

## Transfer of Credit Policies

Transfer credit is given for courses successfully completed (with a U.S. grade of “C” (2.0) or its international equivalent or higher) at other postsecondary institutions, when the courses are comparable to those offered by Potomac College.

Students applying for transfer credit are required to present an official transcript of grades earned. To be considered official, transcripts must be in a sealed envelope from the institution of origin and bear all appropriate institutional markings.

Transfer credits are considered from the following sources:

- A regionally or nationally accredited higher education institution recognized by the U.S. Department of Education;
- Nationally recognized college-equivalency examinations such as Advanced Placement (AP), College Level Equivalency Program (CLEP) and DANTES/DSST (Defense Activity for Non-Traditional Education Support/DANTES Subject Standardized Tests);
- ACE-approved military training and service;
- Other recognized postsecondary institutions located outside the United States. Official transcripts from postsecondary institutions located outside the United States must be prepared in English and include an independent, official evaluation from a credential evaluator who is a member of the National Association of Credential Evaluation Services (NACES) ([www.naces.org](http://www.naces.org))

Transfer credit requests are usually made at time of admission by providing an official or unofficial postsecondary transcript to an advisor. An Academic Advisor conducts a review of the transfer request and provides an applicant with a preliminary unofficial evaluation that determines a possible number of credits eligible for transfer.

Official transcripts are required before transfer credit is officially granted. To be considered, official transcripts must be received no later than the end of a student’s first semester. The College Registrar or an assigned designee determines the official applicability of completed work as transferrable college credit. Courses or degrees completed at another institution must be similar in content and duration to those offered in the Potomac College program for which an applicant has applied. Only courses for which a grade of “C” (2.00) or higher was earned are considered for transfer credit.

Students who wish to transfer in credits taken at another institution during their studies at Potomac may do so. However, it is in the student’s interest to clear the course the student intends to take with an Academic Advisor to ensure that the course is a Potomac equivalent prior to registering at the outside institution. Substitutions for specific courses are always considered. For example, a broad-based history course may be substituted for History of Western Civilization, or a natural science course may be substituted for Environmental Science. Courses without equivalency will not be considered for transfer. As for any transfer credit, only courses for which a grade of “C” (2.00) or higher was earned are considered. Students must submit an official transcript of the course within one semester of having taken it.

Potomac College grants transfer credits of 60 semester hours to students who have completed Associate of Arts or Associate of Science degrees awarded by a regionally or nationally accredited U.S. institution. Other associate degrees are considered for transfer on an individual basis. Students whose associate degrees have been accepted in transfer are considered to have completed lower division requirements for a Bachelor of Science degree at Potomac. If, however, an associate degree does not have 36 semester credits of general education courses or if there are prerequisite courses students need to take for upper division Potomac courses, students are required to take these.

At a baccalaureate level, no more than 30 hours of transfer credit earned through non-traditional methods such as CLEP, DANTES/DSST and military training may be applied toward graduation requirements. At an associate level, no more than 15 hours of transfer credit earned through nontraditional methods such as CLEP, DANTES/DSST and military training may be applied toward graduation requirements.

A maximum of 90 semester credit hours of transfer credit may be applied toward a bachelor degree; a maximum of 45 semester credit hours of transfer credit may be applied toward an associate degree. No transfer credit is granted for certificate programs.

Potomac College reserves the right to deny transfer credit for certain technology-related courses that were not earned within the last five calendar years. Transfer of Credit from Potomac College to Other Institutions Acceptance of transfer credit is always a decision of receiving institutions. Potomac College's regional accreditation does not guarantee transferability. Any student interested in transferring Potomac College credit to another college or university should check directly with the receiving institution.