

## **TRANSFER STUDENTS**

Students from regionally accredited colleges and universities are welcome to apply as transfer students. Transfer students are defined as students who have earned 1 or more semester hours of credit after high school. A student graduating from high school and coming to MidAmerica Nazarene University the following semester will be considered an entering freshman regardless of the number of hours of college credit he/she accumulated during high school.

In addition to the completed Application for Admission, students who have earned less than 24 hours of transfer credit must submit an official ACT or SAT report in addition to the transcripts from all colleges attended. A student is accepted in good standing if he/she has from 1-23 hours and a GPA of 1.50 or better, provided ACT/SAT scores are acceptable. Transfer students are accepted in good standing if they have 24-55 semester credit hours and a cumulative GPA of 1.75 or better and meet ACT/SAT area score requirements. Transfer students who have 24 or more hours and a GPA of 2.00 or better are accepted in good standing.

In order to receive a degree from MNU, transfer students must take at least one year's work in residence (30 semester credit hours). Transfer credit may be applied to general education requirements and those of specific majors and minors, subject to the approval of the responsible department. Courses in vocational-technical areas are not considered for transfer credit. Students on either academic or disciplinary probation are accepted provisionally.

MNU may accept previous work, place a credit value on it, and enter it on the transcript. However, this previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student. Course credit will transfer for elective, general education, and major or minor requirements as approved.

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**Applying for Admission** - Prior to enrollment, a student must complete the admission process by submitting all of the following:

1. Complete the free Application for Admission.
2. Submit results of the ACT or SAT (if the student has completed less than 24 college credit hours). MNU's ACT code is 1445 and SAT is 6437.
3. Submit *official* transcripts from ALL colleges previously attended.  
*An official transcript is signed by a designated school official and stamped/sealed with an authorized school embossed seal or stamp.*
4. An official Admissions Interview (Highly Recommended).  
*The interview may be completed while visiting campus, but can be completed over the phone if necessary. The Admissions Interview allows the admissions staff to better understand the student's interests, talents, and pre-enrollment expectations.*
5. Complete the FAFSA and ask that your ISIR be shared with MNU. Our institutional number is 007032.

**After Acceptance** - The following are required in order for the Admissions Process to be considered complete:

1. \$200 Confirmation Deposit - \$100 housing deposit and \$100 tuition deposit (full refundable until May 1st for the fall semester and January 1st for the spring semester).
  2. Housing Questionnaire
- Note: The Confirmation Deposit must be paid before the room assignment and pre-registration can proceed.*
3. Meningitis immunization or signed waiver.

## **INTERNATIONAL STUDENTS**

MidAmerica Nazarene University welcomes International Students. Upon request students seeking admission into MNU programs will be sent an International Student Admissions Packet. Application for Admission to the traditional undergraduate programs must be submitted at least 90 days prior to the beginning of the semester (by May 15 for Fall Semester and by September 15 for Spring Semester). International Transfer Students from other colleges or universities in the United States must submit an application 30 days prior to the beginning of each semester. Students seeking admission to other academic programs offered at MidAmerica Nazarene University must follow the time procedures set up by those programs. When all admission requirements have been met, the MNU International Student Advisor will issue the prospective International Student an I-20 document required by INS for F-1 visa status. For students seeking admission to the traditional undergraduate programs, the following must be submitted and received:

1. A completed **Application for Admission** — sent 90 days before the beginning of the semester
2. **Required Fees:**
  - A nonrefundable **\$50** Application Fee
  - A refundable Registration Deposit of **\$19,000**
  - Single International Students who are younger than 22 years of age and not able to live with near relatives or other families who provide all or a significant part of room and board are required to live on-campus.
3. A minimum official **TOEFL** paper-based score of **550**, or minimum computer-based score of **214**, or internet based TOEFL score minimum of **81 (MidAmerica's TOEFL code number is 6437.)**
4. For the International Student from a world area whose first official language is English, an official **ACT** or **SAT** score which meets the same requirements for admission as domestic students. If the ACT/SAT scores qualify for only provisional acceptance, TOEFL is also required.
5. An original, notarized Affidavit of Support and required supporting documentation of evidence of ability to pay school bills in accordance with policy.
6. An appropriately completed and signed International Student Financial Summary (Estimated Cost Total per year: **\$31,000.**)
7. Meningitis immunization or signed waiver.
8. Original transcripts and records (sent directly from the institution), documenting all completed secondary and university academic work.
9. An appropriately completed recommendation from an institutional official, pastor, or comparable person.

International Students may apply to the other academic programs at MNU. The application process varies with each program. All International Students who wish to study at MNU must work with the MNU International Student Advisor who is also the Designated School Official

(DSO) for Immigration and Naturalization Services (INS) at MNU, in order to receive the required I-20 document and to insure that proper INS guidelines are followed for academic study in the United States.

