

AOP- 07-21-09-01 (REVISED 8/18/09)
**RECOGNITION OF DEGREES AND ACADEMIC CREDITS FROM FOREIGN POST-
SECONDARY EDUCATIONAL INSTITUTIONS**

Purpose: To define the procedure to be used to determine if credits or degrees earned at a foreign post-secondary (tertiary) educational institution are acceptable to permit admission and/or credit transfer to Troy University

Students or prospective students seeking admission or transfer of credits must submit to the Troy University International Admissions Office an official institutional transcript. The International Admissions office will verify authentication of credentials submitted.

The Troy University International Admissions Office will evaluate student credentials using standardized best practice procedures. (See Appendices A and B for a complete description of the process)

Transcripts may also be evaluated by AACRAO or ECE to determine if the degree or credits earned at the foreign post-secondary educational institution are acceptable to permit admission or credit transfer to Troy University.

The International Admissions Office will determine the level of the foreign post-secondary institution (equivalent to a community college, undergraduate institution, or graduate level institution). In the case of credit transfer, the International Admissions Office will secure official course descriptions and translate the credit value of each course into U.S. credit hours before submission to the appropriate faculties. Discipline faculties will follow commonly accepted best practice and Troy University protocols for the review, evaluation and transfer of credits from another university or academic institution. (See Appendix C; or Appendix D for Troy University Foreign Partner Institutions)

**POLICY APPROVED BY ACADEMIC STEERING COMMITTEE, JULY 21, 2009
(REVISED 8/18/09)**

OPR: DR. EARL INGRAM

Appendix A:

Process to determine if a foreign post-secondary institution degree or academic credits should be recognized as acceptable to permit admission and/or credit transfer to Troy University

The following are the sources, listed in order of use to which Troy University refers to determine acceptability of degree or credits earned from a foreign post-secondary institution for admission or transfer credit. If any sources listed below affirm acceptability, the degree or credit is deemed acceptable for academic review/confirmation. If any source denies acceptability, the credit or degree is not accepted. If no source confirms acceptability, the applicant will be referred to an approved professional evaluation agency to determine equivalency of U.S. academic credentials.

I. Check primary printed sources available in the International Center:

- ***International Handbook of Universities*** - 19th edition (IAU) or later edition
- ***World list of Universities and other Institutions of Higher Education*** - 24 edition (IAU) or later edition

These two books are edited by the IAU/UNESCO International Centre of Higher Education, International Association of Universities and contain unique and authoritative information on more than 17,000 universities from 183 countries (within each country, higher education institutions are placed in alphabetic order of their names in English). These references include:

- (a) Universities: The entries comprise all institutions whether or not they bear the name "University", which are considered to be of university-level in the country concerned.
- (b) Other Institutions of Higher Education: This category lists all other institutions offering terminal degrees after thereto four years of higher education.
- (c) National Bodies: This section comprises authorities, councils, associations, agencies or other organization which are concerned with higher education and academic cooperation and exchange.
- (d) Agencies dealing with the Recognition of Studies and Qualifications.
- (e) For each institution are given:
 - name in English and, where relevant, in the language of the country;
 - postal and telecommunication details, with-mail and website address, where available;

- names of the Academic Head, Administrative Officer and Director of International Relations and, where available, their contact details;
 - listing of the main divisions of study by Faculties, Colleges, Schools, Departments, Institutes and/or study areas;
 - date(s) of foundation
- II. Other reference works published by AACRAO, NAFSA, UNESCO [International Association of Universities] or foreign governments such as:
- a. *Chinese Universities and Colleges* 4th edition.
 - b. *Guide to Higher Education in Africa*, 2nd edition UNESCO
 - c. *Educational System of France* AACRAO
 - d. *People's Republic of China: Workshop Report* AACRAO & NAFSA
 - e. *Directory of Canadian Universities* Association of University and Colleges of Canada
- III. Check electronic databases such as:
- EDGE - subscription electronic Database of AACRAO with information currently on over 100 countries including the recognized universities, along with the educational ladders, grading scale, and official documents
 - NAFSA http://www.nafsa.org/publication.sec/epublications/online_guide_to - A database which includes currently descriptions of the education systems and official MOE or accrediting website for forty-one countries
 - WES Database
The electronic databases includes based on country profile and includes information of
 - (a) Overview country and education system
 - (b) Educational Ladders
 - (c) Grading system (table of conversion foreign grading system to suggested U.S. equivalency)
 - (d) Credentials (includes credential; description, Advice to Admissions Officers, author notes, required for admission/leads to.. details, and samples of documents)
 - (e) List of regionally recognized institutions (with websites of MOE, University Grand Committee, schools, ...)
 - (f) Resources (websites of countries Government/country education profile, UNESCO, etc.; printed resources such as Guide to Education System, World list of Universities, etc.)
- IV. Website search on official foreign government or accrediting websites such as [using India as an example]:

