

DEPAUL UNIVERSITY



Transfer Policy: Undergraduate Transfer and Adult Admission Guidelines and Criteria

Category: Academic Affairs - Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: AVP

Effective Date: 03/19/2020

Policy Summary

This policy describes application procedures & deadlines; the review of transfer credit and policies for types of transfer credit and credit by examination accepted by DePaul, along with limitations on the number of transfer credit and credit by examination that can be accepted.

Scope

This policy affects the following groups of the University:

- Students

This policy affects all members of the above groups.

Policy

Undergraduate Transfer and Adult Admission Guidelines and Criteria

DePaul admits students each quarter to all University schools or colleges, with the exception of The Theatre School and the School of Music (autumn admission only).

All students applying to DePaul University for undergraduate transfer and adult admission must be in good standing at the last college/university attended (good standing is determined by one's eligibility to enroll at the last college/university attended.) In addition, all students are required to have a minimum 2.0 grade point average at the last institution attended and meet the minimum cumulative grade point average, as set by the specific DePaul University college or school.

Applicants to the following programs are required to meet these requirements for admission:

- *College of Commerce:* 2.0 cumulative grade point average.
- *College of Communication:* 2.0 cumulative grade point average

- *College of Liberal Arts & Social Sciences*: 2.0 cumulative grade point average.
- *College of Science and Health*: 2.0 cumulative grade point average
- *College of Computing and Digital Media*: 2.0 cumulative grade point average. Creative statement and portfolio review required for BA/BFA Animation.
- *College of Education*: 2.5 cumulative grade point average (effective for all students applying for Autumn 2004 admission and thereafter.)
- *School of Music*: 2.5 cumulative grade point average and audition required.
- *School of Continuing and Professional Studies*: 2.0 cumulative grade point average. Contact SCPS for specific admission requirements.
- *The Theatre School*: 2.0 cumulative grade point average and audition or portfolio review and interview required.

The cumulative transfer grade point average is computed by dividing the total number of quality points accumulated (that is, the points associated with each letter grade) by the total number of credit hours attempted in accordance with the transfer institution's grading scale (see guidelines below). The transfer cumulative grade point average is generally used for admission purposes only. However, students' transfer grades may be used for admission to certain programs. A student's transfer cumulative grade point average is not calculated into the DePaul University grade point average.

Transfer students are students who have attended or are attending another college or university prior to enrolling at DePaul. You may be considered for transfer admission if you meet any of the following criteria:

- You have completed 36 quarter (24 semester) hours of transferable credit at another college or university, and you meet the minimum grade point average required by the admitting college/school.
- You have completed fewer than 36 quarter (24 semester) hours of transferable credit at another college or university, and you meet the minimum grade point average required by the admitting college/school. You will need to submit an official high school transcript or GED score report to be considered for admission.

DePaul recognizes that **Adult students*** (age 24 and above) face different challenges from traditional students, and we believe the motivation and maturity of adult students contributes to their success. If you are age 24 and above, you may be considered for adult admission if you meet any of the following criteria:

- You have never enrolled in college or have earned fewer than 16 quarter (12 semester) hours of college credit, and you meet the minimum grade point average required by the admitting college/school. You will need to submit an official high school transcript or GED score report.
- You have completed a minimum of 16 quarter (12 semester) hours of transferable credit, and you meet the minimum grade point average required by the admitting college/school.
- *School of Continuing and Professional Studies*: You have completed any transferable credit, and you meet the minimum grade point average required (see above). Students who have never enrolled in college will need to submit an official high school transcript or GED score report.

A **mandatory secondary review** occurs for the following two cases.

- Prior academic integrity violations. Students on *probation or suspended* for reasons for academic integrity at a previous institution must have satisfied that institution's stipulations for a return to good standing before they may be admitted to DePaul. A student *dismissed* from another institution because of a violation for academic integrity must submit an explanation (see "required explanation" below) for review by a college-based Exceptions Committee who will render an admission decision. The committee may require additional information from the applicant and/or the dismissing institution.
- Prior conduct violations and felony convictions. Students on probation, suspended, or dismissed for conduct reasons at a previous institution and students convicted of a felony must submit an explanation (see "required explanation" below) for review by the Applicant Conduct Review Committee who will render an admission decision. The committee may require additional information from the applicant and/or the dismissing institution.

The **required explanation for violations/convictions** must include date of occurrence, summary of the incident, how you were held accountable (outcomes, sanctions, etc.), and any additional information you wish to provide.

