

# COLUMBIA COLLEGE HOLLYWOOD

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## TRANSFER CREDIT POLICY

### TRANSFER CREDIT TIERED EVALUATION PROCESS

All requests for transfer of credit are rigorously evaluated in a tiered review process outlined below:

Step 1) The Admissions team delivers the student's complete, organized admissions folder containing official transcripts from all colleges and universities previously attended to the Registrar. The folder must indicate the student's enrolled program and declared emphasis. If syllabi and/or course descriptions for course(s) to be transferred have been submitted during the admissions process, they are included in the student's folder.

Step 2) The Registrar adds the *Transfer Credit Evaluation Form* for the student's enrolled program and declared emphasis and/or the General Education program to the folder and delivers the folder to the Dean of Academic Affairs.

Step 3) The Dean of Academic Affairs assigns the appropriate credentialed academic evaluator for the student's enrolled program and declared emphasis (e.g. full-time faculty member or department chair) to evaluate proposed transfer courses according to program and emphasis course requirements.

All general education courses are evaluated by the full-time General Education faculty member or General Education department chair. A credentialed academic evaluator is defined by possessing a master's degree or higher in the area of study being evaluated. Full time faculty or department chairs with documented alternative credentials are deemed qualified to review transcripts in the programmatic area of their expertise.

All evaluators will receive federal compliance training and internal policy and procedure training on how to complete transcript evaluations. Some transcript evaluations may need to be performed by two credentialed individuals depending on the area of expertise.

Step 4) The academic evaluator conducts a thorough evaluation and review of the courses to be transferred to determine transferability to the student's degree program and emphasis and/or general education requirements. To determine if curricula and learning outcomes for a transferred course are commensurate with those of a corresponding Columbia College Hollywood course, academic evaluators may request additional documentation from the student, including but not limited to official course syllabi, course catalogs, course descriptions, and course learning outcomes. When the transfer course evaluation is completed, the academic evaluator signs and dates the *Transfer Credit Evaluation Form* and delivers the student's file with the form to the Registrar.

Step 5) The Registrar conducts a secondary evaluation to ensure institution and course eligibility based on criteria set forth in the Transfer Credit Policy. The Registrar refers all questions regarding the academic evaluation to the Dean of Academic Affairs. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 6) The Dean of Academic Affairs makes the final determination to accept or deny transfer of credit. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 7) If approved, the Registrar enters the approved transferable credits into the student's academic record with a Transfer Credit grade of TR and scans the student's official transcripts and transfer credit evaluation forms into the student's file in the Student Information System and returns the hard copy forms and transcripts to the physical file.

Step 8) The transfer credit evaluation process is generally completed in 10-15 business days and no longer than 60 days. At the completion of the evaluation, the Registrar will notify the student of the results within 2-5 business days.