

Transfer of Credit – Undergraduate Degree Program Only

Students wishing to enter the bachelor programs of The Chicago School are required to submit their official transcript to the office of the Registrar. Students who are granted transfer of credit after the Add/Drop deadline due to late submittal will be held to the school's refund schedule.

The decision to accept transfer credit resides solely with the school. Approved transfer credit will be posted to the student's transcript after s/he has registered and remained in residence through the Add/Drop deadline. Submitted transfer credit paperwork will be held for processing until the first week of the semester has been completed. Approved transfer credit will not be factored into a new student's registration time. All new students register during the same designated period regardless of transfer credit. Transfer credit may affect registration eligibility in subsequent terms.

Transfer of credit is subject to the following conditions.

1. Transferred course credit is restricted to undergraduate-level, degree applicable courses from a recognized, regionally accredited degree granting institution. All credit falling outside these requirements will not be used.
2. Students with multiple institutions will need to supply the school with an official transcript from each institution. The Chicago School will not accept third party evaluations.
3. Only courses with a grade of C (2.0 on a 4.0 grade scale) or better will be accepted in for transfer. Pass/Fail courses are eligible only if the course can be shown to be a C (2.0) or higher. Credit/No Credit will not be reviewed for transfer credit.
4. All college courses are required to be collegiate level, degree applicable and not designated as developmental or remedial in nature. Also, courses that are vocational or technical in nature and/or prepare students for the workforce, including but not limited to areas in welding, machinery, automotive repair, technical writing, typing, and workforce development will not be considered for transfer credit in any area of The Chicago School Bachelor's degree.
5. Course to course equivalency matches require an 80% content match and will require the student to produce a course syllabus for transfer of credit to be applied.
6. Number of credits earned for the completed course matches or exceeds number of credit hours for the requested course. Example of credit conversion, 3 semester hours equals 4.5 quarter credit hours.
7. All students entering the Bachelor of Psychology program are required to have a minimum 48 semester hours of transfer credit posted to their record prior to the end of add/drop week or will be administratively withdrawn from the institution. Students who wish to request the remaining 30 semester hours of transfer credit are required to be completed and on file by the end of their first academic year with the institution
8. The Chicago School does not recognize other institutions' credit by exam, proficiency, or challenge exams. Only nationally recognized exams approved by The Chicago School and outlined below are accepted, students may only take the exams once.
9. When credit through examination is awarded, it is not included in the grade-point average.

A course that does not meet the specific content requirements of an existing Chicago School course may be accepted as transfer credit as an elective if the course supports the required competencies and learning objectives of the program and meets the following conditions:

1. The course must meet all other requirements for transfer credit.
2. The course must be at the equivalent degree level.
3. Courses cannot be duplications of other requirements successfully completed.

In order for the transfer request to be processed, the student must submit an official transcript upon acceptance with The Chicago School. Unofficial transcripts may be used for review prior to enrollment into The Chicago School; however, a student that has a financial hold at the sending institution will not be eligible for a transcript review.

An official transcript is one that has been received directly by The Chicago School from the issuing institution whether on paper or certified electronic copy. Students submitting hard copy official transcripts directly to The Chicago School for review need to provide them in a stamped-sealed envelope from the issuing institution's Registrar's Office. All transcripts must include the college seal (embossed or raised for mailed transcripts), date and Registrar's signature. Any transcripts not meeting the above requirements or marked unofficial will not be accepted by The Chicago School for official review.

Residency Requirement:

It is expected that matriculated students will fulfill all degree requirements through courses offered at The Chicago School of Professional Psychology. Students entering the bachelor's degrees with The Chicago School are allowed to bring in a maximum of 78 semester hours of transfer credit or 65% of the bachelor's program. Up to 18 elective units, within those 78 semester hours, can be transferred in from any other academic coursework that meets The Chicago School transfer policy. Students are required to complete at minimum 42 credits with the Chicago School of Professional Psychology.

Students that have previously completed coursework they feel is equivalent to the upper division bachelor courses in the final 42 semester hours offered by The Chicago School should refer to the Undergraduate Waiver Policy for more information.

Undergraduate Waiver Policy:

Any student with previous undergraduate coursework may receive a waiver of coursework. Waived courses appear on the student's transcript as waived with zero credits.

Waiver of courses does not reduce the total number of hours of coursework to be completed at The Chicago School; it permits students to substitute coursework as determined by the Department Chair/Lead Faculty. Students seeking both a waiver and transfer of credit may not exceed the total credit hours designated by the program.

