

Transferring Credit into Aims

Undergraduate credit hours awarded within the prior ten years from any regionally accredited higher education institution may be transferred in to an Aims Community College Degree or Certificate program if they apply to the completion of the student's graduation requirements.

Credits older than ten years will also receive careful consideration for transfer. The College reserves the right to examine all credits to determine equivalency of content. Obsolete course content is not considered equivalent. To be eligible for transfer, courses must have been completed with a "C" grade or better at an accredited college or university, or other approved institution.

Students must submit a request for a transfer credit evaluation toward a specified [certificate or degree program](#) to Admissions and Records. Transfer credits will be accepted only if they satisfy requirements for the degree or certificate you are seeking.

Steps for obtaining a transfer credit evaluation at Aims:

1. [Apply for Admission](#) to Aims and declare a degree.
2. Submit a [Transfer Credit Evaluation Request](#) form to Admissions.
 - o Or, [login to your student account](#) and follow these steps to submit the form electronically:
 - Click on the "Student" Tab
 - Under "Academic Records, click on "Online Transfer Evaluation Request"
 - Fill out the request and click "Submit"
3. Order Official transcripts from all previously attended institutions and have them mailed to Aims.

Our address for mailing is:
PO Box 69
Greeley, CO 80632

Although we prefer a mailed transcript, we will accept a hand-carried official transcript only if it is sealed and signed by a college official. ***Unofficial and opened Official transcripts will not be evaluated.***

4. All documents (transfer credit evaluation request and all transcripts listed on request) must be received in order to begin the transfer evaluation. Within thirty (30) working days, after the receipt of all documents, the completed transfer credit evaluation will be emailed to the student's Aims email account.
 - o The decisions regarding course transferability in the initial transcript evaluation will be binding if the student fails to file a written letter of appeal to the Registrar within fifteen (15) calendar days of the original emailed completed transfer evaluation.

[More information related to transferring credit into Aims](#)

Transfer Evaluation Information

- The [Transfer Credit Evaluation Request](#) form and the Official transcript(s) to be reviewed must be received in the Admissions Office no later than midterm of the *semester* prior to the anticipated semester of graduation.
- Courses for which a grade of D or F was earned will not be transferred into Aims.
- As a transfer student, in order to receive a degree you must complete a minimum of 15 semester hours of course work applicable to the degree program at Aims. In order to receive a certificate you must complete a minimum of fifty percent of course work applicable to the certificate program at Aims.
- The acceptance of transfer credit is documented on the student's official Aims transcript as earned credit only, without any indication of grade or quality points. Transfer grades are not calculated into your Aims GPA.
- Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions or transfer evaluation procedures, become part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions.
- It is the responsibility of the student to have international transcripts translated into an English “course-by-course” evaluation by a recognized translation service prior to submitting them. Many students use the below organizations for foreign credential translation.

[AACRAO International Education Services](#)

[World Education Services](#)

- Course work from institutions using the quarter credit system is transferred into Aims using the formula of 1 quarter hour equals 2/3 semester hour. Some courses offered under the quarter system do not have the same clock hours as those offered on the semester system and may not be considered equivalent to courses offered at Aims.
- Experiential Learning
 - [Course Challenge](#)
 - [Credit for Business training](#)
 - [Credit for military training](#)
 - [Standardized test](#)