TRANSFER CREDITS POLICY

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Approving Authority:	President/Rector	Effective Date:	April 15, 2021
Responsible Executive:	Vice Rector of Academic Affairs	Next Review:	April 15, 2024

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	April 15, 2021

explain which part and article have been changed

A. Purpose

To streamline and standardize the process of transfer-in by which students' credit hours taken can be counted as equivalent credits for enrollment purposes as well as transfer-out process.

B. Scope

This policy applies to but not limited to all faculties, SPAC, Academic Registry, Admissions, and Student Recruitment.

C. Abbreviations and Terms

These definitions apply to these abbreviations and terms as they are used in this policy.

AA	Associates of Arts Degree.
AR	Academic Registry.
Admission	When student acceptance of a formal offer into the university is received.
CIE AS/A Level Credits	Credits acquired by Cambridge International Examinations Advanced-AS-Level and A-Level (credits by examination).
Faculty	A collection of supporting resources, that is grouped according to study programs, that holds and manages academic, vocational, or professional education embodies under the disciplines.

IB Credits	Credits acquired by International Baccalaureate Examination (credits by examination).
SPAC	Students-Parents Advisory Center.
SU	Sampoerna University, Jakarta, Indonesia.
Transfer-In Credits	Credits for courses that are taken from other institutions and are requested to be counted as equivalent to courses at Sampoerna University.
Transfer-Out Credits	Credits for courses that are taken at Sampoerna University and are requested to be counted as equivalent to courses at other institutions.
VRAA	Vice-Rector for Academic Affairs

E. Policy Statement.

Part I.   Background

The Indonesian Ministry of Education allows Indonesian universities to admit transfer students and to recognize previously earned credit as stated in Ministry of Education Letter Number: 122/K3/KM/2014 dated on 8 April 2014 and referring to Law of the Republic of Indonesia Number 12 of 2012. In its operation as a university that has adopted a US education model, SU supports the flexibility of the transfer process to and from other accredited higher education institutions. This policy aims to standardize processes of assisting transfer-out students and accepting transfer-in students. In accordance with Law Number 12 of 2012, SU also aspires to produce qualified graduates including ones coming in as transfer students by establishing measurements and evaluations to maintain quality and to uphold institutional integrity when acknowledging previously earned credits as SU credits.

Part II.   Transfer-Out Process

Article 2.1.   Definition of Transfer-out

Transfer out process describes a process where students start at SU and attempt to transfer their credits earned at SU to their destination institution. The students consequently exit SU and pursue their undergraduate degrees at their new institution.

Students preferably declare their intention to transfer out to Admission in their first semester of enrollment at SU and this information should be relayed and recorded by Academic Registry and SPAC. This would allow students to receive the most appropriate support and advice to ensure successful transfers.

Article 2.2. Transfer Acceptance and Credit Transferability

Transfer admission acceptance at another institution cannot be determined and/or guaranteed by SU.

The number of credits offered at SU that would be transferrable cannot be determined and/or guaranteed by SU unless a previous articulation agreement has been established between SU and the other institution(s).

In cases where an articulation agreement exists between SU and the other institution, credit transferability shall be regulated in the articulation agreement. If articulation agreement has not been established, the receiving institution would have the full authority to determine which credits it would accept or deny.

Article 2.3. *Transfer-out Advising*

Advising activities for students intending to transfer out will be under SPAC. Advising for students intending to transfer should include but are not limited to the following activities:

2.3.1. Guiding research activities for students to create a transfer plan. A transfer plan should at least include transfer destination, intended major, transfer requirements, and transfer deadlines.

2.3.2. Advising study plan based on the student's transfer plan.

2.3.3. Providing SU recommendation letter and/or SU official transcripts, if needed. Any physical mailing of these documents should be arranged by the student.

2.3.4. Reviewing transfer application, if needed. SU advisors cannot complete a transfer application on behalf of the student.

2.3.5. Reviewing application essays, if needed. SU advisors cannot write an application essay on behalf of the student.

2.3.6. Reviewing student's visa application forms, if needed. SU advisors cannot complete the visa application forms on behalf of the student.

Advisors should abide by values and codes of ethics in advising as stated in Academic Advising Policy.

Article 2.4   *Transfer-out Process*

SU students may start their transfer process after completing at least one full semester at SU.

The transfer out process follows:

2.4.1. Student applies to the universities of their choice according to the timeline as stated in their transfer plan.

2.4.2. Student may request SU official transcript from Academic Registry. Student must cover all costs related to shipping of SU official transcripts in hard copies to their target institutions.

2.4.3. Students may request for assistance from SPAC advisor to review application forms or admission essays if needed.

2.4.4. After being admitted to an institution, student must fill out Statement Letter – Study Transfer form. This form can be obtained and should be returned to Academic Registry.

