

## **Transfer of College Credit**

In certain degree programs, transfer credit may be awarded at Colorado Technical University for applicable credits earned from any United States institution accredited by an agency recognized by the U.S. Secretary of Education. Students transferring to Colorado Technical University under established articulation agreements may transfer in a maximum of 75% of the required program credits in associate's or bachelor's degree programs. In addition, Colorado Technical University will review transcripts from international institutions. Courses under consideration from another college or university other than Colorado Technical University must be relevant and considered equal to the course work at Colorado Technical University before transfer credit will be approved. This is required for all transcripts, including transcripts from international postsecondary institutions. Specific requirements for the evaluation and award of transfer credit include but are not limited to:

1. Official college and military transcripts are evaluated on a course-by-course basis and earned degrees are evaluated for potential block transfer.
2. Only courses with a C or better (undergraduate) or B or better (graduate) will be eligible for transfer credit.
3. Only college level, post-secondary, degree applicable courses will be eligible for transfer credit.
4. Duplication of course transfer is not permitted in any degree program.
5. All official transcripts must be received within 30 days of the student's start date in order to allow time for possible modifications to the student's schedule.
6. Transfer credit must be applied one session before a student's course is scheduled in order to exempt the student from taking the course.
7. Comparable course-to-course transfer may be accepted from accredited institutions based on comparable outcomes in lieu of credit requirements.
8. Transfer credit may be permitted at the graduate level upon the discretion of the Academic Affairs and Prior Learning Assessment Departments. Any exceptions allowed must be justified and approved by an appropriate senior academic official.
9. Transfer credit for the doctoral program may be applied to the program at the discretion of the appropriate doctoral Dean.

The University understands that it may take significant time to receive transcripts requested from other colleges and universities. Students enrolled in master's degree programs that do not have their official baccalaureate transcripts on file by the end of the first session will be administratively withdrawn from the University at the end of the first session. Students who begin an undergraduate degree program pending the receipt of an official college or university transcript(s) have until the end of the first quarter or the student may be prohibited from further attendance in his/her degree program, which in turn could result in a grade level change.

Master's degree-seeking students admitted without an official baccalaureate transcript on file will be admitted as a non-regular student and will be financially responsible for all associated costs of attending the University. Financial aid funds cannot be disbursed until this required admissions document has been received by the Registrar's Office.

## **Transfer of Credit to Colorado Technical University**

Colorado Technical University supports the philosophy that related courses, demonstrated proficiencies, and professional experience knowledge may be used to satisfy some course credit requirements. Credit granted for past experience, training, certification, and testing may reduce the time required to earn a degree. Transfer credit will be accepted upon evaluation and at the discretion of Colorado Technical University in all cases.

The maximum amount of transfer credit that can be used towards any Colorado Technical University degree program is capped by the Residency Requirement of the University. The Residency Requirement states:

1. A student must complete a minimum of 25% of the total credit hours for an undergraduate degree program at Colorado Technical University.
2. A student must complete a minimum of 50% of the total credits hours for a graduate degree program at Colorado Technical University. Doctoral programs are not included with these credit requirements. Check with the CTU Graduate Programs for residency requirements.

3. All Colorado Technical University doctoral requirements must be completed in residence at the University. Check with the CTU Graduate Programs for exceptions.

### **Transfer Credit Grade Point Requirement**

Grade point averages earned at other post-secondary institutions are not combined with grade point averages earned at Colorado Technical University. Only courses with a letter grade of "C" /2.0 (undergraduate), and "B"/3.0 (master's), or better are considered for transfer credit. No transfer credit will be awarded for courses that were failed, withdrawn, or have not met the transfer credit criteria.

### **Transcript Evaluations**

Upon receipt of official documents and transcripts, college-level course work from accredited colleges or universities is evaluated for transfer credit by a Prior Learning Assessment Advisor. Transfer credit is not awarded for courses that are remedial by definition of the transferring institution, or equivalent to remedial courses taught through Colorado Technical University. Transcripts and records presented for evaluation become part of the student's permanent record. Students wishing to determine the receipt status of official transcripts may contact the Registrar's Office for additional information.

The process of evaluating international transcripts differs significantly from the process of evaluating domestic (U.S) transcripts. International transcripts must be translated to English and may require official evaluation by an accepted agency recognized by NACES or AACRAO, at the student's expense. Students may be admitted provisionally, as a non-regular student, pending the receipt of official evaluations. Students may consult with their respective Prior Learning Assessment Specialist to gain additional information about the international credential evaluation process.