



Campus Administrative Policy

Policy Title: Transferring Undergraduate Credit

Policy Number: 7006 Functional Area: **Student Affairs**

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Applies to: University of Colorado Denver | Anschutz Medical Campus

A. INTRODUCTION

The University of Colorado Denver acknowledges that many students begin taking college courses at a variety of public and private institutions. This policy is designed to clarify when undergraduate credits may transfer to the University of Colorado Denver and to encourage students to advance as far through the educational system as they can in pursuit of their goals. It also covers transfer credits for military veterans. This policy does not address transfer or acceptance of credits for the following programs: International Baccalaureate Diploma; gtPathways (administered by the Colorado Department of Higher Education); and approved institutional articulation agreements. For the transfer of graduate credit please see the Graduate School rules or contact your school or college directly.

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C. POLICY STATEMENTS

1. **Evaluating Transfer Credit**

Transfer credit is initially evaluated by the Office of Admissions based on general criteria identified below. Transfer credits not initially accepted by Admissions may be accepted by the school/college based on an evaluation of academic content; however, there should be a rigorous review of the content (such as review of course syllabus) and assessment by faculty with content specialization and by the college/school advising office.

- a. Transfer course content must be academic, rather than professional or technical. The University accepts limited technical credit through special and statewide articulation agreements; however, technical courses accepted through articulation for a particular major are not automatically transferable between majors or schools/colleges.
- b. The minimum course grade for transfer credit acceptance is C- (1.7).
- c. The lower/upper division status of a course and its credit hours are determined by the sending institution, even if a similar course at the university has different lower/upper division status or different credit hours.

2. **Accredited Universities**

After students are admitted, coursework of comparable content and scope to that of the University of Colorado Denver curriculum generally will be considered for transfer credit 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. Coursework completed at a school not regionally accredited may be considered for transfer, as outlined in Section C.3.

3. **gtPathways Guaranteed Transfer**

- a. The CDHE's gtpathways program provides for guaranteed transfer and guaranteed application of credit toward lower division general education credit between Colorado public institutions of higher education (<https://highered.colorado.gov/academics/transfers>). Application of gtPathways credit focuses on general education in the CU Denver core but may be applied to other general education graduation requirements, the student's major, or elective credit. gtPathways course credit is guaranteed for general education but not for the major.
- b. There are conditions that limit the guarantee: gtPathways courses must have earned a C- (1.7) or better to count; and the gt courses/hours may not exceed the category restrictions in the gtPathways curriculum.

4. **International Credit**

For international colleges or universities, the international equivalent of regional

accreditation or Ministry of Education recognition will be considered. Students may be required to provide additional documentation regarding coursework to evaluate transferability.

5. **Minimum Credit Requirement**

The Higher Learning Commission (HLC), which accredits this university, requires that at least 30 of the 120 credits earned for a baccalaureate degree be taken in residence at the University of Colorado Denver. Students are advised that individual schools/colleges may have higher residency requirements.

D. PROCEDURES

1. **Evaluation of Credit**

- a. Only course credits with grades of C- (1.7 on a 4.0 scale) or better can be reviewed for transfer. All courses accepted for transfer are recorded on the student's academic record; consequently, they must meet the University of Colorado Denver's academic standards. The maximum number of credits acceptable for transfer is identified in school/college policy.

The Records Office coordinates degree audit for the university and performs graduation checks for the schools and colleges. Each college and school at the University of Colorado Denver determines:

- i. How transferred courses are applied toward graduation requirements in accordance with the policies of the college or school.
 - ii. The minimum number of semester credit hours that must be completed in residence in order to receive a degree, if greater than the HLC standard.
 - iii. The maximum number of semester credit hours earned through correspondence or in a similar format, physical education credits (if any) and ROTC credits that are accepted toward a baccalaureate degree. Students should consult with an academic advisor in their college/school.
- b. Credit hours applied to degree requirements should have been earned no more than 10 years prior to transferring into an undergraduate degree program at the University of Colorado Denver. 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.
 - c. College-level work taken during high school is evaluated in accordance with general guidelines for transfer credit, including AP/IB/CLEP. Credit given by other institutions for college-level work is not binding on the University, which reserves the right to evaluate and award credit in accord with its guidelines. However, transfer of credits from other University of Colorado institutions is subject to the provisions of the system Administrative Policy Statement regarding Intercampus Transfer. Official college transcripts of work

taken outside the CU System (or, in the case of AP/IB/CLEP, official scores) must be received by the Office of the Registrar in order for transfer credit to be awarded.

