

EVALUATION OF TRANSFER CREDIT

The Evaluations Unit in the Office of the Registrar will evaluate previous college coursework and test credit in relation to Cal Poly degree requirements. Newly admitted and matriculated transfer students will receive an email from Evaluations that their evaluation has been completed and that the results are available in their Degree Progress Report (<https://registrar.calpoly.edu/degreeprogressreport/>) via the Student Center on the Cal Poly Portal. New students cannot access their Degree Progress Report prior to matriculation, nor can Evaluations provide any specific information about credit prior to that time.

Every effort is made to provide a complete Degree Progress Report (DPR), with all transfer credit reflected, prior to the date of new transfer student registration in summer. The DPR serves as the basis for determining remaining degree requirements and should be used frequently to track progress toward the degree and ensure that course selection each quarter applies to the degree. More information about the Degree Progress Report can be found here:

<https://registrar.calpoly.edu/degreeprogressreport> (<https://registrar.calpoly.edu/degreeprogressreport/>).

While every effort is made to complete the evaluation according to the timelines outlined above, it is important that new transfer students review their previous college work in relation to the degree requirements outlined in the catalog in order to make a tentative selection of courses for their first semester of enrollment. Students should consult their college advising center or a faculty advisor in their major department for assistance in the selection of courses. They should also use the "By Major" agreements on www.assist.org (<http://www.assist.org/web-assist/welcome.html>) for assistance with work from California Community Colleges.

Sending transcripts as early as possible helps expedite the process of finalizing the transfer evaluation. A delay in receipt of final transcripts will postpone the finalization of the evaluation.

Some major/support courses may need to be petitioned through the student's major department if articulation agreements are not in place in ASSIST, or if classes were taken at a private institution in California, a University of California campus, or an out-of-state school.

Note: Transfer students with Advanced Placement or International Baccalaureate credit must have their scores sent to Cal Poly directly from College Board or IB; notation of AP or IB exams on a college transcript is not sufficient for Cal Poly to award credit. Students should do this as soon as possible, in order for the transfer evaluation to be complete and accurate, and in order to satisfy registration prerequisites.

Quarter units transferred to Cal Poly are converted to semester units by multiplying the quarter units by 0.667; a 4-unit quarter class will equate to 2.667 Cal Poly units. In some cases, resulting unit deficiencies may need to be addressed with additional coursework.

The evaluation remains valid provided that the student matriculates for the term they are admitted, remains in their declared major, and remains in continuous attendance.

While students may follow the specific major requirements for the catalog year on which their initial evaluation of transfer credit is based, they are responsible for complying with any and all changes in other regulations, policies, and procedures, which may appear in subsequent catalogs, or which are communicated to them via email from the Office of the Registrar. These include CSU-mandated changes and changes approved by Cal Poly's Academic Senate and/or administration.

Credit for Community College Courses

Course credit earned at regionally accredited community colleges inside and outside the state of California is evaluated by the Evaluations Unit in accordance with the following provisions:

- Community college credit (whether from a California community college or an out-of-state community college) is allowed up to a maximum of 70 semester units toward overall units for the degree. Credits earned above this allowable maximum may still be used to satisfy specific subject and grade point requirements, but may not be applied toward the total count of units required for graduation (Example: a student in a 120-unit program, who has 75 units of community college credit, all of which satisfies subject requirements, must still complete **50** units of non-community college work [not 45 units]).
- Upper division credit is never granted for community college work.
- The 70-unit limit does not apply to work from four-year institutions; however, specific course requirements, as well as all Cal Poly residency requirements, must still be met regardless of the number of units transferred from four-year institutions (see "Academic Residence Requirements" under "Minimum Requirements for Graduation").

Cal Poly maintains articulation agreements at www.assist.org (<https://assist.org/>) with all California Community Colleges (CCC), the California State University (CSU) and University of California (UC) campuses. The CCC campuses publish the Cal-GETC/CSU General Education (GE) and the lists of CSU transferable courses on the ASSIST website.

Transfer credit for GE courses is accepted from California community colleges, as approved by the CSU Chancellor's office and listed on www.assist.org (<https://assist.org/>). For GE coursework taken at a private institution in California, a University of California campus, or an out-of-state school, every effort is made to extend all appropriate credit, including honoring the GE pattern of the transfer institution whenever possible.

Note: Cal-GETC certification, whereby transfer students can complete all lower-division GE at a CCC or CSU, does not exempt students from meeting the CSU requirement of 43 overall units of GE, nor from completing upper-division GE requirements. Many Cal Poly programs require specific GE courses in the Major and/or Support; these courses must be met with articulated equivalencies, regardless of the status of GE completion at the CCC. See the General Education (<https://catalog.calpoly.edu/generalrequirementsbachelorsdegree/#generaleducationtext>) page for General Education requirements.

