredited public Missouri college or university, prior to enrolling at MSSU, are considered to have fulfilled all lower division General Education Requirements.
- The following requirements must also be met:
  - A minimum of 30 semester hours for the baccalaureate degree must be earned in residence at MSSU.
  - One-half of the upper-division major requirements must be earned at MSSU.
  - A minimum of 39 semester hours must be upper division.

\*Please note: Individual courses are not articulated. If you have completed a course which is a prerequisite for another course you need to take at MSSU, work with your advisor to file the appropriate form to request those courses be articulated. Contact the Office of the [Registrar@mssu.edu](mailto:Registrar@mssu.edu) if you have questions.

**Information for Students Transferring from An Accredited Four-Year Private, Out-of-State, or International College or University**

- Transfer students who have not completed a previous degree will have their courses evaluated on a course-by-course basis.
- Transfer students who have been awarded a baccalaureate degree\* from an accredited out-of-state college or an accepted foreign equivalent, prior to enrolling at MSSU, are considered to have fulfilled all lower division General Education Requirements.
- The following requirements must also be met:
  - A minimum of 30 semester hours for the Baccalaureate Degree must be earned in residence at MSSU.
  - One-half of the upper-division major requirements must be earned at MSSU.
  - A minimum of 39 semester hours must be upper division.

\* Please note: Individual courses are not articulated. If you have completed a course which is a prerequisite for another course you need to take at MSSU, work with your advisor to file the appropriate form to request those courses be articulated. Contact the Office of the [Registrar@mssu.edu](mailto:Registrar@mssu.edu) if you have questions.

**4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

First published in 1967-1968 catalog.

April 2024 – Updated to new format.

**5.0 RELATED DOCUMENTS**

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.