TRANSFER OF COLLEGE-LEVEL CREDIT

The Office of Admissions performs an initial evaluation of transfer credit after applicants have been admitted. A complete evaluation of transfer credit cannot be made until all official credentials have been received.

The evaluation is made using the official transcripts sent directly to the university from each one of the applicant’s previous colleges. Official transcripts exhibit the official seal and signature of the registrar. Transcripts that are marked “student copy,” “issued to student,” or “unofficial” are not accepted as official. Faxed transcripts are not accepted.

Coursework of comparable content and scope to the CU Boulder curriculum will generally be transferred if it was completed at colleges or universities accredited by the Higher Learning Commission, or other regional associations at the time the work was completed. For international colleges or universities, the international equivalent of regional accreditation or Ministry of Education recognition will be considered. If coursework was completed at a school not regionally accredited, the student may specifically request that their coursework be considered for transfer. CU Boulder will utilize the recommendations of American Association of Collegiate Registrars and Admissions Officers (AACRAO) when making its decision.

These recommendations include but are not limited to:

- educational quality of the sending institution,
- comparability of credit to be transferred to CU Boulder,
- applicability of the credit in relation to the programs being offered at CU Boulder, and
- additional documentation that students may be required to provide regarding the coursework for transferability.

Exceptions to Recognition of Regional Accreditation

Transferability is based on the practices of the leading university, as reported to AACRAO, in the state where the institution is located. CU Boulder will make the decision on transferability based on the above criteria for institutions within the state of Colorado.

For Advanced Placement, International Baccalaureate, College Level Examination Program or military credit, refer to the detailed criteria in the corresponding sections.

Evaluation of Credit

Only courses taken at a college or university of recognized standing with grades of C- (1.70) or better are accepted for transfer. All transferred courses are recorded on the student’s academic record.

Each college and school at CU Boulder determines:

- How transferred course semester credit hours are applied toward graduation requirements in accordance with the policies of the college or school.
- The maximum number of semester credit hours that may transfer from a two-year or four-year postsecondary institution.

- The minimum number of semester credit hours that must be completed on the Boulder campus in order to receive a degree.
- The minimum number of semester credit hours that must be completed as a degree student in residence on the Boulder campus to receive an undergraduate degree.
- The maximum number of semester credit hours earned through correspondence or in a similar format that are accepted toward a baccalaureate degree.

Credit hours should have been earned no more than 10 years prior to transferring into an undergraduate degree program at CU Boulder. Any determination of acceptance of semester credit hours toward the degree based on the content and the age of the credit is made in the college or school dean’s office or by the student’s major department.

College-level work taken during high school is evaluated in accordance with general guidelines for transfer credit at CU Boulder. Official college transcripts of work taken must be received in order for transfer credit to be awarded.

Coursework Requiring Additional Review

The following coursework will require additional information before a decision can be made on acceptance for transfer credit:

- independent study courses,
- internships,
- workshops,
- graduate coursework,
- military credit and
- professional programs.

Coursework Not Accepted for Transfer Credit

The following coursework will not be accepted for transfer credit and will not count toward a degree at Boulder:

- any courses in which the grade earned is below a C- (1.70);
- courses identified by CU Boulder as remedial, such as remedial English, mathematics, science and developmental reading;
- vocational-technical courses that are offered at two-year and proprietary institutions (exceptions may be granted only by the CU Boulder dean responsible for the student’s curriculum—when exceptions appear to be warranted, appropriate department heads make recommendations to their respective deans regarding credit for such courses);
- courses in religion that constitute specialized religious training or that are doctrinal in nature;
- credits earned for work experience or through a cooperative education program;
- outdoor leadership education coursework;
- credits earned in physical education activity courses; and
- courses or programs identified as college orientation.

Appeals Process

Students who wish to appeal the transferability of coursework must write a letter within the first semester after the work is posted on CU Boulder record or after receiving notice from the Office of Admissions that the coursework was not accepted for transfer credit. The letter must be
addressed to the Transfer Credit Department, Office of Admissions, and include:

- The name(s) of the previous institution(s) attended, the course number and title of each course for which the student was denied transfer credit and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question. This information can be obtained from the sending institution.
- A statement indicating why the credit(s) should be accepted.

