



## Colorado Heights University - Transfer of Credit Policy

### Credit Transfer Guidelines

After admittance and confirmed enrollment; the Office of Registrar will perform an evaluation of transfer credits. At orientation, the dean's office (department head) of the University to which the student is admitted will make the final determination of how the transfer credits apply toward degree requirements at CHU.

*//The minimum number of credits required for bachelor's degree shall be 120 semester hours and there shall be at least 60 semester hours within the concentration area and a minimum of 36 semester hours in general education.*

*//The minimum number of credits required for a master's degree shall be 39 semester hours of course, which can include internship coursework.*

### General Guidelines on credit transfer:

- Credit earned from regionally accredited colleges and universities is transferable.
- Transfer credit is assigned only for courses at the 100 level (or above) in which the grade earned must be "C" or higher.
- Generally, an equivalent number of credit hours are given or assigned to similar courses.
- Remedial, audited, or non-credit courses are not transferable.
- College living, orientation, and study skills classes are not transferable.
- In some cases, credit may be transferable to the University and count toward graduation, but may not be applied toward completion of your intended major.
- As much as 90 credit hours of total transfer credit may be accepted into CHU bachelor degree program; leaving a minimum of at least 30 credit hours to earn a bachelor degree at this institution.
- As much as 12 transfer credits of graduate-level coursework may be accepted toward the MBA; leaving a minimum of at least 27 credit hours to earn an MBA at this institution.
- Grades (GPA's) are not transferable except for the purpose of graduation honors.
- For a bachelor degree obtained from a regionally accredited American institution, all of the university's general education requirements will be waived.
- Credit may be granted for military training and experience.
- Credit earned from international institutions will be evaluated per these guidelines.

### **Transfer Credit through Course Work:**

- Only courses taken at a college or university of recognized standing with grades of “C” or better are accepted for transfer.
- //Each department determines the maximum number of semester hours that may transfer from a two-year or four-year postsecondary institution based on the general guidelines.
- //Each department determines the minimum number of final semester hours that must be completed as a degree student to receive an undergraduate degree.
- Credit hours should have been earned no more than 10 years prior to transferring into an undergraduate degree program at CHU.
- College-level work taken during high school is evaluated in accordance with general guidelines for transfer credit at CHU. Official college transcripts of work taken must be received in order for transfer credit to be awarded.
- Transfer Credit through certification Examination is transferable.
- Credit for Advanced Placement Examinations cannot be evaluated from college or high school transcripts; score reports from the College Board must be submitted directly to the University for Evaluation.
- In general, credit is granted for approved International Baccalaureate (IB) examinations at the higher level with a score of 4 or better. An IB certificate or diploma must be submitted directly to the Office of Registrar by the International Baccalaureate Organization for evaluation.

### **Military Credit**

- Credit for military schooling is evaluated upon receipt of Form DD 214, Service Separation Certificate or the Sailor/Marine American Council on Edwardian Registry Transcript (SMART).
- Only work that has received an upper-division baccalaureate recommendation by the American Council on Education (ACE) can be awarded credit. This work, however, is transferred and recorded at the lower-division level. Foreign language credit taken through the State Department, Department of Defense, or Defense Language Institute is assigned the recommended ACE credit.

## **Course Work That Will Not Transfer**

The following course work will not transfer and will not count toward a degree at CHU:

- any courses in which the grade earned is below “C”,
- courses identified by CHU as remedial, i.e., necessary to correct academic deficiencies, such as remedial English, Mathematics, Science, and developmental reading,
- vocational-technical courses that are offered at two-year and proprietary institutions
- courses in religion that constitute specialized religious training or that are doctrinal in nature,
- credits earned for work experience or through a cooperative education program,
- outdoor leadership education course work,
- credits earned in physical education activity courses,
- courses or programs identified as college orientation, and
- any courses taken at a college or university that is not recognized by CHU.

## **How Transfer Credit Applies to a Degree Program**

When the Office of Registrar performs the initial credit evaluation, it will use official transcripts sent directly to the university from each one of the previous colleges you have attended. Official transcripts exhibit the official seal and signature of the registrar. Transcripts that are marked "student copy," "issued to student," or "unofficial" are not accepted as official.

The evaluation may list course work in progress at the time of confirmation as "pending." In order to complete the admission and transfer of credit process, all transcripts of attempted work must be received by the Office of Registrar as soon as possible. Arrange to have your final official transcripts sent directly to the Office of Admissions after you complete your last term and before you enroll at CHU.

After an evaluation of transfer credit has been completed, the Office of Admissions will mail you an evaluation report. There is no guarantee that all transfer credits will apply to a specific degree program.

# Colorado Heights University

## Evaluation Request Form – Transfer Credits

_____	_____
Date	Degree Title
_____	_____
Student ID	Telephone Number
Print Full Name and Address Below	_____
_____	Email Address
_____	_____
_____	Previous Name(s)

CHU Degree sought:  BA  MBA

**Only official transcripts of students who have applied for admission and obtained student ID number will be evaluated.** Transcripts will be accepted via mail directly from the recording university/college or in a sealed envelope if hand –carried. All transcripts listed below must be on file.

It is the student’s responsibility to provide course descriptions and/or syllabi of previously completed courses when necessary. If no course description is provided, those course **will not** be considered for transfer to Colorado Heights University.

**I have read the above statement. Signature** \_\_\_\_\_

Your transcripts from other university/college will be evaluated towards the degree you choose as your goal. A separate request form is required for each degree or certificate you earned.

Program Requirement sheets are available at the Admissions Office.

<b>Transcripts to be evaluated: List full Name of the University/College below</b>	<b>State or Country</b>	<b>Transfer Credit (Office use Only)</b>	<b>Date (Office use only)</b>
_____			
_____			
_____			
_____			
_____			

(CHU Form)

