



The following outlines the course transfer policy effective Fall 2010.

1. The courses must be taken at a school recognized by HGU.
2. The courses must be at the Masters level.
3. The courses must be germane to the program the student is transferring into.
4. The course that is being transfer must match with the HGU course by at least 51%.
5. The student must submit a valid school transcript indicating they received a B (3.0) grade in the course they are requesting to transfer.
6. The course being transferred must be at least 3 semester units long or 45 hours of classroom time.
7. The student requesting the transfer must supply the course description from the school where he/she took the course. If requested by HGU, the student may be required to supply the syllabus for the course.
8. The request for a course transfer must come at the time of initial enrollment but no later than the end of the first semester after a student first enrolls at HGU for the first time. Beginning on the first day of the second semester of study, the student can no longer submit a transfer request.
9. The course requested for transfer credit must have been taken within the last five years or if 10, that they have been continuously employed in the field of study that is germane to the subject matter of the subject being transferred or the subject matter of the masters they are enrolling in at HGU.
10. The student must pay the transfer fee. The transfer fee is not refundable. The fee is to pay the cost of the schools time for analysis of the transfer credit. If credit is NOT granted the fee is NOT refunded.
11. It is up to the student to complete the form and to acquire the course descriptions in the prior school and HGU.
12. No more than 9 semester units may be transferred from another school to HGU.
13. Students can transfer classes taken from a prior school to an HGU elective course, but the standards are the same, the course has to match the HGU elective course by 51%. It is up to the student to identify, which HGU elective they believe the course matches by 51%. There is no course at HGU named "Elective."
14. These policies are subject to change.
15. It is incumbent on the student to complete the application, by finding the matching course descriptions. This process is not automatic. It is up to HGU to determine if the courses match and meet HGU standards. Decisions about transfer courses made by the registrar are final.
16. HGU looks at course sequencing and courses as building blocks of knowledge. Skipping vital pieces of knowledge or not learning things in a vital sequence can interrupt the learning process and deny the student a fundamental basis to progress educationally. This may cause HGU to deny the granting of transfer credit.