- d. **Military Transfer Credits.** In lieu of providing a course-by-course evaluation of military transfer credits, the University of Colorado Denver, with the exception of the College of Nursing, which uses course-by-course evaluations, awards veterans a “package” of credits that consist of applicable core credit, proficiency credit and elective credit that will be determined by the period of service, rank at time of separation, length of overseas deployment, foreign language instruction, and specific graduation requirements of the student’s home school/college at the university. See Section 4 below for details. Students transferring into the College of Nursing should consult with an academic advisor in the college about transfer of military experience/training.

2. **Course Work Not Accepted for Transfer Credit**

The following course work will not be accepted for transfer credit and will not count toward a degree:

- a. any courses in which the grade earned is below a C- (1.7);
- b. courses identified as remedial, such as remedial English, mathematics, science, and developmental reading;
- c. vocational-technical courses, except those included in articulation agreements for the specific major or college/school (Exceptions may be granted only by the 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.);
- d. courses in religion that constitute specialized religious training or that are doctrinal in nature or that deal with a single religion; (Exceptions for courses such as the “History of Buddhism,” “The Bible as Literature” etc. may be granted by a school or college.)
- e. outdoor leadership education course work;
- f. courses or programs identified as college orientation;
- g. courses for which the university has no program equivalent, such as agriculture;
- h. independent studies, special topics, or experiential learning programs that lack catalog descriptions.

3. **Evaluation of Credits from Non-Accredited Institutions**

The faculty of each degree program is responsible for determining whether its program will award credit for coursework undertaken at non-accredited institutions. The following considerations will assist faculty in determining whether to grant credit.

- a. Coursework completed at non-accredited institutions has content and rigor appropriate to meet university standards, including ensuring that the instructional faculty who deliver coursework have credentials
- b. Coursework materials define expected learning outcomes.
- c. Coursework employs appropriate assessment measures to ascertain whether

desired student learning outcomes have been achieved.

- d. Coursework is comparable in nature, content and level to the learning experience offered by the university. In cases where there is no correlation between the coursework for which transfer credit is sought and the coursework offered in the major/academic program, the academic unit, if it decides to grant credit, should carefully demonstrate and document the reasons for granting credit.

4. **University of Colorado Denver Credit for Military Veterans**

The University of Colorado Denver Military Transfer Credit program creates a comprehensive transfer credit package for veteran students who have served in the United States Marine Corps, Army, Air Force, Navy or Coast Guard.

- a. Only This Military Transfer Credit package is designed to accurately reflect the academic content that veteran students receive in their military instruction, including, but not limited to, basic training, noncommissioned and staff noncommissioned officers courses, leadership training classes, multicultural experiences, international deployments, military language institutes, and military equal opportunity programs (EOP). This credit package is based, in part, on recommendations of the American Council on Education (ACE) for universal instruction received by each branch of the armed services for basic training, leadership and noncommissioned officers instructional courses. The areas approved for Core credit were evaluated by the CU Denver Core Curriculum Oversight Committee (CCOC) faculty.

- b. **Transfer Credit**

In lieu of providing a course-by-course evaluation of military transfer, the University of Colorado Denver (with the exception of the College of Nursing, which employs course-by-course evaluation) awards veterans a package that consists of applicable core credit, proficiency credit, and elective credit that will be determined by their period of service, rank at the time of separation, length of overseas deployment, foreign language instruction, and specific graduation requirements of the student's home school/college at CU Denver.

- i. **Core Credit:** The core credit includes six credit hours consisting of three credits for Behavioral Sciences and three credits for Humanities as a result of common instruction experienced by every member of the United States Military through basic training and leadership courses.

3 Credits/1 Course - Behavioral Sciences (approved by CCOC)

Based on universal military instruction and training with regards to leadership, behavior, and communication.

3 Credits/1 Course - Humanities (approved by CCOC) Based on universal military instruction and training with regards to ethics, human experience, contemporary life issues and responsibilities, military history, and impacts of social actions.

- ii. **Proficiency Credit:**

Proficiency credit is awarded in three categories: (1) international

perspectives in the CU Denver Core Curriculum based on deployment overseas for 6 months, or more; (2) foreign language for those veterans who have successfully completed the Military Language Institute; and (3) experiential learning. Proficiency credit is not academic credit and is not transcribed, but is noted in the degree audit system as satisfying the listed requirement.

1 Course - International Perspectives (approved by CCOC)

Based on an in-depth knowledge and experience of the military personnel with insight into globalization impacts and the influence of an expanding multicultural society. International Perspectives credit is contingent upon overseas military deployment of 6 months or more.