The Office of Admissions will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate dean or chair. A written response will be delivered to the student in a timely manner once the appropriate faculties have reviewed the course materials, past practices and the student's specific circumstances.

## Transfer Credit From University of Colorado Campuses

Coursework completed at other campuses in the University of Colorado system will be a part of the student's cumulative university record and will not be considered as transfer credit. However, the applicability of this coursework towards specific CU Boulder degree requirements will be determined solely by CU Boulder colleges and schools. External transfer credit presented by students to other University of Colorado campuses will be evaluated by CU Boulder guidelines upon the student's matriculation into a degree program at CU Boulder.

## Number of Credit Hours Required for Graduation

Transfer students are held to the same residency and degree requirements as students who begin their undergraduate degree program on the Boulder campus. This assumes that transfer credit hours are in courses comparable in level and content to those required for graduation from an undergraduate degree program at the Boulder campus. College or school residency requirements, meaning the number of credit hours required to be taken as a degree student once admitted on the Boulder campus, are the same for transferring and nontransferring students.

## Credit for Correspondence and Online Work

Each college and school determines the maximum number of credits taken through correspondence and online programs that are accepted toward a baccalaureate degree.

## College-Level Work Taken during High School

If you took college-level courses while enrolled in high school, you may be able to transfer the credit to CU Boulder. Only courses taken at a college or university of recognized standing with grades of C- or better are accepted for transfer. All college-level work will be evaluated in accordance with CU Boulder transfer credit guidelines. College-level work taken concurrently with a high school program may be used to satisfy MAPS requirements. You must have an official college transcript sent directly to the Office of Admissions in order for transfer credit to be evaluated.

### Advanced Placement Examinations

Credit for College Board Advanced Placement examinations cannot be evaluated from college or high school transcripts; score reports from the College Board must be submitted directly to the university for evaluation. For more information and a guide to equivalencies, refer to Freshman Applicants (catalog.colorado.edu/undergraduate/admissions/admission-requirements) and the chart in this section or visit the Office of Admission's Transfer Students (http://www.colorado.edu/admissions/transfer) webpage.

### College-Level Examination Program

Credit for College Board subject examinations of the College-Level Examination Program (CLEP) in general biology, general chemistry, general psychology, introductory macroeconomics, introductory microeconomics, introductory sociology and calculus may be granted for a score of 54 or above. This credit is applied toward degree requirements at the discretion of the student’s dean. Refer to the appropriate dean’s office for the policy of that college or school.

Credit for CLEP subject examinations cannot be evaluated from college or high school transcripts; score reports must be submitted directly from the College Board. CLEP general examinations are not accepted for credit at CU Boulder.

### International Baccalaureate Examinations (IB)

In general, credit is granted for approved IB examinations at the higher level with a score of 4 or better. Students admitted to the University of Colorado Boulder who have graduated from high school with an International Baccalaureate Diploma shall be granted 24 hours of college credit. This credit will be applied toward degree requirements ONLY if approved by the college or school. Depending on the student’s degree program, some of the 24 credit hours may not be applicable toward degree requirements. No CU Boulder tuition will be charged for these credits and the 24 credits will only be granted if the student receives a score of 4 or better on an examination administered as part of the IB Diploma program. If the student scores less than 4 on each IB subject test, the credit hours granted will be reduced accordingly. Official scores must be sent to the admissions office directly from the IB organization.

### Military Credit

Credit for military schooling is evaluated upon receipt of Form DD 214, Service Separation Certificate or the Joint Services Transcript (JST). Only work that has received an upper-division baccalaureate recommendation by the American Council on Education (ACE) can be awarded credit. This work, however, is transferred and recorded at the lower-division level. Foreign language credit taken through the State Department, Department of Defense or Defense Language Institute is assigned the recommended ACE credit.

### Transfer Credit Conversion

CU Boulder operates on a semester system. Other campuses, including CU Boulder, operate on a two-term or semester system. Course credits
from quarter system institutions must be converted from quarter hours to semester hours or credits. One quarter credit is equivalent to two-thirds of a semester credit. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds and round off the total to the nearest tenth. For example, 4 quarter hours \( \times \frac{2}{3} = 2.67 \) or 2.7 semester hours of credit, or 3 quarter hours \( \times \frac{2}{3} = 2 \) semester hours of credit.