

TRANSFER CREDIT POLICIES and DISCLOSURES

Students requesting transfer credits to be evaluated must submit a request in writing to the Admissions Office. Transfer credits will only be evaluated upon the receipt of official transcripts. Students will be notified of the credits accepted for transfer, prior to the end of the first semester. A student may appeal the credits accepted for transfer through the grievance procedure.

The specific number of credit hours accepted for transfer is determined on an individual basis and is not automatic. For graduate degrees, no more than 25 percent of the credits can be transferred. In the baccalaureate program, a **maximum** of 90 semester or 135 quarter credits can be transferred.

Acceptance of Transfer Credits

California University of Business and Technology (CUBT), in accordance with applicable Federal and State law and University policies, requires that students from a two-year or four-year accredited postsecondary institution may receive transfer credits provided:

1. To consider transfer of credit the student must have earned a “C” or higher from an accredited institution (a “B” or higher for Master and Doctorial programs), within the past 5 years for technology coursework, and within the last 10 years for general education coursework.
2. All transfer coursework is evaluated on a course by course basis and must be determined equivalent in both content and degree level to a required CUBT course.
3. Only the official transcript and course evaluations performed by the University's Central Administrative Office of Admissions and approved by the Dean are final. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.
4. A maximum of 30 credits may be awarded for successful completion of exams from approved national testing programs (Advanced Placement Exams [AP], College Level Examination Program [CLEP], Excelsior, Berlitz®, DANTES[DSST]), according to University policy.