- a. <http://www.ugc.ac.in>
 - b. <http://www.aicte.emet.in>
- V. Education USA websites and resources:
- <http://apps.collegeboard.com/cbsearch/center/searchOverseasAdvCenter.jsp> provides email and websites maintained by approximately 240 U.S. government sponsored Advising Centers. Officials at these centers are very familiar both with the U.S. educational system and the system of the country where they are located. They can provide most reliable information about a particular institution in that country.
 - NAFSA's REAC regional contacts
 - Department of State-affiliated overseas educational advising centers
- VI. Current internet publications
- a. NAFSA's wRAP news letter [Five times a year, the Recruitment, Admissions, and Preparation Knowledge Community publishes a newsletter focusing on admissions, recruiting, and credential evaluation]
 - b. WES World Education News and Reviews monthly newsletter [especially important for recent name changes]
- VII. Use of peer internet communication networks such as
- a. NAFSA Admission and Credential Evaluation Network of over 300 university based evaluators
 - b. Inter-I a yahoo listserv
 - c. SECUSA a listserv maintained by the University of Buffalo
- VIII. Professional commercial evaluation agencies
- AACRAO
 - ECE
 - WES

[Current as of July 8, 2009]

Appendix B:

Foreign Credit Transfer Evaluation Process

- I. The International Admissions Office collects official transcripts and marks-sheets along with appropriate graduation certificates or diplomas from universities found acceptable
- II. The International Admissions Office verifies authenticity of all documents
- III. The International Admissions Office secures official course descriptions and, if necessary, course syllabi
- IV. The International Admissions Office uses commonly accepted best practices and Troy University established protocols for determining relative course credits:
 - a. The International Admissions Office determines the appropriate allocation unit [the total units earned in a four-year degree at a foreign university divided by 120 to determine the value of the foreign unit]
 - b. The International Admissions Office allocates the appropriate equivalent credit units for each course on the transcript or marks sheet
- V. The International Admissions Office submits potential credit transfer to the chair of the appropriate department[s] for review using the International Credit Evaluation form **(See Appendix C, D, or E)**
 - a. Attaches Undergraduate Transfer Credit form (as applicable)
 - b. Attaches the Petition for Transfer of Graduate Credit form (as applicable)
- VI. The Chair routes approved transfer credit forms to the college dean for signature.,
 - a. The college dean routes all undergraduate credit approvals directly to the Troy University Records Office to be posted to the student's transcript
 - b. The college dean routes the Petition for Transfer of Graduate Credit form to the Graduate School for final approval
- VII. The Graduate School routes approved Petition for Transfer of Graduate Credit forms to the Troy University Records Office to be posted to the student's transcript

Appendix C

International Credit Evaluation Form

(Not used for Troy Foreign Partner Institutions)

MEMORANDUM

DATE:

TO:

FROM: Director of International Admissions

RE: _____ (Student Name , ID#)

Petition of Transfer of Credit from _____ (Foreign University)

The International Admissions Office has verified the authenticity of the student's documents from the University named above.

Using commonly accepted best practices and Troy University established protocols (AOP for Recognition of Degrees and Academic Credits from Foreign Post Secondary Universities), it has been determined that degrees and credits from this foreign university are at the _____ (e.g. 3-year baccalaureate, 4-year baccalaureate, Master's, etc.) level or equivalent to U.S. universities.

Attachments:

[For Staff Use: Please complete the attached Petition for Transfer Credits and determine, if possible, the Troy University course / credit equivalent and submit to the appropriate registrar].

Appendix D

International Credit Evaluation Form (For Troy Foreign Partner Institutions)

MEMORANDUM

DATE:

TO:

FROM: Director of International Admissions

RE: _____ (Student Name, ID#)

Petition of Transfer of Credit from _____ (Foreign University), a
Partner Institution of Troy University

The International Admissions Office has verified the authenticity of the student's documents from the university named above and has determined using commonly accepted best practices and Troy University established protocols (AOP for Recognition of Degrees and Academic Credits from Foreign Post Secondary Universities), that degrees and credits from this foreign university are at the _____ (e.g. 3-year baccalaureate, 4-year baccalaureate, Master's, etc.) level or equivalent to U.S. universities.

The student has been admitted to an approved Troy University International Joint Curricular Venture program and credit will be permitted in the future to be transferred from the partner university into the Troy _____ (degree) program based upon the attached course articulation matrix which has been approved by the appropriate Troy dean and faculty.

Attachments:

[For Staff Use: If the courses are listed on the matrix, please attach the matrix and transcripts and submit to the appropriate registrar. Please complete the attached Petition for Transfer Credits and determine, if possible, the Troy University course / credit equivalent].

Appendix E

International Students Graduate Student Intake Form

*Tertiary institutions attended by this student are acceptable in accordance with the AOP of 07/21/2009.
This form is to be completed by International Admissions Office and e-mailed or sent directly to the appropriate academic department/advisor:*

TO: _____

1. Date: _____

2. Student name: _____

3. Student ID#: _____

4. **Prior Degree (Circle one):**

Bachelor's degree: **3 years** **4 years** **5 years**

Master's degree(s): **1^{1/2} years** **2 years** **3 years**

5. Previous degree(s) major(s): _____

6. Name/Location of Institution: _____

7. **English proficiency (Circle one):**

ESL classes are required

Bridge classes (ESL+ UG only)

English proficient (based on test scores)

8. **Admission Status (Circle one):** **Temporary** **Conditional** **Unconditional**

9. **Graduate level exam (GMAT/GRE/MAT) completed (Circle One):** **Yes** **No**

International Admissions Office Signature:

Director of International Admissions