

## **POLICIES AND CRITERIA FOR ACCEPTING TRANSFER CREDIT FOR ACADEMIC PROGRAMS**

CSI will evaluate and consider awarding academic credit for credit earned at higher education institutions accredited by agencies recognized by the United States Department of Education or similarly accredited international institutions if the course is appropriate for inclusion in a CSI program. Requests for transfer credits should be submitted to the Registrar's Office as a part of the admissions process prior to the first day of scheduled classes. In order to have transfer credits accepted at Computer Systems Institute, a student must have an official transcript from his or her previous school sent to the Registrar's Office.

To be considered "official," a transcript must be in a sealed envelope and signed by the granting institution. No photocopies will be accepted. All transcripts that are not from an American institution must be evaluated. Any student wishing to transfer credit must have a course-by-course evaluation completed. Transcripts in a language other than English must also include an official English translation. All evaluations must be completed by an approved NACES agency or by AACRAO Evaluation Services. Any costs incurred because of this service will be the responsibility of the student and must be paid directly to the agency performing the service.

In order to be accepted for transfer credit, courses must be similar in scope and credit to an appropriate CSI course. In order for the course to be considered for transfer, the students must have earned at least a grade of "C" and completed the respective course within the past three years. Computer Systems Institute limits the number of transfer credits accepted from other institutions at 49% for a chosen program of study.

Transfer credit is designated with a grade of TR on the student transcript and is not calculated in a student's GPA or CGPA. Transfer credits are calculated as attempted and earned in the determination of the student's pace of completion.

CSI will not award transfer credit for the following types of courses:

- Remedial or retraining courses
- Personal development, human potential, or courses teaching skills
- Professional development, in-service education, continuing education courses, or other similar courses designed for individuals who want to upgrade their occupational or professional skills, acquire new skills, or prepare for a proficiency examination
- Courses in professional disciplines not supported by Computer Systems Institute

### **Military Coursework**

CSI may award transfer credit for some of the military courses if the content is equivalent to a course taught at CSI. Students should be prepared to submit an official military transcript (e.g. SMART, AARTS, etc.) to the Registrar's Office for evaluation before the first day of scheduled classes.

Computer Systems Institute reserves the right to limit the transferability of a course based on the source of credit, the method of instruction, or the duration of the term. Transcripts submitted to CSI for admission or credit transfer become the property of the school and cannot be returned to the student or forwarded to other institutions. Final determination on the transferability of coursework for credit is made by CSI Registrar's Office.

## **TRANSFERABILITY OF CREDIT AND ARTICULATION AGREEMENTS**

Outside of existing articulation agreements, Computer Systems Institute does not guarantee that the credits obtained at CSI are transferable to another institution. Credits or coursework are not likely to transfer. Any decision on the comparability, appropriateness and applicability of credit, as well as whether credit should be accepted is the decision of the receiving institution. An articulation agreement is an agreement between institutions to accommodate the transfer of credits between institutions. Please use the following link for a list of articulation agreements CSI has with other educational institutions: [http://www.csinow.edu/images/pdf/ArticulationAgreements\\_0101.pdf](http://www.csinow.edu/images/pdf/ArticulationAgreements_0101.pdf)