International Student Undergraduate Transfer Credit Policy:

The Chicago School accepts academic credit earned at international institutions that are fully accredited by their country's Ministry of Education or accredited by the US Department of Education, but only if the courses meet The Chicago School transfer credit policies. International students are subject to all transfer credit policies as well as the following process:

Applicants with a college transcript in a language other than English must submit a certified translation of their transcript and need to have their academic grades evaluated for grading equivalency by a certified service. The evaluation should include a course title, credit or semester hours completed and the letter grade earned for each course. Transcripts submitted without translation or the detailed evaluation will not be reviewed by The Chicago School.

Perspective students of The Chicago School are encouraged to have their international transcripts reviewed and evaluated by a service affiliated by the National Association of Credential Evaluation Services (NACES <http://www.naces.org/members.htm/>) or the Association of International

Credential Evaluators, Inc (AICES <http://www.aice-eval.org/>).

All services provide evaluation and/or translation of foreign documentation and require a fee. All fees associated with this process are the responsibility of the applicant. It is highly recommended that one of these options be used to ensure proper document evaluation and translation.

General Education Requirements for All Undergraduate Degree Students:

Upon entry of The Chicago School will require prospective students to have the following minimum general education requirements completed through the completion of an associate's degree or equivalent credit.

The general requirements are as follows:

- Writing and Communications: 3 courses (9 credits)
- Humanities and Fine Arts: 3 courses (9 credits)
- Mathematics: 2 courses (6 credits)
- Physical and Life Sciences: 2 courses (8 credits)
 - This must include at least one lab component
- Social and Behavioral Sciences: 3 courses (9 credits)
 - If a student resides in AR one of the three courses will need to be completed in US History or US Government

Prior Learning Assessment:

The Chicago School of Professional Psychology recognizes that students can obtain college level learning in a variety of different ways outside the traditional classroom. Due to this thinking and understanding The Chicago School honors other forms of learning completed in a variety of different areas. Students with Prior Learning Assessment should contact the Office of the Registrar for review and possible transfer credit.

AP Exams:

Students that successfully pass and complete testing through Advanced Placement (AP) with scores of 3 or higher will be considered for college level credit. Students that have previously completed AP exams will need to submit official score sheets to The Chicago School prior to matriculation to the institution.

CLEP Exams:

Students that have successfully passed the College-Level Examination Program (CLEP) Exams may enter into The Chicago School. Exams are required to be passed with the minimum American Council on Education (ACE) Credit Recommendation. Scores lower than the ACE Recommendation will not be considered for transfer credit. Students will need to submit an official score sheet to The Chicago School prior to matriculation to the institution.

IB Exams:

The International Baccalaureate Exams (IB Exams) are also considered for college level learning to The Chicago School. Students that have completed testing from IB should contact the Office of the Registrar for possible acceptance of this credit. Students should supply The Chicago School with an official transcript for possible credit review.

DSST Exams:

Students that have successfully passed the DANTES Subject Standardized Exams may enter into The Chicago School. Exams are required to be passed with the minimum American Council on Education (ACE) Credit Recommendation. Scores lower than the ACE Recommendation will not be considered for transfer credit. Students will need to submit an official score sheet to The Chicago School prior to matriculation to the institution.

Military Students:

Military students previous military experience is reviewed for college transfer credit at The Chicago School of Professional Psychology. Students with previous military experience in any of the United States Military Branches may submit their official transcripts to the Office of the Registrar. Credit review will be based on the American Council on Education (ACE) credit recommendations. Eligible military students may be eligible for a reduced residency requirement of 25% or 15 semester hours.

Portfolio Based Assessment:

The Chicago School of Professional Psychology recognizes that students have vast experience outside the classroom and because of this The Chicago School will review a student's life experience to potentially fulfill requirements for the undergraduate degree. The Chicago School has partnered with the Council for Adult and Experiential Learning (CAEL) and LearningCounts.org on helping students develop and submit a complete experiential portfolio. Students may earn up to 12 semester hours per portfolio completed. Students will incur all associated fees with the course up to and including submission of the portfolio. Students should work with their admissions advisor and refer to <http://www.learningcounts.org/> for more information.

Professional Training and Certification:

Professional training that is recognized by the American Council on Education (ACE) can also be submitted for review. Students that have completed training will need to submit their official transcript from ACE (<http://www2.acenet.edu/credit/?page=transcripts>) the student is required to inquire the cost of this request. Students should submit these transcripts prior to matriculation with The Chicago School. Trainings and Certifications not recognized by ACE will not be reviewed for transfer credit.

Propero Courses:

Prospective students needing to meet The Chicago School general education requirements may fulfill the remaining requirements through the successful completion of Propero online courses (<http://www.propero.org/>). Propero is a 3rd party vendor that offers a variety of courses for students in general education areas. Students will need to complete the course through Propero and then submit an official transcript of ACE Recommended credit to The Chicago School for the credit to be accepted by the institution. Students wishing to pursue this PLA option should contact their Admissions Advisor.