

Credit Transfer to Davis University

Students seeking credit for work completed at other colleges will need to request those official transcripts from each college/university attended be mailed directly from that college to Davis University, Registrar Office. The student is responsible for requesting this official transcript. It is highly recommended that the transcript be received before the first quarter of attendance begins. Transcripts from other institutions become part of the student's permanent academic file and cannot be copied for distribution.

Credit Transfer Procedure

The request for transfer of credit along with course information is sent to the Registrar. Initially credit can be evaluated without official transcripts. However, credits will not be added to the transcript until the official transcript is received.

The Registrar will evaluate each transcript and determine the total number of credit hours which may be transferred. The Registrar may elect to accept general education courses which are not offered by Davis.

If necessary, the Registrar will consult with the Program Director who may consult an instructor teaching the same or a similar course to review the materials to assure proper assessment.

The recommendation to accept or decline the request for transfer of credit is sent to the Registrar who will respond to the student or institution making the request.

Credit Transfer Requirements

The maximum number of credit hours transferred cannot exceed 50% of the total credit hours required in the program or 50% of the hours required in the major. At least one half of the credit hours required for an associate degree or diploma are required to be earned at Davis. In addition, the final 12 credit hours are required to be earned at Davis University. Transferred credits will be counted as earned hours only and will not be calculated in the student's GPA.

Credits earned are honored provided they are included in the Davis academic program for which the student has enrolled and a minimum grade of "C" has been received. Courses taken in the last seven years will be evaluated for transfer. Courses older than seven years will be evaluated only if deemed current and relevant.

No nursing credits older than seven years will be accepted.

Credit may be awarded as course equivalent credit.

Credit for coursework which has no Davis University equivalent may be awarded as elective credit with a XXX000 course number (e.g., HUM000, Humanities elective).

Coursework in the major technology (technical areas) may be subject to validation by appropriate faculty.

Credit Transfer Appeal Policy

If a student or prospective student does not agree to a decision by the Registrar as to the credit transfer from another institution, the student may appeal by the following these steps:

- Submit a request in writing to the Registrar for re-evaluation. The student may be asked for more supporting documentation about the request such as a syllabi. The Registrar will re-evaluate the request and confirm the decision in writing, stating the rationale for the decision.
- If the student is not satisfied with the decision at Step 1, the student may contact an instructor and/or the Program Director for the appropriate academic area. The student may be asked for more supporting documentation about the request. The instructor/Program Director will re-evaluate the request and confirm his/her decision in writing stating the rationale for the decision and report the decision to the VP of Academic and Student Services.