Proposed Policy Statement

Donnelly College will use standard criteria for the approval of transfer credits. The criteria must ensure that all courses transferred and applied toward a degree demonstrate equivalence with the College's courses required for the degree or are of equivalent rigor.

In order to be in conformance expectations of the Higher Learning Commission's Assumed Practices, transcripts shall be evaluated according to the following:

1. Donnelly College grants credit for courses transferred from regionally accredited institutions. Credit for transfer courses will be reviewed on a case-by-case basis by the records office.
2. Donnelly College does not accept credits for courses from non-accredited institutions. However, if the institution is in the accreditation process, the College is willing to re-evaluate a transcript if the student provides information on the institution's regional accreditation status and the year-specific syllabus for each course to be evaluated.
3. Donnelly College will review course work from a non-regionally accredited institution if it is nationally accredited—recognized by the Council for Higher Education Accreditation (CHEA)) and the U.S. Department of Education (USDE). Students who complete course work at a college or university that is not regionally accredited may submit a Transfer Credit Evaluation Request Form so that their course work be considered for transfer.
4. Both Non-regionally accredited and non-accredited course work will be reviewed for transfer credit based on an official transcript from the offering institution, as well as a syllabus for each course to be evaluated by the department or college faculty. Students wishing to obtain credit for coursework from a non-regionally accredited or non-accredited school may submit Transfer Credit Evaluation Request Form along with required supporting documentation.
5. Donnelly College will only evaluate international transcripts that have been evaluated by a current National Association of Credential Evaluation Services (NACES) member. The evaluated transcript must come directly to the College from one of these agencies.
6. Only official transcripts are evaluated. Student grade reports or unofficial copies of the records are not acceptable.
7. Only courses awarded a 2.0 (C) grade or higher are accepted.
8. Faculty shall be consulted when transfer course content varies substantially from the College's established course description.

9. Students may request a re-evaluation of their course work if they believe the initial evaluation and transfer credit equivalency does not accurately reflect the scope of the original course. Students may submit the attached Transfer Credit Re-Evaluation Form and required supporting documentation to the Registrar's Office for consideration.
10. Official military transcripts (Joint Services Transcripts) must be submitted to the Office of the Registrar for evaluation. Course work recommended for college credit at the lower-or upper-division level by the American Council on Education (ACE) will be considered for transfer provided the coursework is applicable to the student's degree program at Donnelly College.
11. The College refrains from the transcription of credits from other institutions or providers that it will not apply to a Donnelly College program.
12. Acceptance of credit is not guaranteed until an evaluation has been conducted.
13. Accommodations may be made for students affected by closures of non-regionally accredited schools. These accommodations may include waiving of official transcript policy and transferability of credit.

Proposed Policy Changes
Added an appeal process for denied courses (re-evaluation request)
Added evaluation request for non-regionally accredited schools and non-accredited schools
Updated #4 to be any approved NACES institution (this is consistent with our international application form and catalog.
Added military (JST) transcripts section.
Moved case by case statement to #1.