

Kaplan University

Transfer Credit Policy

Transfer credit is defined as any previous postsecondary credit earned at a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.

Official Transfer Credit (TC) will be listed on a student's degree plan and official transcript, recorded by the Office of the Registrar, and placed in the student's academic file. Neither grades nor grade points are transferable or calculable as part of the cumulative grade point average (CGPA).

Unless specified, all undergraduate and graduate transcript reviews will be subject to the general guidelines listed below:

1. Official transcripts are required to conduct an official credit evaluation. An official transcript is defined as one that arrives at Kaplan University directly from the awarding institution and is marked "official" or otherwise verified as official by the University.
2. All transcripts for transfer credit evaluation must be received by the end of the first full term of enrollment (second term for graduate business students). Transcripts received after this time may be denied eligibility for official transfer credit evaluation.
3. Transfer credit minimums:
 1. Grades in courses submitted for consideration must correspond to a "C" or better for undergraduate programs and a "B" or better for graduate programs.
 2. Credit will not be given for a mark of "Credit" on a "Credit/D/Fail" option or for a grade of "Pass" on a "Pass/Fail" option, unless those marks are transcribed as equivalent to a "C" or better for undergraduate courses and a "B" or better for graduate courses.
 3. Courses listed as under 100-level, or otherwise designated as remedial, college preparatory, or not at the college level, will not be considered for transfer.
4. Coursework submitted for transfer credit evaluation must be from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
5. Coursework must be relevant to the degree in which the student is enrolled and equivalent to the course requirements of the program selected. Course syllabi, objectives, catalog descriptions, or other documentation may be requested to show equivalencies to Kaplan University course outcomes.
6. Conversions from semester credit to quarter credit systems will follow the standard conversion such that 1 semester hour equals 1.5 quarter hours. Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.
7. Information technology transfer credits must be consistent with the current knowledge and skills taught in an information technology course to be awarded transfer credit.
8. The University does not guarantee the transferability of credits from other educational institutions.
9. Additional requirements and restrictions may apply to individual programs.