



KINGDOM UNIVERSITY POLICY LETTER

TRANSFER CREDIT POLICY

1. PURPOSE

The purpose of this policy is to establish the standards and procedures used by Kingdom University (“University” or “KU”) to evaluate academic credit previously earned at another institution and determine whether that credit may be applied toward a student’s Kingdom University academic program.

The University seeks to recognize appropriate prior academic work while maintaining the academic integrity and requirements of its degree programs.

2. SCOPE

This policy applies to prospective and currently enrolled students who request evaluation of academic credit earned at another postsecondary institution.

Transfer credit is evaluated on an individual basis according to the requirements of the student’s academic program.

3. GENERAL TRANSFER CREDIT PRINCIPLE

Kingdom University may accept appropriate academic credit earned at another institution when the credit is determined to be comparable in level, content, and academic quality to coursework required or permitted within the student’s KU program.

Acceptance of transfer credit is determined by the University and is not automatic.

The University reserves the right to determine whether previously earned credit is applicable to a particular program.

4. INSTITUTIONAL SOURCE OF CREDIT

Transfer credit may be considered from a postsecondary institution that is appropriately authorized, accredited, recognized, or otherwise determined by Kingdom University to provide legitimate postsecondary education.

The University may consider the nature and status of the institution from which the credit was earned when evaluating transfer coursework.

The University may decline credit when the issuing institution or academic work cannot be adequately verified.



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5. REQUIRED DOCUMENTATION

Students requesting transfer credit must provide appropriate documentation.

Documentation may include:

- Official transcripts;
- Institutional records;
- Course descriptions;
- Course syllabi;
- Catalog descriptions;
- Documentation of institutional status;
- Evidence of learning outcomes or course content; and
- Other information reasonably necessary to evaluate the credit.

The University may require official documentation to be sent directly from the issuing institution or provided through an approved secure method.

6. TRANSCRIPT EVALUATION

Kingdom University will review submitted transcripts and supporting documentation to determine whether coursework is appropriate for transfer.

The evaluation may consider:

- Institution from which the credit was earned;
- Course title;
- Course level;
- Course content;
- Learning outcomes;
- Number of credits or equivalent academic units;
- Grade earned;
- Date the coursework was completed;
- Relationship of the course to the student's KU program; and
- Other relevant academic factors.

7. COMPARABILITY OF COURSEWORK

Transfer coursework should demonstrate sufficient similarity in academic level and subject matter to the KU course requirement or elective for which the credit is being considered.

Coursework may be accepted as:



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- Direct course equivalency;
- Program elective credit;
- General academic credit, when appropriate; or
- Other applicable program credit determined by the University.

When a course does not have a direct KU equivalent but demonstrates appropriate academic learning, the University may award elective or other applicable credit when permitted by the academic program.

8. MINIMUM GRADE REQUIREMENTS

Transfer coursework must ordinarily have been completed with a grade of C or better, or its equivalent, unless a particular academic program establishes a different requirement.

Courses completed below the applicable minimum grade may not be accepted for transfer credit.

Pass/fail or other nontraditional grading systems may be evaluated when sufficient documentation exists to determine that the student satisfactorily completed the applicable academic work.

9. CREDIT APPLIED TO DEGREE REQUIREMENTS

Acceptance of transfer credit does not necessarily mean that every transferred course will satisfy a specific degree requirement.

The University will determine how accepted transfer credit may be applied within the student's academic program.

Transfer credit may satisfy:

- Specific course requirements;
- Elective requirements;
- General academic requirements, when applicable; or
- Other program requirements approved by the University.

The University may require a student to complete certain courses at Kingdom University regardless of the amount of transfer credit accepted.

10. LIMITATIONS ON TRANSFER CREDIT

Kingdom University may establish reasonable limits on the amount of transfer credit that may be applied toward a particular degree or program.



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Program-specific transfer limitations may be established based upon:

- Degree level;
- Academic discipline;
- Program requirements;
- Required residency or institutional coursework;
- Culminating requirements;
- Professional or licensing considerations, when applicable; or
- Other legitimate academic considerations.

Applicable transfer-credit limits will be communicated through the University Catalog or applicable academic program information.

11. RESIDENCY AND KU COURSE REQUIREMENTS

Transfer credit does not eliminate the University's authority to require completion of specified coursework at Kingdom University.

Students may be required to complete a defined portion of their program through KU coursework, including courses that are essential to the academic identity, sequence, or culminating requirements of the program.

Program-specific requirements will be identified in the applicable curriculum and University Catalog.

12. DUPLICATE CREDIT

Credit will not ordinarily be awarded twice for substantially the same academic work.

When coursework from multiple institutions appears to duplicate previously completed coursework, the University will determine which credit, if any, may be applied toward the student's program.

13. CREDIT FROM MULTIPLE INSTITUTIONS

Students may request evaluation of credit earned from more than one institution.

Each institution and course will be evaluated individually.

Acceptance of credit from one institution does not establish an automatic precedent for acceptance of similar credit from another institution.



