

# Transfer Credit Policies

## Admissions Policy - Undergraduate Transfer Admission

Undergraduate students transferring to Alliant from approved institutions may meet some or all of the General Education requirements by presenting credit earned from transferable courses (defined below).

Students applying to the San Diego programs must have at least 45 transferable units and a minimum grade point average of 2.0.

Official evaluation of undergraduate transfer credit is under the authority of the dean in consultation with the Office of Admissions.

Pursuant to guidelines from the Department of Education, a student may now self certify that they have received a High School diploma or GED prior to attending a post secondary institution. As stipulated in the regulations, if a student indicates on the FAFSA that he/she has a diploma or GED, Alliant International University is not required to have a copy of the diploma or GED as a condition of admissions. In the case of conflict of information, the University's admissions office may determine that formal high school transcripts are required for admissions. Thus, the burden of proof is on the student to furnish official copies if requested by the admissions office as a condition of admissions. For students transferring credits from a previous educational institution, documentation that the student was enrolled and thus will transfer college credit is sufficient evidence for admission to Alliant International University. Degree requirements are determined by combining the transfer credits allowed and the academic work required to be successfully completed at Alliant. Students can request a copy of the transfer evaluation from the Office of Admissions or Registrar's Office.

Transfer evaluation will be based on higher education work completed in which grades of C or better were earned.

### Transfer Credit Limits

A maximum of 90 semester units of credit earned may be accepted for transfer from recognized undergraduate institutions. The final 30 units toward a degree must be completed at Alliant to comply with residency requirements.

### **Once a student has matriculated at Alliant, any further transfer credits must have prior approval of the dean or dean's designee.**

In general, courses taken more than seven years prior to the start of term for which you are applying are not eligible for waiver or transfer. However, some exceptions may be possible for courses taken in certain content areas. Applicants may petition for an exception by completing and filing an "Exception of an Academic Policy" form with their academic advisor. All exceptions must be approved by the program director (or equivalent) in the appropriate School at the time of admission to Alliant. In making the decision to grant an exception, the program director (or equivalent) will consider such factors as the degree to which the course content or field of study has changed substantively in recent years as well as the applicant's level of mastery of current course objectives. In addition, individual programs may offer options for demonstrating competency in courses that were taken more than seven years prior to application. Academic advisors will be able to provide details about this option.

### Basis for Institutional Transfer Credit

Transfer credits (if earned within the United States) may be accepted from institutions of higher education that are accredited by one or more of the following agencies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools

- Northwest Commission on Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

International students from government recognized institutions must submit official, translated transcripts and results from a foreign educational credential evaluation service agency. The evaluations must contain degree equivalency, U.S. semester credit and grade equivalent for each course, and U.S. grade point average. A syllabus or course description, also translated into English, covering each course being considered for transfer credit should be submitted with the transcript to the Admissions Processing Center. Transcripts and syllabi documentation are evaluated for the minimum C grade equivalency requirement and subject matter content to determine the number of transfer credits allowed. During the transfer credit evaluation process, academic work from other colleges and universities is compared to Alliant courses within the appropriate degree program and transfer credits are awarded on the basis of similar syllabi. College and university courses completed elsewhere may be considered for transfer credits as electives even though the courses are not offered at Alliant.

Alliant accepts the Intersegmental General Education Transfer Curriculum (IGETC) certificate and CSU GE Breadth toward lower division general education requirements.

### **Grades Required for Transfer Credit**

Undergraduate transfer credit can be accepted from accredited institutions only in the grade received is C or better. Credit may be accepted where a D grade was received if a next-higher course in a sequence has been completed, either at Alliant or at another institution, with a grade of C or better (e.g., course in mathematics, language, etc.). Applicants to Alliant must submit official transcripts of credit from all previously attended institutions. All grades earned at other accredited institutions will be used to compute the grade point average for admission purposes. The computed transfer credit grade point average from the other institution(s) does not appear on the Alliant permanent record.

### **Correspondence and Extension Courses**

Alliant does not offer correspondence courses and does not accept credit for such courses. Undergraduate university-level extension courses completed at a regionally accredited institution of higher education can be considered for transfer credits at Alliant. The extension course must be similar in content to a regular course offered at the transferring institution and at Alliant. The student must have received a grade of "C" or better in the course. No more than 20 semester units of extension credit may be applied toward the undergraduate degree requirements at Alliant. Acceptance for extension courses are taken on a case-by-case basis.

