DELAWARE TECHNICAL COMMUNITY COLLEGE

TRANFER CREDIT POLICIES

Evaluation of Transfer Credits

Credits from postsecondary institutions that are accredited by a U.S. Department of Education approved regional accrediting association will be accepted, if they apply to the established curricula of Delaware Technical Community College (Delaware Tech) and meet other requirements listed below.

Transfer Credit Evaluation Process:

* The student must request and arrange for an official transcript from transferring institution to be sent to Delaware Tech.
* The student must be admitted to Delaware Tech before transfer credits will be evaluated or posted to the student’s academic history/transcript.
* The College department chairperson who has oversight for the subject Delaware will evaluate course(s) for equivalent learning outcomes to a Delaware Tech course(s) when the following criteria is met:
	+ The student earned a grade of “C” or better in the course being evaluated for transfer;
	+ The course is applicable to a Delaware Tech major;
	+ The course was completed within the last ten years, unless the academic department has established a shorter time limit. The list of departmentally established time limits which are less than 10 years can be found on the Delaware Tech transfer web page. Approval of transfer credit for a course does not mean the transfer credit will satisfy selective programs’ admission requirements.
* Students requesting transfer credit may be required to provide supporting materials such as the course description(s) from the institution’s catalog and/or course syllabus (syllabi) to complete the transcript evaluation.
* Once evaluation of the course(s) is complete, Delaware Tech will post all transferred courses to the student’s Delaware Tech academic history/transcript.
* Notification of accepted and/or declined courses will be sent to students via the Delaware Tech email system.
	+ Students may inquire with the appropriate department chairperson about declined transfer courses.
* Transfer credits may not be applied toward the residency requirements of the College.
* Students may check with their department chairperson regarding time limits and applicability of transfer courses to program admission and completion. Departmentally established time limits for transfer of courses will be available to students on the Delaware Tech web page.
* Transfer credits for developmental courses will be accepted if the Delaware Tech department chairperson responsible for the developmental courses(s) approves the transfer course as equivalent to the Delaware Tech course(s). Transfer credit for a developmental course exempts relevant portions of the Accuplacer test.
* Students transferring to Delaware Tech with a previously awarded associate, baccalaureate, master, or doctoral degree from a postsecondary institution accredited by a U.S. Department of Education approved regional accrediting association (delete underlining) will receive advanced standing (transfer) credit for Composition (ENG 121), and for Critical Reading and Thinking (RDG 120).

Transfer-Back Policy

Students who have transferred from Delaware Tech without earning an associate degree, diploma, or certificate may complete program requirements by transferring back courses that have been earned at other institutions and are approved as relevant to the award requirements of a major at Delaware Tech. If the student attended Delaware Tech within two calendar years, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Tech. If the student has not been enrolled in Delaware Tech for any of six consecutive terms, including summer sessions (two calendar years), the student must follow the readmission process and current curricular requirements for graduation. Time limits on completed Delaware Tech courses, as well as courses being transferred back, must meet departmental guidelines. The student must satisfy all requirements for graduation, including credits in residence.

Military Credits

Credits earned through military training and service with a grade of “C” or better may be evaluated for transfer if the courses were taken at a regionally accredited college or university. Courses must meet time limit guidelines, be applicable to a Delaware Tech major, and have equivalent learning outcomes to a Delaware Tech course. The American Council on Education’s *Guide to the Evaluation of Educational Experiences in the Armed Services* is used in the evaluation of military training and experience for academic credit.

Credits from Foreign Institutions

College-level credits earned at institutions outside the United States may be evaluated for transfer. Students will be required to submit transcripts with an official English translation by a professional foreign educational credentials evaluation service such as Worldwide Educational Service, North American Educational Group, AACRAO International Education Services, or International Education Research Foundation if the original language for the institution is not English.

Appeals Process

To appeal the evaluation or transferability of a course, the student must submit a written request to the department chairperson responsible for the course for re-evaluation of the transfer credit. The appeal must be made within 60 days of the notification of the declined course(s) and must include documentation for re-evaluation. Upon receipt of the appeal, the department chairperson will submit a copy of the appeal to the dean of instruction. The department chairperson will inform the student in writing within 14 working days if additional documentation for further evaluation is needed. The department chairperson will inform the student in writing of the final transfer credit decision.