2 Courses – Foreign Language Proficiency Requirement (approved by Modern Language Department, but subject to graduation requirements of individual school/college and major)

The 2-semester foreign language proficiency requirement will be waived for college/school and majors that have such requirement if the veteran student has successfully completed any language program in the Military Language Institute at the John F. Kennedy Special Warfare Center and School, Fort Bragg, NC.

1 Course – Experiential Learning (approved by Business School)

A veteran student in the CU Denver Business School will be granted proficiency credit for the Experiential Learning requirement, subject to the terms of the student’s degree and college.

iii. Elective Credit:

Elective credit, 6 or 12 credit hours, is based on a veteran’s time in service and rank at the time of separation from active duty. Veterans with four years (one enlistment) of service or rank of E4 and below will be granted six hours of elective credits, while those who served more than four years (two enlistments or more) or earned the rank of E5 and above would be granted an additional six elective credits, for a total of twelve. Elective credit is based on existing credit awarded undergraduate students in a Reserve Officer Training Corps program. These elective credits would only be applicable if a student’s given degree plan has sufficient room for them, and they will be subject to the academic policies of each individual college/school. Elective credit does not fulfill general education or major graduation requirements.

6 Credits - E4 and Below/One Enlistment Term (subject to school/college policies) 6 Credits/2 Courses (Based on MILR 1000 and 2000 Level Courses)

12 Credits - E5 and Above/More than One Enlistment Term

(subject to school/college policies) 12 Credits/4 Courses (Based on MILR 1000, 2000, 3000, and 4000 Level Courses)

In summary, a qualified veteran student entering the University of Colorado Denver will be eligible for as few as twelve credit hours (6 in core, and 6 elective), but as many as thirty-four credit hours (6 core, 16 proficiency, and 12 elective), depending on their deployments, time in service, training, and rank. Applicability of transfer credit to graduation requirements will vary depending on the veteran's school/college and major.

c. Eligibility

Veteran students must meet eligibility criteria to be awarded transfer credit at CU Denver. The eligibility criteria include each of the following:

- i. Admission to an undergraduate degree program at the University of Colorado Denver.
- ii. Veteran status (see below) with an honorable discharge, those who are still on active duty, or those who are reservist/National Guard who have completed the before mentioned training.
- iii. Official military records presented to the Office of Veteran's Student Services.

Veteran's status is defined as any member of the US military who completed at least one term of service, usually 4 years, with an honorable discharge or a service member who served at least two years, but was medically discharged for a service-connected medical condition or injury. In addition to veteran status, a student must also have successfully completed the required courses of instruction, including but not limited to, basic training, leadership classes, and noncommissioned/staff noncommissioned officers academies. To receive military credit for classroom instruction or training exercises, a passing grade reflects a minimum 80% score.

5. **Appeals Process**

Students who wish to appeal the decision regarding the acceptance of course work for transfer must appeal that decision within the first semester after the work is posted or after receiving notice from the Office of Admissions that the course work was not accepted for transfer credit to their school or college.* To challenge or dispute the applicability of the transferred credits to a degree program or major, the student must contact their school or college directly and follow its process. The student's advisor and/or school/college policy should identify the party to whom the appeal should be addressed. The written appeal of the transferability of credit should include:

- a. 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.
- b. A student requesting an appeal may be required to provide additional

documentation regarding the coursework, including syllabi, examinations, and papers. The reviewer, in consultation with the appropriate Dean or Chair, will review the appeal. The school or college will respond to the student with a written response regarding the granting or denial of the appeal. If the appeal is approved, written notice is sent to the Admissions Office to advise that the credit should be added to the student's transfer credit. The Admissions Office will notify the student in a timely manner once the credit has been added.

- c. A copy of the catalog description (from the appropriate year) for each course in question.
- d. A copy of the syllabus or course outline (from the appropriate year) for each course in question. This information can be obtained from the previous institution.
- e. A statement indicating why the credit(s) should be accepted for each course. A student wishing to appeal should consult with her/his academic advisor for guidance about where to direct a particular appeal.

Notes

1. Dates of official enactment and amendments:
Adopted by Provost on January 1, 2014. Updated and amended on January 1, 2016.
Modified to new format on June 13, 2018.
2. History:
Modified on October 26, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date:
January 1, 2014
4. Cross References/Appendix:
[University Policy Framework and Hierarchy](#);
[Board of Regents Policy 3B: Officers of the University and Administration](#)