



Transfer of Credits Policy

Transfer of Credits Students who wish to transfer credits to SUMMA University must meet the regular admission requirements of the Institution. Students should notify the University of their intention to have their previous courses considered for transfer credit. Applicants with previous graduate studies must submit prior university transcripts and course syllabus for each course the applicant requests to transfer.

SUMMA University will accept only those credits considered equivalent to the courses of the selected program of study from an accredited or national recognized institution. The acceptance of any credits is solely at the discretion of SUMMA University administration.

Additionally, students must comply with the following:

- The minimum acceptable grade for transfer of prior coursework is a letter grade of “B” for graduate courses or “C” for undergraduate courses or its equivalent.
- Course and program of study description certified by the originating Institution (for example, Catalog, program guide, or an official letter from the institution verifying its validity.)
- Provide copies of original course syllabus or course content documents for full evaluation to assist SUMMA University in determining the level of content match to the equivalent course at SUMMA University. The content match between the two courses must be at least 50% to be considered for the awarding of transfer credit.
- Additional documents may be required at the discretion of SUMMA University to fully evaluate your transfer request.
- All previous coursework must have been completed within the past ten (10) years.
- In any event, SUMMA University will have the final decision in approving transfer credit.

Students may appeal the denial of transfer credit as per the following process:

1. The student must request the revision with the Registrar in writing within ten (10) days of the ruling on a credit transfer request.
2. The Registrar will review the petition and may request additional documentation and/or an interview with the student to assist in the appeal process.



3. The Registrar shall render a response to the appeal request within fifteen (15) days.

It is important to note that the transfer of credits both to and from SUMMA University will be accepted solely at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not another institution will accept credits from SUMMA University.

No guarantee of transfer of credits is made or implied by SUMMA University.

Maximum Transfer Credits Accepted:

SUMMA University reserves the right to make the final determination of the number of transfer credits that are accepted. At least 50% of the degree program course credits should be completed at SUMMA University.