



Transfer Credit Policy

CIIS has established criteria to evaluate work submitted for consideration for transfer credit, and the applicant or student must demonstrate that the learning experience meets these criteria.

The following policies pertain to transfer credit for both undergraduate and graduate programs:

- Credits, not grades, transfer.
- Credit will only be granted if the subject matter is applicable to the individual’s degree objective.
- Credits are not accepted for transfer to the individual’s degree objective.
- Credits are not accepted for transfer to CIIS certificate programs.
- Credit must be college level – developmental or college-preparatory courses are not accepted for transfer.
- Continuing Education Units (CEU) are not accepted for transfer.
- Units taken in audit status are not accepted for transfer.
- The same transfer credit will not be applied toward more than one CIIS program; this holds true even if the credit was graduate-level and applied toward a CIIS undergraduate program – it will not later be applied to a CIIS graduate program.
- Credit from non-U.S. institutions may be accepted for transfer provided that acceptable documentation demonstrates that these institutions and their courses are equivalent to CIIS requirements; this documentation can be obtained by submitting non-U.S. transcripts for a course-by-course evaluation to either World Education Service or J. Silney & Associates.

Undergraduate Transfer Credit

The School of Undergraduate Studies (SUS) accepts up to 84 units of transfer credit and must be able to accept up to 60 for an applicant to be fully admitted. These units may be earned through any combination of the following:

Source	Restrictions
Accredited community or junior colleges.*	75-unit limit
Accredited four-year institutions	84-unit limit, with up to 75 in the lower division and up to 40 in one subject area (potentially more than 40 for interdisciplinary studies)
Accredited university extension programs for professional development	12-unit limit, evaluated on a case-by-case basis
Advanced Placement (AP) examinations; College Level Examination Program (CLEP); Excelsior College Examination (ECE)	30-unit combined total limit; not awarded after the start of the first semester
Professional Military Education (PME) evaluated by the American Council on Education (ACE)	Limited, evaluated on a case-by-case basis

* Community or junior college credit is accepted for transfer in accordance with the Intersegmental General Education Transfer Curriculum (IGETC). All California community and junior colleges participate in IGETC, and most indicate IGETC-approved courses in their course catalogs. The responsibility for the selection of the proper courses for transfer credit, however, rests with the student.

The following are further policies pertaining to undergraduate transfer credit:

- Courses must be completed with a grade of C or better to be accepted for transfer.
- Transfer credit will not be accepted more than once for identical or significantly similar courses of study. For instance, if the individual has taken two introductory biology courses, CIIS will accept only one for transfer credit. CIIS may require course descriptions to determine course content overlap.
- Graduate-level courses may be accepted in transfer for undergraduate credit.
- Courses taken in correspondence are acceptable for transfer.
- The following credit will not be accepted for transfer:
 - Life experience credit (i.e., learning portfolio) granted by other institutions; however, individuals may submit previously created portfolios for credit assessment through CIIS' Prior Learning Portfolio.
 - Physical Education units except in these specifically defined areas: dance; yoga; some forms of martial arts.