Application Procedures

1. Complete the Adult or Transfer Application for Undergraduate Admission*.
 - o [Apply on-line](#)
2. Submit official transcripts from all colleges and universities attended (regardless of grades or amount of credit earned or attempted).
3. Submit an official high school transcript or GED score report if you are a Transfer applicant with fewer than 36 quarter (24 semester) hours of transferable credit, or if you are an Adult applicant who has never enrolled in college or has earned fewer than 16 quarter (12 semester) hours of transferable credit. *It is recommended that **all** Adult and Transfer applicants submit a high school transcript or GED score report.*
4. Submit final transcripts from the most recent college/university attended no later than the end of the first quarter of enrollment. See Official Transcripts and Documents, below.

* Students who hold an F-1 or J-1 Visa or have been educated outside of the United States and have international educational credentials **must** complete the International Student Application. Consult www.depaul.edu/international for the application and more information.

Transfer and Adult Application Deadlines*#

Transfer admission takes place on a rolling basis, with the first day of classes the last day a transfer student can be admitted for any quarter.

*Students submitting international educational credentials must apply at least two months before the beginning of the term in which they want to enroll.

Deadlines for transfer applications and auditions differ for the School of Music and The Theatre School. Students transferring to Music and Theatre may begin their programs only in the fall quarter, at the start of the academic year. Please contact the admissions offices in each school for more information.

Official Transcripts and Documents

All applicants for undergraduate admission with transfer credit are required to submit *official* transcripts and documents from all colleges and universities attended (regardless of grades or amount of credit earned or attempted) to complete the application process. This includes *official* documents from all postsecondary institutions (both domestic and international). In addition, students are *required* to submit final transcripts from the most recent college/university attended no later than the end of the first quarter of enrollment at DePaul. Failure to submit the final transcripts on time could impact one's eligibility to enroll in certain courses at DePaul as well as receive access to other services (such as financial aid) that are determined by the type and amount of transferable credit awarded. If grades on transcripts submitted to DePaul after admission or enrollment at DePaul show a substantial drop or cause the cumulative transfer grade point average to fall below the college requirement, the University may rescind admission. DePaul University considers *official* documents as those mailed or emailed directly from a records or registrar's office directly to the Office of Admissions at DePaul. All transcripts and documents must be originals (faxed or unofficial documents cannot be accepted).

Transcripts or documents with a designation, "Issued to Student," will be considered official only if they are received in a sealed envelope from that school. Transcripts or documents from all colleges and universities for all coursework attempted and completed prior to enrolling at DePaul must be submitted as part of the official academic record at DePaul. All documents submitted to DePaul for admission purposes become property of the University. They will not be released to students or forwarded to other educational institutions.

Students with international credentials should consult the international application instructions for acceptable documentation.

Failure to provide all transcripts or documents for all previous college work may result in denial of admission, revocation of admission, dismissal from the University, or ineligibility for graduation or the conferral of a degree.

Review of Transfer Credit Process

The Office of Admissions reviews each individual transcript for a) overall hours attempted and earned, and b) the cumulative GPA. All courses from a regionally accredited institution will be used in making the admission decision, whether or not they are applicable toward a DePaul degree. If the applicant has attended more than one institution, a cumulative GPA will be calculated by adding all quality point totals, and dividing this number by the total number of hours attempted. The admission decision is based on this recalculated GPA.

DePaul has evaluated courses from many Illinois community colleges and some four year colleges for transferability and published that information on the web. You can view that information on the DePaul web site. If a student is transferring courses from colleges that have not been published on the DePaul web site, those courses will be reviewed at the time of admission in consultation with the student's admitting college. Students may be expected to provide a course description and/or

course syllabus to facilitate the review process. The admitting college determines what courses are applicable to the student's degree requirements (major, minor, etc.)

NOTE: Some **transferable** courses used to render an admission decision in the first step may not be **applicable** to all degree requirements at DePaul (see [Transfer Credit Policies](#)). Open electives may be fulfilled by any transferable credit. Remaining course work will be applied as elective credit. Some elective credit posted to a student's record may not be applicable to the student's degree requirements.

At the new student orientation or initial advising session, a student is provided with an evaluation prepared by the admitting college indicating what courses are applicable to the student's degree requirements.

Transfer Credit Policies

- Types of Transfer Credit Accepted by DePaul University

The following statements describe DePaul's transfer credit policies:

1. DePaul will accept for transfer credit baccalaureate-level courses completed at baccalaureate granting, US institutions fully accredited by one of the regional accrediting bodies of the Association of Schools and Colleges. DePaul will also accept transfer credit from tertiary level international institutions that are formally recognized by their country's ministry of education or its equivalent.
2. DePaul will accept for transfer credit college-level courses that are earned in Associate of Arts and Associate of Science degree programs at 2-year institutions fully accredited by one of the regional accrediting bodies of the Association of Schools and Colleges.
3. Course credit earned at 2-year accredited institutions in other degree programs, such as the Associate of Applied Sciences or Associate of Fine Arts degrees, will be reviewed for transfer credit on a course-by-course basis. When necessary, students will be expected to provide bulletin descriptions and course syllabi to facilitate the review process.
4. In general, courses presented for transfer from 2-year, regionally accredited institutions that are earned in a certificate or professional training capacity are not eligible for transfer credit. Examples of these programs include, but are not limited to: air conditioning, automotive technology, culinary arts, travel management, paralegal studies, fashion design, child care, electronics, and medical office assistant.
5. Developmental courses (for example, pre-college level courses in math or writing), whether from 2-year institutions or baccalaureate granting institutions, are not accepted for transfer credit.
6. Only courses with a grade of C- or higher will apply to the student's major.
7. Students transferring the equivalent of WRD 103, Composition and Rhetoric I, and/or WRD 104, Composition and Rhetoric II, must have received grades of C- or better in these courses in order to fulfill the Liberal Studies requirement.
8. If a student has attempted a course more than once, only the most recent grade will be used for credit review. All other attempts will be considered "repeats" and will

transfer no credit. Transfer courses will be identified as repeats if they meet the following criteria:

- The same course (as identified by course title and number) is taken more than once at the same institution;
 - Two or more courses taken at different institutions are evaluated as meeting the same objectives.
9. Credit by examination is acceptable, in some areas. Official score reports must be sent directly to the university; scores cannot be taken off of a high school or college transcript. See the [Credit By Examination](#) policy for details
 10. All credit taken at foreign institutions will be subject to review by the Office of International Admission for admission purposes to determine what courses are transferable to DePaul University. Students may be required to submit detailed course descriptions and syllabi (translated into English) to determine if credit taken at a foreign institution is transferable to DePaul University. *Failure to indicate attendance at a foreign institution prior to enrolling at DePaul University may result in denial of admission, dismissal from the University or ineligibility for graduation or the conferral of a degree.*
 11. Credit for military training and education provided by the armed services will be considered in accordance with the recommendations of the American Council on Education (ACE). Military transfer credit that articulates with either Military Science Transfer 100 or other DePaul coursework will follow the Evaluation and Credit Limitations policy. Service members must submit an official copy of their military record for evaluation.
 12. Transferable courses or test credit (AP, IB, CLEP) may be applied to the major or minor, to Liberal Studies, or to open electives. Due to rapid changes in some areas of major/minor study, along with various licensure standards, some courses or test credits otherwise applicable to the major or minor may be subject to a review to determine how current the content is. As a result of this review, the course or test equivalent in question may no longer be applicable to major or minor requirements. This review may be conducted by a faculty academic advisor or, when deemed appropriate, by a staff academic advisor in consult with faculty. If a transferable course or test credit is deemed no longer current, the student may be required to repeat the course or test credit course equivalent in order to complete the degree. Other transferable courses or test credits may be applied to the Liberal Studies Program, based on the most current articulations. Finally, transferable courses or test credits may be applied, at a minimum, towards open elective credit. If the student repeats a course, only the most recent attempt will apply toward the degree.
 13. All transfer credit taken at another institution while concurrently enrolled as a DePaul student are subject to approval by the student's college/school before transfer credit will be applied to the degree program. (See Supplemental Transfer Credit Form.)
 14. Students or academic advisors may appeal to a "Transfer Credit Review Board" for one additional review of particular courses not accepted for transfer credit. Students

who make such a request must be prepared to supply official course descriptions and course syllabi.

The review of all transfer credit is subject to limitations in accordance with the educational policies of DePaul University.

- **Converting Credit Hours**

DePaul University's academic calendar is based on the quarter system. College credit is accumulated on the basis of quarter hours. To convert credit hours from the semester system to the quarter system, multiply 1.5 (example: 3 semester hours x 1.5 = 4.5 quarter hours). The minimum number of hours required for graduation with a bachelor's degree is 192 quarter hours.

Illinois Articulation Initiative (I.A.I.)

Transfer Credit, Illinois Articulation Initiative (IAI)

DePaul University participates in the General Education Core Curriculum (GECC) of the Illinois Articulation Initiative (IAI) only. DePaul does not participate in Phase Two, the Major Phase.

Completion of the GECC at any participating college or university in Illinois ensures transferring students that most of the general education requirements at DePaul have been satisfied. Students who have completed the IAI should consult with their academic advisor in their college prior to registering for classes.

Students who have completed the GECC will still have to meet the following mission-specific requirements: DePaul's Experiential Learning and Senior Year Capstone courses, and a total of four mission-specific Liberal Studies electives determined by students transfer course work. A student may substitute LSP 200 (Seminar in Multiculturalism in the United States) as one of the four mission-specific course requirements, which ordinarily include two Religious Dimensions (RD) courses and two Philosophical Inquiry (PI) courses), but in so doing the student must still complete at least one PI course and one RD course. If the student's prior coursework includes these requirements, then the student in consultation with the advisor should select Liberal Studies domain electives to fulfill liberal studies areas in which the student lacks coursework.