Part III.   Transfer-in Credits by Examinations and the Evaluation Criteria

Article 3.1. *Definition of Transfer-in Credits by Examination*

3.1.1. Transfer-in credits may be earned from an approved list of accelerated credit by examinations.

3.1.2. SU will only recognize a list of courses with minimum grades from Cambridge AS/A Level examination and IB qualifications.

3.1.3. Students with A Level and IB qualification must first meet General Admission Requirements stated on SU Admission Policy and its affiliated documents before they can request for an evaluation for their A Level and IB qualifications.

Article 3.2. ***The Evaluation Criteria for CIE AS/A Level***

CIE Subjects	Score	SU Course Equivalent	Credits
Chemistry AS-level	D or better	Gen Ed Science credit for non-Science majors	4 credits
Chemistry A-Level	A or better	GSCI 1303 Chem I + GSCI 1103L Chem I Lab and GSCI 2304 Chem II + GSCI 2104 L Chem II Lab	8 credits
	B or C	GSCI 1303 Chem I + GSCI 1103L Chem I Lab	4 credits
	D	Gen Ed Science credit for non-Science majors	4 credits
Economics A level	D or better	BUSI 1301 Basic Economic Issues	
Mathematics A-level	E or better	GMAT 1304 Calculus for Business	3 credits
Mathematics-Further A-level	E or better	GMAT 1505 Calculus I and GMAT 2506 Calculus II	10 credits

AS/A level subjects other than those listed above will be subject to separate evaluation and approval by:

- For courses that are offered at SU: Relevant Faculty Members and Head of Department, Dean of Relevant Faculty, VRAA
- For courses that are not offered at SU but may meet general education competencies: Relevant Faculty Members and Head of Department, Dean of Academic Operations, VRAA

Grades earned from CIE subjects shall be evaluated and recorded as what is earned in the final CIE result as follow:

CIE Grade	Letter Grade Equivalency
A	A
B	B
C	C
D or E	C (Passing)
Below E	Not Transferable

Article 3.3. The Evaluation Criteria for IB Score

IB Subjects	Score	SU Course Equivalent	Credits
Chemistry, HL Exam	5 or above	GSCI 1303 Chem I + GSCI 1103L Chem I Lab and GSCI 2304 Chem II + GSCI 2104 L Chem II Lab	8 credits
	4	Gen Ed Science credit for non-Science majors	4 credits
English A: Literature, HL exam	5 or above	GCOM 1304 English Composition I	3 credits

IB subjects other than those listed above will be subject to separate evaluation and approval by:

- For courses that are offered at SU: Relevant Faculty Members and Head of Department, Dean of Relevant Faculty, VRAA
- For courses that are not offered at SU but may meet general education competencies: Relevant Faculty Members and Head of Department, Dean of Academic Operations, VRAA

Grades earned from IB exams shall be evaluated as follows:

IB Score	Letter Grade Equivalency
6 - 7	A
5	B
4	C
3 or below	Not Transferrable

Part IV.   Transfer-in Process and Its Evaluation Criteria

Article 4.1. Transfer-in Process from US Higher Education Institutions

Transfer credits may be earned from coursework completed in other higher education institutions from the United States.

Transfer credits earned from a coursework completed in higher education institutions in the US must meet the following criteria:

4.1.1. The coursework completed in the US is completed at a regionally accredited institution.
4.1.2. Student must submit transcript(s) and syllabi of courses to be evaluated.
4.1.3. The coursework has comparable content and learning objectives as a course at SU or meets a General Education competency at SU.
4.1.4. The course work to be evaluated must have C- grade or better.

Article 4.2. ***Transfer-in Process from Other Foreign or Indonesian Higher Education Institutions***

    4.2.1.   Transfer credits may also be earned from coursework completed in higher education institutions from outside of the United States including Indonesia.

    4.2.2.   Students enrolled in a double degree program are responsible for having their foreign or Indonesian transcripts and syllabi (if required) translated and assessed before the credits can be evaluated. SU cannot guarantee that its double degree program partners will accept credit earned at another institution.

    4.2.3.   Students enrolling in a single-degree program should have their foreign transcripts and syllabi translated into English or Bahasa Indonesia before the credits can be evaluated. Transcripts and syllabi from Indonesian universities do not need to be translated.

    4.2.4.   Students enrolling in a double-degree program must have their transcript(s) and/or syllabi assessed by a NACES certified third party evaluation service.   SPAC will be able to provide references of US credential evaluation services.

    4.2.5.   Foreign transcript(s) and/or syllabi will only be evaluated by SU after they are assessed by US credential evaluation services.

    4.2.6.   Transfer credits earned from coursework completed in higher education institutions in other countries outside of the US including Indonesian universities must meet the following criteria:

        a.   The coursework is completed at a nationally accredited institution. For an Indonesian university, the institution must be accredited by BAN-PT.

        b.   The coursework has comparable content and learning objectives as a course at SU or meets a general education competency at SU.

        c.   The course work to be evaluated must have C- grade (or better).

