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Transfer of Credit Policy

Summary:

LIGS University accepts academic credit from duly authorized or accredited institutions of higher learning or from approved credit-equivalent learning and education. Accepted credit may be applied to LIGS degree plans in substitution for LIGS requirements or as elective credit at LIGS' sole discretion.

Terms:

Academic Credit Transfer: The process by which LIGS University accepts credit earned at another institution or via equivalent learning.

Admissions Specialist: LIGS University professional trained in the process of reviewing transcripts and related credit-bearing materials in order to assess a potential award of academic credit.

Accredited, Approved or Authorized Institutions: As LIGS University is a global institution that enrolls students from all over the world, formal credit transfers may originate from any institution or learning center that has been properly approved, authorized or accredited by its convening legal authority, whether supranational, national, regional, state or provincial.

Articulation Agreement: A pre-arranged acceptance of transfer credit between two or more institutions of higher learning or learning providers by which credits are accepted on an equivalency basis.

Credit Award: A formal offer of transfer credit extended by LIGS University, including both elective and substitution credits and indicating credits left to complete a LIGS degree program.

Credit Review: The process by which LIGS University admissions specialists accumulate transcripts and supporting materials in order to determine credit awards.

Elective Credit: Academic credit which may be applied to the elective block in a LIGS University degree plan, as available.

Official Transcript: A record of learning and awarded academic credit issued by a duly accredited, authorized or approved institution or learning provider, sealed, signed and dated by the originator.

Related Evidence of Learning: Grade reports, course certificates or equivalent documents by which students may petition for transfer credit in lieu of traditional or standard transcripts.

Direct Credit Substitution: Academic credit which is awarded as a replacement for a materially identical LIGS University course. Such credit acts as an exemption from the applicable LIGS University course.

Transfer Limit: LIGS University reserves the right to limit credit awards at its sole discretion.



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Policy Details:

LIGS University welcomes transfer students and seeks to maximize the award of legitimate transfer credit. Credit is awarded for earned graduate-level courses and learning events originating from accredited, approved or authorized institutions of higher education or learning providers.

Transfer credit is evaluated on a case-by-case basis and is accepted by LIGS University in its sole discretion. Income transfer requests must be accompanied by official documentation and are reviewed by LIGS University admissions specialists and approved by LIGS University Academic Dean to determine transfer awards.

Students who wish to earn transfer credit at LIGS University should contact their admissions advisor in order to confirm a transfer credit award prior to entering an enrollment agreement with LIGS University.

The LIGS University credit award shows the number and application of credits awarded. Credits may be applied either directly to LIGS University degree requirements or as elective credit.

Prospective transfer students should contact an admissions advisor to learn more about possible transfer of credit for their specific case..

General Criteria for Transfer Credit

1. LIGS University does not guarantee transfer of any credit until a student is accepted into a degree program.
2. LIGS University accepts transfer credit from both US and international institutions of higher education.
3. Official transcript of records in a language known to the admissions advisors is required to determine the transferability of credit.
4. Generally, the course needs to be on at least graduate level for graduate transfer credits.
5. All transfer credits are granted on an individual basis. Experienced admissions specialists at LIGS University assess the transferability of credit based on official records, including official transcripts. Additional evidence of learning may be required to determine a specific transfer award. Additional records may include course syllabi, evidence of course content, official catalogs or statements of approval from relevant authorizing or accrediting agencies.
6. All transfer credits need to be finally approved by the Academic Dean.
7. The maximum number of transfer credits is 50% of credit hours required for the degree program in question.
8. It may be determined that some courses are not eligible for transfer of credit.
9. In case a decision is made that the applicant can't be granted any credit for the courses taken at other institutions, the applicant is required to provide admissions advisor with transcript of records from undergraduate or degree-equivalent program of study, and will be accepted into the degree program based on the information provided.



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OUTGOING TRANSFER

LIGS University does not guarantee transferability of credits earned at LIGS University to other educational institutions. Students should contact admissions advisors of any institution where they wish to transfer to determine if the institutions is willing to accept credits earned at LIGS University before enrolling in that institution.

ARTICULATION AGREEMENTS

From time to time LIGS University may enter articulation agreements with partner institutions to define and determine standards and processes for degree completion. Those agreements indicate the nature and volume of credit transfers and supercede this policy.