

**Transfer Credit**

Students who want to register for off campus classes while earning their degrees at the University must request permission from the Academic Standards and Practices Committee. Special petition forms for this purpose are available on the web portal, and must include the course specifics and intended institution.

Generally, college-level courses will transfer if completed with a C– grade or higher through a regionally accredited college. Because of differences in degree requirements and course content, all credits may not apply toward specific graduation requirements. Vocational credits and English as a Second Language (ESL) courses will not be accepted for transfer credit. Credit may be accepted from certain unaccredited institutions. Students transferring credit from an unaccredited post secondary institution must have an institutional grade point average of at least 2.0. Validating examinations may be required for such transfer credits at the discretion of the Registrar.

**Credit for Military Service Schools**

The University follows, with limitations, the recommendations of the American Council of Education as published in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* in granting credit for military service schools. At a minimum, the following limitation applies.

Courses must be in the baccalaureate/associate degree category as defined by the ACE Guide. This precludes acceptance of vocational, technical or certificate category courses, or military occupational specialties or job experience. For consideration of credit from military service schools, the applicant may submit the following military records:

1. A certified original of the DD Form 295, *or*
2. A copy of the DD Form 214, *or*
3. Course completion certificates.

The Assistant Director of Admissions and Records will assist persons eligible for veterans educational assistance benefits.