Article 4.3 ***Calculation from Quarter to Semester Credits***

Any credits to be evaluated from a quarter system shall first be converted to semester credits. The conversion will be calculated as follow:

<p align="center">Quarter Credits x 0.67 = Semester Credits</p>

Article 4.4. ***Minimum Number of Credits for Transfer-in Students***

    4.4.1.   A qualified student with a minimum of 18 transferrable semester credits shall be admitted and registered as a transfer-in student and recorded in DIKTI as such.

    4.4.2.   The number of minimum semester credits set for a transfer –in student is in accordance with the maximum number of semester credits set by the Ministry of Education for a new student's first semester in a university.

    4.4.3.   A qualified student with lower than 18 transferrable semester credits shall be admitted and registered as a new student.

    4.4.4.   Upon evaluation by an advisor, any transferrable semester credits that are fewer than 18 credits can be acknowledged to satisfy foundation, major, or general education requirement(s) of the student's degree plan.

Article 4.5.   *Maximum Number of Credits for Transfer-in Students*

Referring to Ministry of Education Letter Number: 350/LL3/KR/2021, total transferrable credits are calculated as: (Total credits with C or better from the previous university – total credits that are not transferrable to SU).

A maximum number of transferrable semester credits that can be used toward a student's bachelor's degree completion should be no more than 60 semester credits.

Part V.   **Applying for Transfer Credit Evaluation.**

Article 5.1   *Transfer Credit Evaluation Issuance*

A formal evaluation will be issued by SPAC upon coordination and evaluation by corresponding faculty.

Article 5.2.   *Document Needs for Transfer Credit Evaluation*

To evaluate the transfer credits, a newly admitted transfer student must submit a set of documents to Admission at least one month before the first day of class. Admission will then submit these documents to SPAC to start the evaluation process. The documents needed for evaluations are:

Documents	Single-degree Students	Double-degree Students
Official Transcripts	In Bahasa Indonesia, or English, or translated to English if the language used is not in English.	In English or translated to English if the language used is not in English. If the official transcripts are not issued by US higher education institution, the official transcripts must be evaluated by an independent US credential evaluation service.
Syllabi	In Bahasa Indonesia, or English, or translated to English if the language used is not in English.	In English or translated to English if the language used is not in English. If the syllabi are not issued by US higher education institution, the syllabi must be evaluated by an independent US credential evaluation service.

Article 5.3.   *Temporary Transfer Credit Recommendation*

Prior to receiving formal evaluation, a transfer student may receive a temporary transfer credit recommendation to enable admission to issue an invoice. Temporary transfer credit recommendation shall be issued by SPAC.

If a formal transfer credit evaluation has not been issued by time of course registration, a transfer student may refer to the temporary transfer credit recommendation to register for courses in his or her first semester at SU upon approval by his or her Academic Advisor.

Part VI.   Evaluation Process.

No	Steps	Units/persons involved	Documents or information needed
1	**Input**: Transfer credit evaluation request made	Admission and SPAC	Unofficial transcript, intended major, student's study plan (graduate at SU, AA degree only, or to transfer out again)
2	**Recording**: Transcribes course information, credit unit, and grades on Student Transfer Evaluation file and Degree Plan Checklist	SPAC	Student Transfer Evaluation file, Degree Plan Checklist
3	**Evaluation**: Issue a temporary transfer credit recommendation by checking student's earned coursework on Degree Plan Checklist against transfer credit recognition history and course description	SPAC	Transfer credit recognition history, Degree Plan Checklist
4	**Evaluation**: Confirm course evaluation to related faculty.	SPAC and related faculty	Syllabi of courses to be evaluated
5	**Compiling**: Transcribe course evaluation to AR Credit Recognition Form	SPAC	AR Credit Recognition Form
6	**Approval**: AR Credit Recognition Form to be reviewed, approved, and acknowledged	SPAC, Head of Department, Dean, Dean of Academic Operation, and VRAA	AR Credit Recognition Form
7	**Output**: Submit final credit recognition to AR and student	SPAC and AR	AR Credit Recognition Form

Part VII.   Documents and Forms.

No	Name of Document(s) or Form(s)	Purpose	Format	Managed and maintained by
1	Statement Letter – Study Transfer	A declaration by student intending to transfer, stating his or her last active semester at SU.	Printable copy	AR
2	AR Credit Recognition Form	To record final transfer credit recognition and for formal submission to DIKTI	Printable copy	AR
3	Degree Plan Checklist	To determine temporary transfer credit recommendation by matching similar courses on the student's transcript to list of courses on SU degree plan	Printable copy	SPAC
4	Transfer Evaluation File	This file is to track evaluation progress for a student applying for transfer. This file lists all coursework earned by the student and missing requirements, evaluation progress, and/or final evaluation for a course.	Living document	SPAC
5	Credit Recognition History	This file compiles all previous recognized and rejected courses that have been submitted for evaluation. It should be used to provide a temporary course recommendation for new transfer students.	Living document	SPAC

F. Related Policies and Procedures

- Admission Policy
- Advising Policy
- Student Handbook