



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Transfer Credit Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2025	REVISION DATE(S): 01/20/2026
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy governs the evaluation and acceptance of transfer credit for students seeking admission to St. John's College's nursing programs. It ensures consistent application of academic standards and supports students in achieving timely progression toward degree completion.

Policy:

1. **General Policy**
 - a. St. John's College accepts transfer credits from regionally accredited institutions or other recognized accrediting bodies, subject to course equivalency review.
 - b. Only courses with a grade of "C" or higher will be considered for transfer.
 - c. The maximum number of transferable credits is 80 credit hours, subject to residency requirements (see Section 5).
 - d. All transfer evaluations are based on current curriculum requirements, course outcomes, and regulatory guidelines.
 - e. All transfer coursework must be completed, officially evaluated, and posted to the student's academic record prior to the start of the final semester of the program. Coursework completed during the final semester is not eligible for transfer credit.
 - i. In rare and extenuating circumstances, transfer coursework completed during the final (fourth) semester may be approved by the Chancellor or designee.
 - ii. Such approval must be granted in writing prior to the start of the final semester and documented in the student's academic record.
2. **Residency Requirement**
 - a. To maintain academic integrity and ensure alignment with St. John's College program outcomes:
 - i. Students must complete at least 25 credit hours in residence at St. John's College.



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- ii. All core nursing courses with clinical/lab components must be completed at St. John's College.

3. Transfer Evaluation Process

- a. Student must submit all official transcripts from all prior institutions attended.
- b. Course syllabi, catalogs, or detailed outlines may be requested for review.
- c. Evaluations are conducted by the Registrar's Office in collaboration with applicable faculty and college administration.
- d. Transfer decisions are typically made within 10 business days of receipt of transcripts and required materials.
- e. Transfer evaluations must be finalized in accordance with the timing requirements outlined in Section 1.

4. Transfer of Lower-Division (General Education) Credit

- a. As St. John's College is a single purpose college providing only upper-division (study in the nursing major), lower-division (general education) transfer credits are required to meet the 120-credit baccalaureate degree.
- b. Official transcripts from every college and/or university attended are required to evaluate lower-division transfer credit.
- c. A general education course is transferable under the following conditions:
 - i. The institution must be regionally accredited.
 - ii. It is a graded course (A, B, C, D, F).
 - iii. A grade of "C" or higher was achieved.
 - iv. Pass/no pass/fail (P, NP, F) courses are not transferable.
 - v. Credit/non-credit (C, NC) courses are not transferable.

5. Transfer of Lower-Division (General Education) Credit from StraighterLine

- a. St. John's College is a partner college with StraighterLine, which allows students to complete self-paced transferable general education coursework.
- b. This partnership allows students to take individual online courses through StraighterLine and then transfer them directly to St. John's College.
- c. A StraighterLine general education course is transferable under the following conditions:
 - i. The course is on the approved course list specifically for St. John's College.
 - ii. The course is quality reviewed and approved by the American Council on Education (ACE).
 - iii. It is a graded course (A, B, C, D, F).
 - iv. A grade of "C" or higher was achieved.
 - v. Pass/no pass/fail (P, NP, F) courses are not transferable.
 - vi. Credit/non-credit (C, NC) courses are not transferable.

6. Transfer of Upper-Division (Nursing Course) Credit

- a. Clinical nursing courses (with direct patient care components) are not transferable due to differences in curriculum design, competencies, and regulatory requirements.



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- b. Exceptions may be considered on a case-by-case basis with full documentation and skills validation.
- c. Students who wish to transfer upper-division (nursing course) credits from another nationally accredited nursing program must meet the college's admission criteria and submit all official transcripts from every college and/or university attended.
 - i. For review of upper-division nursing course for transfer, the following conditions must be met:
 - 1. The institution must be regionally accredited.
 - 2. It is a graded course (A, B, C, D, F).
 - 3. A grade of "C" or higher was achieved.
 - 4. Pass/no pass/fail (P, NP, F) courses are not transferable.
 - 5. Credit/non-credit (C, NC) courses are not transferable.
 - 6. Submission of the course syllabus.
 - 7. Submission of the catalog for the academic year in which the course was completed.
- d. Additionally, the following guidelines apply to all upper-division nursing transfer credit review:
 - 1. Maximum of eight (8) upper-division nursing credits will be considered.
 - 2. Maximum of two (2) courses will be considered.
 - 3. Courses must be within two (2) years.
 - 4. Courses must be from the first two (2) semester/terms of the nursing program to be considered for transfer.
 - 5. Courses occurring after the first two (2) semester/terms of the nursing program will not be considered for transfer.
 - 6. Courses that were repeated due to a non-passing grade or withdrawal will not be considered.

7. Transfer of Credit from St. John's College

- a. Transfer of credit from St. John's College to another institutions is dependent upon the policies and procedures of the receiving institution.
- b. St. John's College cannot guarantee acceptance of transfer credit or equivalency of transferred credit to another institutions.

8. Appeals

- a. Students may appeal transfer credit decisions by submitting a written request with supporting documentation to the Academic Dean within 30 days of receiving the evaluation.

9. Policy Review

- a. This policy is reviewed annually by the Academic Affairs Committee and updated as needed to align with accreditation standards, state board of nursing requirements, and institutional goals.