Students transferring into DePaul with GECC who have accumulated additional liberal studies credits (not related to the topics of religious studies or philosophy) may use those credits to replace at most one course from the mission-related requirements in the Philosophical Inquiry or the Religious Dimensions domains, as long as they complete at least one course (transfer or DePaul) in each of those domains.

Students transferring from an IAI participating institution with two or fewer IAI requirements remaining may elect to complete the GECC package at DePaul. Students not successfully completing the IAI General Education Core Curriculum with more than two remaining requirements will have their transfer courses reviewed on a course-by-course basis according to DePaul's Liberal Studies requirements. Courses that may be accepted as part of a student's major must be completed with a grade of "C" or better.

Students with Advanced Placement or CLEP credit must have official score reports sent directly to the Office of Admission for review. This agreement is in effect for students who entered an associate or baccalaureate degree-granting institution as first time freshmen in the summer of 1998 and thereafter.

Credit By Examination

DePaul offers students the opportunity to gain credit by examination in *three* ways: through Advanced Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB) programs. Through *each* of these programs, credit may be obtained for liberal studies courses, major field courses and electives.

However, it is important to understand that AP, CLEP or IB credit recognized by other colleges may not necessarily be accepted at DePaul. *For general information about any of these programs, please go to the Office of the University Registrar Website regarding credit by examination; for specific questions, consult your college office advisor.*

Advanced Placement Program (AP)

University credit for Advanced Placement is limited to tests administered during the student's high school career. Incoming *degree seeking students* who have taken Advanced Placement should have their score reports sent to *DePaul University, Transfer Credit Center, 1 East Jackson Blvd, Chicago, Illinois, 60604* prior to their enrollment at DePaul.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) offers examinations, administered by The College Board, that allow students to demonstrate their knowledge, and gain college credit, in a variety of areas. Incoming degree-seeking students who took CLEP before admission to the University should have their official score reports sent to *DePaul University, 1 East Jackson Blvd, Chicago, Illinois, 60604* prior to their enrollment at DePaul.

Currently enrolled students may take CLEP tests based on the approval of their college office.

International Baccalaureate Program (IB)

The International Baccalaureate Organization offers various programs in elementary through high school settings. DePaul University welcomes students who have taken a high school International Baccalaureate program either at the Diploma or Certificate level. DePaul awards credit for many IB courses, depending on level and score. Incoming degree seeking students should have their official transcripts submitted to DePaul University, 1 East Jackson Blvd., Chicago, Illinois, 60604, and indicate DePaul University as a "Recipient Institution."

International A/S and A level exams

Students can receive credit through the International A/S and A Level examinations.

Prior Learning Assessment

Credit based on prior learning assessment may be awarded to students for knowledge acquired for professional certifications, training, or coursework for which traditional transfer credit is not

available. The Office of Prior Learning Assessment will conduct the assessment of work submitted and recommend whether to award credit. A processing fee, not included in any tuition charge, must be paid at the time of submission and is non-refundable regardless of the outcome of the prior learning assessment. Students who successfully complete RPL 101 will receive a fee waiver for one PLA submission, which expires one quarter after the conclusion of the student's RPL 101 course.

Limitations on the Number of Transfer Credits and Credit by Examination that can be Accepted

A maximum of 132 transfer hours (quarter hours) will be applicable to any undergraduate degree at DePaul. This includes transfer courses at both community colleges and other four-year institutions and credit by examination, credit for prior learning, and ACE military credit. Of the 132 quarter hours, a maximum of 99 quarter hours earned at a community college, through credit by examination, as ACE military credit, or as credit based on prior learning assessment, may be applied to a DePaul University degree. At least the last 60 quarter hours must be earned in residency at DePaul University. At least one half of the major field course work must be DePaul University credit.

Credits earned from the College Level Examination Program (CLEP), International Baccalaureate (IB), Advanced Placement (AP) and/or International A/S and A level exams and ACE military credit combined with transfer credits from two-year institutions will total no more than 99 hours and, combined with credits from four-year institutions, will total no more than 132 hours. The senior year residency requirement prohibits the application of transfer, ACE military, CLEP, AP, IB, or A/S and A level credits to the final 60 credit hours of course work.

Procedures

None

Divisional Collaborations

Academic Affairs
Office of the University Registrar

Office of Admission

Contact Information

Caryn Chaden. cchaden@depaul.edu. (312) 362-8885
Rebecca Popelka, rpopelka@depaul.edu. (312) 362-5161

Appendices

None.

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