

Transfer of Credit Policy



Effective: September 1, 2014

Entities Affected by this Policy

Drexel University, excluding the College of Medicine

Issuing Office

Office of the Provost

Contents

I. Applicability	1
II. Policy	2
A. Assessment of Prior Learning	2
1. Nationally Standardized Credit by Examination	2
a) College-Level Examination Program (CLEP)	2
b) DANTES Subject Standardized Tests (DSST)	2
2. Credit by demonstrating proficiency through special assessment at Drexel	2
3. Certain prior credit obtained through military service	2
4. Credit obtained while a Secondary School Student	2
B. Credit Equivalencies	2
C. Minimum University Requirements	3
D. Maximum number of transfer credits (quarter programs)	3
E. Assessing potential courses for transfer	3
F. Evaluation of transfer credits	4
G. Quarter-Semester Credit Hour conversion	4
H. Special circumstances of students in military service	4

I. Applicability

This policy applies to students transferring from an external institution to Drexel University (“Drexel”) as well as current students that take a course at another institution with prior permission for credit transfer to a Drexel academic program (excluding the College of Medicine). For students on the

semester system, the withdrawal period lasts from fifteen days after the first day of the semester until the last day of the semester.

II. Policy

Drexel may grant credit for courses completed at a college or university that is either regionally accredited or a recognized candidate for accreditation according to the Council for Higher Education Accreditation (CHEA). In addition, credits from a foreign post-secondary institution that is recognized and approved by the local Ministry of Education as a degree-granting institution may be accepted.

A. Assessment of Prior Learning

In certain instances, credit may be accepted from assessment of prior through the following:

1. Nationally Standardized Credit by Examination

a) *College-Level Examination Program (CLEP)*

Requirements and evaluation are defined by the specific program.

b) *DANTES Subject Standardized Tests (DSST)*

Requirements and evaluation are defined by the specific program.

2. Credit by demonstrating proficiency through special assessment at Drexel

In some cases, a transfer student may be permitted to demonstrate proficiency through a comprehensive assessment given in a particular subject according to criteria set by the department/program offering the course and the department/program of the student's major. If such a provision is made, the assessment must be administered within two weeks of matriculation to Drexel.

3. Certain prior credit obtained through military service

Requirements and evaluation are defined by the specific program.

4. Credit obtained while a Secondary School Student

Note that credit obtained while a secondary school student may be applied from [Advanced Placement](#) or [International Baccalaureate](#) according to the respective policy.

B. Credit Equivalencies

In order to receive transfer credit for a previously completed course, the course must be substantially equivalent to a course offered at Drexel and fulfill a requirement in the student's curriculum. Transfer of academic credits is evaluated on a course-by-course basis and is ultimately decided by the department/program offering the respective course through the review of syllabi and/or portfolios. The

number of credits that may be transferred for each course is determined by established credit equivalencies <LINK> and by the department/program once a student has been accepted. Drexel's Colleges, Schools, Departments, and Programs reserve the right to set policies on transfer credits consistent with but more restrictive than this policy.

C. Minimum University Requirements

Minimum grades for transferred courses are generally a C (2.00 on 4.00 scale) for undergraduate courses and a B (3.0 on 4.0 scale) for graduate courses. Courses must have been taken over the past ten years although departments/programs may enforce a shorter time or might waive this requirement. Transfer credits are evaluated only from an official transcript; official course syllabi from the term the course was taken may also be required. The award of transfer credits for international students may require the submission of course syllabi and/or course-by-course evaluation by an approved international credential evaluation service. The course grade for a transferred course is not calculated into a student's grade point average.

D. Maximum number of transfer credits (quarter programs)

Undergraduate transfer credit must be approved by the undergraduate advisor of the program in which the student is enrolled. The maximum number of credits that may be transferred into a Drexel undergraduate program is 90 quarter credits (60 semester credits). Transfer credit limits for degree completion programs may be higher. Transfer credits above stated limits may be accepted with approval of the program and the Office of the Provost.

Graduate transfer credit must be approved by the graduate advisor of the program in which the student is enrolled. A maximum of 15 quarter credits (10 semester credits) may be transferred into a Drexel University graduate program. At least 30 graduate quarter credits of any master's degree program must be taken at Drexel. Similarly, for students admitted in post-baccalaureate status to a doctoral program, at least 75 graduate term credits of the degree must be taken at Drexel. Those with post-master's status must take at least 45 quarter credits at Drexel. All transfer credit must have a grade of B (3.00) or higher.

E. Assessing potential courses for transfer

Drexel has established an online process to explore transfer of undergraduate credits from selected accredited institutions. In order to identify transfer credits from these institutions, students who currently attend or attended the following schools should consult <http://www.collegetransfer.net/>. Students may also consult Drexel's online catalog <http://www.drexel.edu/catalog> to explore Drexel course offerings and course descriptions. However, under all circumstances, the transfer of credits is evaluated on a course-by-course case-by-case basis and is ultimately decided by department/program offering the respective course in consultation with the department/program of the student's major.

F. Evaluation of transfer credits

Students must provide all credentials for evaluation at least two weeks prior to initial enrollment. Prior to initial enrollment and no later than 60 days after receipt of transcripts or other credentials to be evaluated for possible credit transfer, a complete transfer credit evaluation and plan of study will be completed by Drexel University. In cases where outstanding evidence exists, a preliminary evaluation will be completed and will be updated upon receipt of all materials.

G. Quarter-Semester Credit Hour conversion

The conversion between course credits taken on a semester calendar elsewhere and Drexel courses on a quarter calendar is: 1.0 Semester Hour = 1.5 Drexel Quarter Hour

The conversion between course credits taken on a semester calendar elsewhere and Drexel courses on a semester calendar is: 1.0 Semester Hour = 1.0 Drexel Semester Hour

Translation between course credits taken on a quarter calendar elsewhere and Drexel courses on a quarter calendar is: 1.0 Quarter Hour = 1.0 Drexel Quarter Hour

While efforts are made to maximize the number of transfer credits according to this policy, credits earned from another program or institution may not be transferrable.

H. Special circumstances of students in military service

In cases of deployment or relocation due to military service, Drexel will work with military students to develop an appropriate plan to allow for degree completion using transfer credits from another institution or through Drexel-offered distance learning courses.