

# Transfer Credit Policy

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## Official Transcripts

Official transcripts are required for the awarding of transfer credit and for application to health science programs requiring college coursework or high school graduation. An official transcript is required for each school a student attended. College of DuPage will not accept credit earned at one school that is listed on another school's transcript.

A transcript will not be accepted as an official document if it meets any of the following:

- is issued to any person or institution other than the College of DuPage or the student,
- was issued more than 1 year before being received in the Office of Student Records,
- electronically sent by anyone other than the issuing institution; i.e. sent by or forwarded from the student
- a printed transcript not in the original sealed envelope (with school insignia)

## Regional Accreditation

College credit is accepted for transfer from institutions with regional accreditation, covering the time the student was enrolled. Students who attended a non-accredited institution and want to receive credit will be referred to the Testing Office for the possibility of proficiency demonstration with an instructor. The College accepts some credit recommendations from the American Council on Education. Students should note that credit is typically awarded as elective credit in a subject area.

## Bachelor Degrees

Students with bachelor degrees have met all general education requirements for the Associate in Arts (AA) and Associate in General Studies (AGS) degrees. The Associate in Science (AS) degree requires additional science and math coursework not satisfied with a bachelor degree. For Associate in Applied Science (AAS) degrees general education requirement completion is determined by the faculty. To ensure that all possible requirements may be met, a course-by-course evaluation will be completed for bachelor degree students upon receipt of an official transcript. Students with an Associate degree from another institution will also have a course-by-course evaluation as all general education requirements are not automatically completed by having the degree.

## Credit for Military Training

Students with military training should submit their Joint Services Transcript (JST) directly to the Office of Student Records. Transfer credit is awarded based on ACE recommendations (American Council on Education) and corresponding college curriculum. Course specific credit is awarded when possible.

## **No Credit is granted for:**

- Religion courses with a missionary or evangelical basis (as opposed to analytic)
- ROTC
- Courses determined to be equivalent to our developmental level, regardless of the course level from the transfer institution.
- Courses in which the grade received is less than a D.
- High School courses (except those through Dual Credit programs)
- High School equivalency test preparation courses
- Continuing Education (CPU) or non-credit courses
- Course credit awarded at another institution through demonstrated competency testing such as Advanced Placement or CLEP.
  - Students may submit their scores to the College of DuPage for evaluation of credit.
- Course credit awarded at another institution through college entry testing ACT or SAT scores. College of DuPage does not award course credit for college entry testing.
- Graduate level coursework

## **Semester, Quarter and Trimester Systems**

The College of DuPage is on the semester credit hour system. Quarter hours are accepted by converting to semester hours (multiply by 1.5). A Trimester of 15+ weeks is equal to a semester system not requiring conversion. A Trimester less than 15 weeks is equal to a quarter system and will be converted.