### **Military Course Credit**

The University is guided by the recommendations of The ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services regarding credit for Military Service toward the bachelor's degree. Transfer credit will be assessed on a course-by-course basis. To obtain credit for military service, the student must have matriculated, be enrolled at the University and submit Form DD-214 or DD-295.

### **Variant Courses**

Vocational or technical courses, remedial high school courses, and other courses below collegiate level are not accepted at Alliant as transfer credits even if the courses were completed at an accredited institution of higher education.

## **Admissions Policy – Graduate Transfer Credit**

A limited number of graduate transfer credits may be accepted from accredited institutions if the grade earned is B or higher. Graduate academic work acceptable for transfer credits must be appropriate to the degree program to be pursued at Alliant and approved by the School dean or designee.

**Transfer credit into post-baccalaureate programs:** Graduate coursework taken from a regionally accredited institution can be considered for transfer credit. The number of transfer credit(s) to be considered and the materials required to support petitions for transfer credit of previous graduate coursework will be specified for each program.

**Transfer credit into master's programs:** Graduate coursework taken at a regionally accredited institution can be considered for transfer credit. A maximum of 6 semester units of graduate coursework can be accepted into a master's program of 40 semester hours or less and a maximum of 9 semester units in an academic program of 41 semester units or more. Program details required to support petitions for transfer credit for previous coursework will vary.

**Transfer credit into doctoral programs:** Generally a maximum of 30 semester units of graduate coursework in which a B or better was earned, taken at a regionally accredited institution, may be accepted. See program details for the materials required to support petitions for transfer credit of previous graduate coursework. **Courses taken more than seven years prior to the start of term for which you are applying are not eligible for waiver or transfer.**

**Doctoral Transfer Exception:** A maximum of 45 semester units may be accepted for applicants applying to transfer from an APA-accredited clinical program to a CSPP clinical doctoral program to a clinical psychology doctoral program at Alliant, or from a COAMFTE-accredited graduate program to CSPP's MFT doctoral program.

## **Academic Policy - Transfer Credits/Credit for Previous Coursework**

Any transfer credit must be approved by the program of study. A limited number of transfer credits may be accepted from accredited institutions if the grade earned is C or higher for undergraduate students and B or higher for graduate students. Academic work acceptable for transfer credits must be appropriate to the degree program to be pursued and approved by the dean or his/her designee.

In general, courses taken more than seven years prior to application are not eligible for waiver or transfer. However, some exceptions may be possible for courses taken in certain content areas. Applicants may petition for an exception by completing and filing a Request for Academic/Administrative Exception form with their academic advisor. All exceptions must be approved by the Program Director (or equivalent) at the time of admission to Alliant. In making the decision to grant an exception, the Program Director (or equivalent) will consider such factors as the degree to which the course content or field of study has changed substantively in recent years as well as the applicant's level of mastery of current course objectives. In addition, individual programs may offer options for demonstrating competency in courses which were taken more than seven years prior to application. Academic advisors will be able to provide details.

More information relating to the total allowable course units, and courses that may be waived, may be obtained from the admissions office, the program office or an academic advisor.

### **Waiving Classes/Challenge by Examination**

The following policies limit transfer and waiver units for all students who are documenting prior coursework.

#### **Waiver**

Students who can present acceptable proof that they have taken one or more courses (within the allowable time frame; see previous section) that are judged to be the equivalent of courses offered at Alliant International University, may be granted a waiver from the required Alliant International University courses or given transfer credit. To apply for a waiver, a student must present to the appropriate campus office a transcript and course outline of work previously completed. If a course requirement is waived, another course must be substituted. A course waiver does not reduce the unit requirements for the degree program. Applications for course substitutions and waivers must be processed using the appropriate substitution/waiver form that is initiated by the student with the academic advisor or Program Director (or equivalent) and approved by the dean or designee in the school involved.

#### **Challenge Exam**

Students who feel they have a background in a particular field equivalent to that covered in a required Alliant International University course may challenge that course by examination, provided it is acknowledged by the school as being eligible for challenge. The student pays the appropriate challenge exam fee (See Tuition and Fee Schedule), sits for the examination, and, if successful in passing the exam, is given credit for the course. Students on academic probation cannot challenge a course by examination unless such challenge is specifically allowed in their probation agreement. Students should consult the appropriate program administrator to learn which courses are available for waiver or challenge, and for the limits on waivers; usually there is a pre-specified list of courses that may be challenged or waived.