



Transfer Students

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 application fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants and October 1 for Day Campus spring semester applicants.
2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Admissions Office. (See page 136 for information on evaluation of transfer credit.)
3. If semester hours earned total less than 24, request an official high school transcript or GED scores be sent directly to the Admissions Office.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen. Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process. Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension can be considered for admission only through the review committee process.

Evaluation of Academic Transfer Credit

If students enter Columbia College after having attended another institution, they are referred to as transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog. An approved transferable Associate in Arts or Associate in Science degree from an approved accrediting body, completed prior to enrollment with Columbia College usually will be accepted in transfer as fulfilling the Columbia College general education requirements. The approved accrediting bodies for this transfer policy include but are not limited to the following: MSA, NCA, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. The Evaluations Department at Columbia College determines if the degree is “approved” and “transferable.” Prior to an official evaluation, there is no guarantee of an Associate transfer. Any other Associate degree from an approved accrediting body or any other Associate degree from any other accepted accrediting body will follow the alternate Associate Transfer Policy. The alternate policy acknowledges Associate degrees from accepted and/or regionally accredited institutions, completed prior to enrollment with Columbia College, that contain ENGL 111 and ENGL 112 with a grade of “C” or better, 33 hours of General Education courses with representation in Humanities, Social/Behavioral Sciences and Mathematics/Science. Bachelor of Arts and Bachelor of Science degrees from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College will be honored as their equivalents at Columbia College with regard to general education requirements. If students have not received an associate or baccalaureate degree from a transferring school prior to enrollment with Columbia College, or a baccalaureate degree from a transferring school, then Columbia College’s general education requirements must be completed even if the previous schools’ requirements were met. To obtain credit, students submit official transcripts from each college or university attended when applying for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the Registrar. Students are required to identify all postsecondary institutions attended. Failure to do so may result in denial of admission. Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year colleges are not accepted for upper-level credit. Graduate level coursework may not be transferred to Columbia College for undergraduate credit. However, if graduate level coursework is evaluated and is considered equivalent to undergraduate coursework at Columbia College, the undergraduate course requirement will be waived. The hours of credit will not be granted. Courses at other

institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the course may be accepted in transfer as undergraduate credit. If the student had completed a baccalaureate degree prior to the course, the course will not be accepted as undergraduate credit and the above listed process for graduate credit will apply. For additional information, see the Evaluations Department.

Military Credit

Defense Activity for Non-Traditional Educational Support (DANTES)

Semester hour credit recommended by ACE is awarded upon attainment of an acceptable passing score per section, or credit is awarded as determined by the testing authority at the time the test was taken. An official record of test results must be sent to the Evaluations Department.

Military Service

Columbia College accepts the following military documents for review. Transfer credit may be awarded for Military Service, Basic Training, Military Education (Service Schools) and Military Occupations. Army: Official AARTS transcript, certified-true DA 2-1; Navy: Official SMART record, certified-true Page 4's; Air Force: Official CCAF transcript; Coast Guard: Official CGI transcript, certified-true page 8's; National Guard: Official National Guard transcript, Official AARTS transcript. For information on additional documents that may be accepted for evaluation or for specific policies concerning the evaluation of documents, contact the Evaluations Department.

United States Armed Forces Institute (USAFI)

USAFI standardized end-of-course tests are accepted if attainment is at the 20th percentile or above. An official record of test results must be sent to the Evaluations Department.