## **TRANSFER CREDIT**

**MNU Students:** Students, once they have matriculated at MNU, can request that a degree requirement be scheduled for completion at another institution (within residency requirements). A student who desires to have academic work transferred from another institution will be considered a transient student and must have the work approved in advance by the area coordinator and department chair, the student's advisor, and the Registrar at MNU. It is the responsibility of the student to ensure that official transcripts from the other institutions are forwarded to the Registrar at MNU within six weeks after completion of the course.

If a matriculated student sits out at least one regular (fall or spring) semester, that student must be readmitted to the University under the Readmission Process. If academic work was completed at another institution, the student will be considered a transfer student and the policy for transfer students will apply to their academic work.

### Course Transfer Guidelines

1. Complete the Course Transfer Request Form (Registrar's Office or [www.mnu.edu/registrar](http://www.mnu.edu/registrar)) and obtain appropriate approvals prior to registering in the course.
2. A copy of the course description from the college catalog must accompany the Course Transfer Request form. An inclusion of a syllabus is also suggested. If a syllabus is not available before approval is received, the syllabus from the course must be submitted to the Registrar's Office as soon as available to the student. MNU retains the right to reverse the transfer decision based on contents of the syllabus, if the syllabus is not submitted when the approval is given.
3. The course will be awarded transfer credit if the course is passed and prior permission has been given.

**Transfer Students:** MNU welcomes transfer students. Students should be aware that degree requirements vary from institution to institution. If considering a transfer to MNU, the student should examine the academic program requirements early in the college experience to begin making transfer plans in advance. Students with transcripts from outside the United States must have their transcript(s) evaluated by an approved evaluation service (see International Student section for details).

Prior to the beginning of the semester in which the student enrolls, official transcripts for **ALL** institutions previously attended must be submitted to the MNU Office of Admissions for evaluation. Violation of this requirement will place the student in jeopardy of dismissal. Evaluations are not made until all official transcripts have been received. At the latest, the official evaluation occurs by the end of the first semester of attendance. All contents of the student's admission file become the legal property of the University and are not returnable or transferable.

If a matriculated student sits out at least one regular (fall or spring) semester, that student must be readmitted to the University under the Readmission Process. If academic work was completed at another institution, the student will be considered a transfer student and the policy for transfer students will apply to their academic work.

***Evaluation Guidelines:*** The following guidelines are used in evaluating academic work from other institutions for transfer credit:

1. Transfer courses are accepted from two- and four-year institutions accredited by a regional association or from non-regionally accredited institutions on a case-by-case basis.
2. To be accepted for credit, each course must be judged comparable in terms of content and quality to a course in the curriculum at MNU or it must be judged to be consistent with the liberal arts and science curriculum and of a quality comparable to that expected of courses at MNU.
3. All course work taken at other institutions for which MNU receives a transcript will be evaluated for transfer credit, and if acceptable, will be posted to the student's record. Transfer courses will be posted at the same level they were taken at. MidAmerica Nazarene University only accepts courses equivalent or comparable to those offered at MNU. Students may, in some cases, be permitted to pass a competency exam to demonstrate that a lower-division course that they are transferring to MNU was comparable in rigor to an upper-division course offered at MNU. Passing the competency exam entitles the student to enroll in another upper-division course to earn sufficient upper-division credits.
4. MNU does not award credit for courses deemed to have a significantly vocational slant; personal orientation or learning skills; or courses which it deems to be developmental or remedial.
5. Grades are transferred along with courses and count in the cumulative GPA.
6. Courses taken at institutions operating under a system other than semester or quarter credits will be accepted according to the conversion formula provided by those institutions. Quarter credits are converted by dividing by 1.5. Semester credits taken elsewhere transfer to MNU as semester credits, equivalent to MNU semester hours.
7. If the student does not agree with an evaluation decision, the student is responsible to submit a request for review of the decision. An explanation of the requested change, a rationale for the request, a course description from the transfer college and a copy of the syllabus **MUST** accompany the request for review. A student who desires a review must have the work evaluated by the appropriate area coordinator and department chair, the student's advisor, and the Registrar at MNU.
8. If the student wants a transfer course to apply towards a specific course requirement in general education or the major, the student must submit a request to the MNU Registrar. The request should include a copy of the course description from the transfer college catalog and a syllabus. The request will be reviewed by the appropriate area coordinator and department chair, the student's advisor, and the Registrar at MNU.
9. MNU maintains several articulation agreements with area colleges and universities. These agreements allow student to automatically transfer courses from participating institutions once an official transcript is received in the Registrar's Office. Transfer students should consult these agreements prior to completing paperwork.