



Transfer of Credit Process from a regionally accredited College/University to Delaware County Community College

1. Complete a Petition for Transfer of Credit form to request an evaluation of the credits. Forms are available in the Assessment Center (Room 2195 at the Marple Campus), the Southeast Center or Chester County Student Services offices. The form may also be downloaded from our website: www.dccc.edu/admissions and financial aid/how-apply and mailed to the Assessment Center, Delaware County Community College, 901 South Media Line Road, Media, PA 19063 or FAX the completed form to 610-359-5085.
2. Request that the other colleges send an official copy of your transcript to:

Records Office
Delaware County Community College
901 South Media Line Road
Media PA 19063-1094

3. TRANSFER CREDITS POLICY

1. DCCC will accept coursework with grades of "D" or better from accredited institutions, **but** the grades for all credits selected for transfer must average at least 2.0 on a scale of 4.0.
2. The acceptability of courses depends on the appropriateness of the courses to a given major, on their comparison to courses offered in the DCCC program and on the length of time since these course credits were earned.
3. Current students may transfer to DCCC a **maximum of 36 credits** from other institutions towards an Associate Degree.
4. Former students who have completed at least 24 credits at this College may transfer back a maximum of 12 credits from other institutions to satisfy DCCC degree requirements.
5. A copy of the evaluation of transfer credits is mailed to the student when completed and can also be viewed on the DCCC website through delaGate.
6. **Students may appeal** an evaluation by completing the Petition for Transfer of Credit form (see #1 at top of page) and indicating yes for re-evaluation of transfer credits. Students may also call the Assessment Center at 610-359-5322.