



Campus Administrative Policy

Policy Title: **Transferring Undergraduate Credit**

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Applies to: CU Anschutz Medical Campus
 CU Denver Campus

A. INTRODUCTION

CU Denver | CU Anschutz Medical Campus (CU Denver | CU Anschutz) 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 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; Guaranteed Transfer Pathways (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 Registrar's Office based on general criteria identified below. Transfer credits not initially accepted by the Registrar's Office 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 is expected to be academic in nature. The university accepts limited technical and professional credit through special and statewide articulation agreements; however, technical and professional courses accepted through articulation for a particular major are not guaranteed transferable between CU Denver | CU Anschutz majors or schools/colleges.
- b. The minimum course grade for transfer credit acceptance is C- (1.7). Nonstandard grades that cannot be certified by the sending institution as equivalent to a C- or higher will not be eligible for transfer.
- c. Courses are accepted in initial transfer and applied to graduation requirements at CU Denver | CU Anschutz at the same academic level as on the transcript from the sending institution. Transfer courses with similar content to CU Denver | CU Anschutz courses (but are listed on the transcript at a different level) may be substituted upon approval from the academic unit. Such courses, however, apply

to overall requirements at the level listed by the sending institution unless an exception is granted.

2. Accredited Universities

After students are admitted, coursework of comparable content and scope to that of the university 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 recognized by the Council for Higher Education Accreditation (CHEA) at the time the work was completed. Coursework completed at a school not regionally accredited may be considered for transfer, as outlined in Section D.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 (see [CDHE Website Here](#)).
- b. 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.
- c. There are conditions that limit the guarantee: gtPathways courses must have earned a C- (1.7) or better to count. Nonstandard grades that cannot be certified by the sending institution as equivalent to a C- or higher will not be eligible for transfer. The gtPathways 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. Students are advised that individual schools/colleges may have higher residency or credit hour requirements.

D. PROCEDURES

1. Evaluation of Credit Acceptability

- a. 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 8005, Adopting Standards for the Intercampus Transfer of Credits Among Campuses.](#) 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.

- b. Only course credits with grades of C- (1.7 on a 4.0 scale) or better can be reviewed for transfer. Any courses earned with a nonstandard letter grade (P/S/etc.) must be certified by the sending school as equivalent to C- or higher to qualify for transfer. All courses accepted for transfer are recorded on the student's academic record; consequently, they must meet the university's academic standards.
- c. Military Transfer Credits. In lieu of providing a course-by-course evaluation of military transfer credits CU Denver 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 CU Anschutz Medical Campus should consult with an academic advisor in their school or college about transfer of military experience/training, as the CU Anschutz Medical Campus uses course-by-course evaluations.

2. Evaluation of Credit Applicability

Each college and school at the university determines:

- a. Any determination of acceptance of semester credit hours toward the degree program 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.
- b. How transferred courses are applied toward graduation requirements in accordance with the policies of the college or school.
- c. 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.
- d. The maximum number of semester credit hours earned through correspondence or in a similar format, physical education credits (if any) and Reserve Officer Training Corps (ROTC) credits that are accepted toward a baccalaureate degree. Students should consult with an academic advisor in their college/school.
- e. The maximum number of credits applicable for transfer is identified in school/college policy.
- f. Credit hours applicable to CU Denver Core requirements should have been earned no more than 10 years prior to transferring into an undergraduate degree program at the university. Credit hours earned more than 10 years prior to being admitted to a CU Anschutz degree program may not be applicable to the degree program.

3. Course Work Not Accepted for Transfer Credit and/or Conditionally Accepted Transfer Credit

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

- a. Any course in which the grade earned is below a C- (1.7). Nonstandard grades that cannot be certified by the sending institution as equivalent to a C- or higher will not be eligible for transfer.
- b. Any 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, internships or other experiential learning programs that lack catalog descriptions, except those included in university approved articulation agreements for the specific major or college/school. Courses not included in university-approved articulation agreements or MOUs may be approved by the dean responsible for the student's curriculum; when exceptions appear to be warranted, appropriate department heads, in consultation with the CU Denver Experiential Learning Center, may make recommendations to their respective deans regarding credit for such courses.

4. Evaluation of Credits Originally Not Accepted in Transfer (applicable to D.3c and D.3h)

The faculty of each degree program is responsible for determining whether the program will award credit for coursework that was not accepted in the initial evaluation process. The following considerations are intended to assist faculty in determining whether to grant credit.

- a. Coursework and/or technical and/or professional experience(s) completed have content and rigor appropriate to meet university standards and accreditation.
- b. Coursework and/or supplemental materials define expected learning outcomes.
- c. Coursework and/or supplemental material employs appropriate assessment measures to ascertain whether desired student learning outcomes have been achieved.

- d. Coursework and/or supplemental material 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.

5. Evaluation of Credits from Non-Accredited Institutions

The faculty of each degree program is responsible for determining whether the program will award credit for coursework undertaken at non-accredited institutions. The following considerations are intended to assist faculty in determining whether to grant credit. If courses are already included in university approved MOU or articulation agreements, no additional approval is necessary.

- 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 appropriate academic 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.

6. CU Denver Credit for Military Veterans

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

- a. 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. This credit package is based, in part, on recommendations of the American Council on Education 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).
- b. Transfer Credit. In lieu of providing a course-by-course evaluation of military transfer, CU Denver 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.

- 1) **Core Credit:** The core credit includes six credit hours consisting of three credits for Humanities as a result of common instruction experienced by every member of the United States Military through Basic Training, and three credits for Behavioral Sciences as a result of common instruction experienced by every member of the United States Military through leadership courses.
 - **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.
 - **3 Credits/1 Course—Behavioral Sciences (approved by CCOC)** Based on universal military instruction and training with regards to leadership, behavior, and communication.
- 2) **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.
- 3) **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 ROTC 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 will be eligible for as few as twelve credit hours (6 in core, and 6 elective), but as many as 34 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. Eligible students should discuss additional specific transfer credit to undergraduate/graduate program managers based on previous prior learning not already mentioned for assessment.

c. Eligibility

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

- 1) Admission to an undergraduate degree program at the university.
- 2) Veteran status (see below) as discharged or released under conditions other than dishonorable, those who are still on active duty, or those who are reservist/National Guard who have completed the before mentioned training.
- 3) Official military records presented to the CU Denver | CU Anschutz Veteran and Military Student Services Office

Veteran's status is defined as a person who served in the active, national guard, or reserve component of the military, naval, air, space, or costal service, and who was discharged or released therefrom under conditions other than dishonorable to include medically discharged/retired 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.

7. Appeals Process

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.

For courses fulfilling Core curriculum requirements, appeals must be submitted to CU Denver's CCOC. 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, or CCOC constituent, will review the appeal. The school, college, or CCOC 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 Registrar's Office to advise that the credit should be added to the student's transfer credit. The Registrar's 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:

January 1, 2014: Adopted by Provost

January 1, 2016: Revised

June 13, 2018: Reformatted

July 13, 2021: Revised

2. History:

June 13, 2018: Reformatted to reflect a 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.

July 13, 2021: Revised to reflect Campus-wide effort to update and reform Campus policy into a more coherent and relevant set of guidelines. Policy updates including integration of state sponsored Prior Learning Agreement, Work-based Learning and

revised Veteran Student transferability standards. Formatting, language, and additions updated by the Office of Transfer Initiatives and the Registrar's Office.

3. Initial Policy Effective Date: January 1, 2014
4. Cross References/Appendix: N/A