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14. PRIOR LEARNING AND NONTRADITIONAL CREDIT

Kingdom University may consider credit earned through recognized alternative forms of postsecondary learning when the University has a reasonable basis for determining that the learning is equivalent to appropriate academic coursework.

Such credit may include, when permitted by University policy:

- Recognized prior-learning assessment;
- Military or professional education;
- Other documented postsecondary learning.

The University may require appropriate documentation before awarding such credit.

Life or professional experience alone does not automatically result in academic credit.

15. TRANSFER CREDIT AND GPA

Unless otherwise established by University policy, accepted transfer credit may be applied toward program completion but grades earned at another institution will not ordinarily be included in the calculation of the student's Kingdom University grade point average.

The University may retain the original grade information as part of the student's academic record.

16. TRANSFER CREDIT EVALUATION TIMING

Whenever reasonably possible, transfer credit will be evaluated before the student's enrollment is finalized or early in the student's academic program.

Students are encouraged to submit transfer documentation before beginning coursework so that the University can determine how prior credit may apply to the student's program.

17. PRELIMINARY EVALUATIONS

Kingdom University may provide a preliminary evaluation of transfer credit based upon unofficial documents or information provided by a prospective student.

A preliminary evaluation is not final.

Final transfer credit is subject to receipt and verification of required official documentation.



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18. TRANSFER CREDIT DETERMINATION

The University will document the transfer credit determination in the student's academic record.

The determination may identify:

- Credit accepted;
- Course or program requirement satisfied;
- Elective credit awarded;
- Credit not accepted;
- Additional documentation required; or
- Other relevant information.

The student may request clarification regarding the transfer credit determination.

19. APPEAL OF TRANSFER CREDIT DECISION

A student who believes that transfer credit was evaluated incorrectly may request a review of the determination.

The student should identify the credit being questioned and provide any additional documentation or information supporting the request.

Transfer credit appeals will be reviewed according to the University's Student Complaint & Appeal Policy.

The University's final determination will be based upon the applicable academic requirements and documentation available to the University.

20. TRANSFERABILITY OF KINGDOM UNIVERSITY CREDIT

Kingdom University does not guarantee that academic credit earned at KU will be accepted by another institution.

Acceptance of KU credit is determined by the receiving institution.

Students who intend to transfer to another institution are responsible for determining whether their KU coursework will be accepted by that institution before relying upon transferability.

21. PROFESSIONAL OR LICENSING REQUIREMENTS

Where an academic program relates to a profession that has separate licensing, certification, registration, or other professional requirements, transfer credit may be subject to additional limitations.



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Students are responsible for determining the educational requirements established by the applicable licensing or professional authority.

Acceptance of transfer credit by Kingdom University does not guarantee eligibility for professional licensure, certification, employment, or admission to another institution.

22. INTERNATIONAL TRANSFER CREDIT

Credit earned outside the United States may be considered when the University can reasonably determine the equivalency and academic level of the coursework.

The University may require an appropriate credential evaluation or other documentation when necessary to determine the academic equivalency of international coursework.

23. STUDENT RESPONSIBILITY

Students requesting transfer credit are responsible for:

- Providing accurate information;
- Submitting required documentation;
- Responding to requests for additional information;
- Reviewing the transfer credit determination; and
- Notifying the University of any concerns regarding the evaluation.

Students should not assume that coursework will transfer until the University has completed its evaluation.

24. UNIVERSITY RESPONSIBILITY

Kingdom University is responsible for evaluating transfer credit consistently and according to the requirements of the student's academic program.

The University will maintain documentation supporting transfer credit decisions.

25. RECORDS

The University will maintain appropriate records concerning transfer credit evaluations.

The student's academic record may identify transferred coursework and the amount and type of credit accepted.

Transfer credit documentation will be maintained in accordance with the University's applicable record-retention practices.



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26. RELATIONSHIP TO OTHER UNIVERSITY POLICIES

This policy should be read together with the University's:

- Enrollment Policy
- Academic Progress & Ability-to-Complete Assessment Policy
- Student Complaint & Appeal Policy
- Enrollment Agreement
- Student Enrollment Acknowledgement
- University Catalog
- Applicable academic program requirements

The Enrollment Agreement and Pre-Enrollment Disclosure & Receipt Form provide students with information concerning the University's transfer-credit practices.

27. POLICY ADMINISTRATION

The University administration and designated academic personnel are responsible for administering this policy. The University may establish reasonable procedures, forms, and documentation requirements necessary to implement the policy.

28. POLICY REVIEW

This policy will be reviewed periodically by the University to ensure that it remains appropriate to the University's academic programs, transfer practices, and applicable requirements.

APPROVAL

Authorized Kingdom University Official: Dr. Greg Hood

Title: President, Kingdom University

Signature:

Date Approved: 1 August 2026

Effective Date: 1 October 2026

Next Review Date: 1 July 2027

Policy Number: 009

Applies To: All Students

Responsible Office: Administration / Registrar / Admissions