**Vine University**

The Policy of Credit Transfer

(전학시의 학점인정 방침)

**A. Transferring Credits (Acceptance of Credits)**

Students from accredited institution. Credit may be given for courses in which a grade of “C” or above for undergraduate courses (“B” or above for graduate courses) has been earned and which correlates with the courses required for the completion of the program to which the student was admitted. The maximum credit transferable is 50% of total graduate credits for each program. Therefore, the transferable credit is 64 semester credits for the bachelor degree, 34 semester credits for the M.R.E, and 52 semester credits for the M.Div. In special cases, exceptional transfer will be accepted by the process of the evaluations of faculty and admission committee.

Academic work done at accredited institutions, or at schools in Korea that have recognition from the ministry of education, will be transferred to Vine programs if the work fits into our curriculum (e.g. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). The transfer policy for work done at unaccredited American schools or schools in Korea that have not achieved recognition by the Ministry of Education is as follows:

Full credit may be granted for each credit earned at a school that has achieved candidacy with an accrediting agency that is approved by the US Department of Education or the Council for Higher Education Accreditation (if the class fits into our curriculum).

It is the student’s responsibility to request that each institution attended send official transcripts directly to Vine University of Admissions for evaluation. Coursework that fits into our curriculum and was earned from an accredited school is normally transferred into our program on an equal credit for credit basis. The procedure for determining whether transfer credit from unaccredited institutions is as follows:

1. The academic den or registrar will research the institution in question (e.g., do internet or telephone research to determine faculty credentials, hours of coursework per credit, library resources, names of accredited schools accepting coursework from this insitituiton...)
2. The student is expected to demonstrate the equivalence between the courses in question, e.g., by showing the syllabus of the course previously taken.
3. The Dean of Academic Affairs, in consultation with the Vine instructor who teaches the equivalent course, determines the transferability of the credit by reviewing the material presented by the student.
4. The grade for the course for which the credit transfer is sought must be least “C” for undergraduate courses and “B” for graduate courses.
5. A faculty and academic staff committee will award credit for unaccredited coursework will be awarded as follows:

* 1/2 of a credit may be granted for each credit earned at an unaccredited American school that has achieved applicant status with the ABHE and TRACS (the class must fit our curriculum)
* 1/3 of a credit may be granted for each credit earned at an unaccredited American school that has achieved state approval (the class must fit out curriculum)
* 1/3 of a credit may be granted for each credit earned at an unaccredited American school that has not achieved state approval – with a limit of 20 credits accepted (for 60 or more credits work)
* 1/3 of a credit may be granted for each credit earned at a Korean school that has not achieved recognition by the Ministry of Education – with a limit of 20 credits accepted (for 60 or more credits work)

Students wishing to transfer credits into Vine should include a note in their application packet indicating which transcripts should be assessed for transferable credit. When receiving an acceptance letter into a Vine program, the letter should include the list of accepted transfer classes. If the list is not included, please contact the office of the academic dean.

In some cases, students take transferable courses while attending Vine (or did not ask for transfer credits when applying to Vine). It is important that students request transfer credits as soon as possible. In some cases, a student may take a Vine class that could have been transferred from a previous transcript. Since we cannot give credit for taking the same class twice, the student has wasted time and money. In other cases, a student may assume that a class would be transferred. By the time the student learns that the course was not accepted for transfer (or not accepted for full credit), he or she may have missed the chance to enroll in a class needed for graduation.

**B. Notice Concerning Transferability of Credits and Credentials Earned at This Institution**

The transferability of credits you earn at Vine University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Undergraduate or Graduate degree you earn in Vine is also at the complete discretion of the institution to which you may see to transfer. If the degrees that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Vine to determine if your degree will transfer.

1. 성적증명서는 타 학교에서 미 개봉 상태로 Vine에 보내어 졌을 때 공식적으로 인정받게 됩니다. 학생은 교무처장과 약속을 하고 만나서 학점인정을 위한 성적표 분석을 하도록 해야 합니다. 인정받을 수 있는 학점의 양에 대한 구체적 방침은 카탈로그에 제시되어 있습니다.
2. 인정된 학점은 본 학교에서 이수해야 하는 학점을 줄일 수 있습니다. 그러나 대학부는 64학점까지만 타학교의 학점을 트랜스퍼 할수 있고, M.Div. 대학원은 52 학점까지만, 그리고 M.A. 대학원은 34학점 까지만 트랜스퍼가 가능합니다. 본교는 경험적 학급에 의한 학점은 (실천 학점) 인정하지 않습니다.
3. 원칙적으로, 학점은 인가 받았거나 허가된 학교로부터의 성적만을 전입 학점으로 인정해 줄수가 있습니다. Vine는 CHEA나 USDE가 인정하는 인가기관으로부터 인가를 받은 학교에서 취득한 학점만을 인정합니다.
4. 한국 교육부(Korean Ministry of Education)가 출판한 책에 등록된 한국의 학교에서 얻은 학점들은 인정됩니다. 이 학교들은 미국의 인가된 학교들과 같은 수준으로 여겨 집니다.
5. California BPPVE에 의해 인가된 사립하교 혹은 그 외에 인가되지 않은 학교에서 이수한 학점은 학장의 판단 하에 1/3까지 인정받을 수 있는데. 그 한도는 20학점까지 입니다.
6. 대학원은 “B” 학점 이상의 학점만이 인정받고, 대학부는 “C” 학점까지 인정 받을 수 있습니다. 이전 학교의 GPA는 이전되지 않습니다.
7. 직업훈련원에서 얻은 학점은 Vine의 학위과정이나 수료 과정에 학점이 인정되지 않습니다.
8. 어떤 학생이 잘 알려지지 않는 학교에서 본 학교에 전학을 온 경우는 본교의 교무직원이 그학교를 방문할 수가 있습니다. 방문해서 그 학교의 학업수준을 알아보고 이 수준에 따라 얼마의 학점을 인정해 줄지를 결정합니다.
9. 본교는 Semester System을 쓰고 있습니다. 어떤 학생이 Quarter System을 쓰는 학교에서 전입을 해 왔다면, 학점의 계산은 3:2의 비율로 계산합니다. 예를 들면 Quarter System에서 12학점을 취득하였으면 본교에서는 8학점으로 계산됩니다.