Note: GE certification, whereby transfer students can complete all lower-division GE at a CCC or CSU, does not exempt students from meeting the CSU requirement of 72 overall units of GE, nor from completing upper-division GE requirements. Many Cal Poly programs require specific GE courses in the Major and/or Support; these courses must be met with articulated equivalencies, regardless of the status of GE completion at the CCC. See the General Education (<https://catalog.calpoly.edu/generalrequirementsbachelorsdegree/#generaleducationtext>) page for General Education requirements.

Submitting a CSU GE certification form from the community college is not required; Evaluations will use assist.org and/or the catalog to determine GE certification. Note: if a CCC GE certification is incorrect, it will not be honored (i.e., if it applies AP credit or work from a previous institution in an inappropriate manner). As the institution granting the bachelor's degree, Cal Poly will make the final determination of GE certification.

Other Academic Credit

Advanced Placement (AP) Credit

Cal Poly grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of 3 or better will be granted up to six semester units of college credit. Cal Poly receives official scores when a student designates either our school institution code (4038) or the CSU system wide code (3594) in Cal State Apply. After scores are released, it is recommended students confirm Cal Poly as an institution designated to receive scores by accessing the AP student score reporting portal at <https://apstudents.collegeboard.org/view-scores> (<https://apstudents.collegeboard.org/view-scores/>). If necessary, see the College Board site: <https://apscore.collegeboard.org/scores/score-reporting> (<https://apscore.collegeboard.org/scores/score-reporting/>) for details on Score Reporting Services. Admitted students should send their AP scores as soon as possible to ensure that credit is applied toward their fall block schedule. Newly admitted students who have sent in scores will not immediately see their scores and related test credit applied to their student record until they are matriculated, typically in the first week of July. To ensure scores are matched to the correct student record, it is imperative that the student's name on AP or IB transcripts and in the Cal Poly student system match exactly. Neither opened paper AP score reports nor Advanced Placement notation on high school transcripts is acceptable to determine credit awarded.

To see the credit awarded for a specific AP exam, view the annually published AP credit matrices at: https://registrar.calpoly.edu/other_ac_credit (https://registrar.calpoly.edu/other_ac_credit/). All credit is given on a credit/no credit basis; AP units do not calculate into the GPA. Credit may vary from year to year, as CSU and Cal Poly requirements and AP Exams change. Please refer to the credit matrix for the specific year the exam was taken; credit is always extended based on the year of the exam. To determine credit for combined exams, use the matrix for the year of the last exam taken.

International Baccalaureate (IB) Exam Credit

The International Baccalaureate Diploma shall be considered in lieu of a high school diploma for admission to the University.

The International Baccalaureate **transcript** is required to receive University credit; the diploma is not sufficient to receive credit. IB transcripts may be requested from IB North America by email: transcripts.ibna@ibo.org, or by phone: 212-696-4464.

Credit is awarded for classes at the **Higher** level. No credit is extended for Standard level exams.

All credit is given on a credit/no credit basis; IB units do not calculate into the GPA.

Credit is awarded for each Higher Level exam with a score of 5 or higher.

To see the credit awarded for a specific IB exam view the annually published IB credit matrices at: https://registrar.calpoly.edu/other_ac_credit (https://registrar.calpoly.edu/other_ac_credit/). Please refer to the matrix for the **specific** year the exam was taken; credit is always extended based on the year of the exam.

Credit for Non-collegiate Instruction and Prior Learning and Experience

Credit for prior learning (CPL) will be assessed and granted based on demonstrated *learning* that occurred prior to matriculation at Cal Poly, not merely for documented experience.

1. An exception to this requirement shall apply to students who join (or are serving in) the U.S. Armed Forces during their Cal Poly career.
2. Currently matriculated students wishing to earn academic credit for non-traditional academic learning will utilize existing pathways, such as Special Problems (2000/4000) courses, Internship courses, or Cooperative Education courses.
3. Returning students who had taken a leave from Cal Poly or had discontinued enrollment will be granted CPL for learning experiences that took place during the leave only when the absence from Cal Poly equals or exceeds three years (or six semesters, excluding summer).

Credit for prior learning will count as non-resident credit only.

Credit for prior learning shall be available to students at the undergraduate and graduate level.

A maximum of 25% of total program units (e.g., 30 units for a 120 semester-unit undergraduate degree, or 7.5 units for a 30 semester-unit graduate program) may be earned as CPL. This limit does not include credits earned through standardized examinations such as Advanced Placement (AP) tests, International Baccalaureate (IB), and College Level Entrance Program (CLEP).

Individual departments or programs will determine the appropriate applicability of CPL credit with regard to free elective, major/technical elective, or major

course substitution.

1. Evaluation of CPL will be based on how thoroughly, accurately, and appropriately the prior experience maps to course and/or program learning outcomes.

Students may apply for any of the following three forms of CPL credit after the first day of their first matriculated term at Cal Poly. Applications for CPL credit must be submitted prior to the end of the first matriculated calendar year at Cal Poly, or the end of the first calendar year in a new major subsequent to change of major.

CPL is only available to regularly matriculated, degree-seeking Cal Poly students. The Senior Project requirement may not be satisfied using Credit for Prior Learning.

1. Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience (Portfolio):

This CPL pathway provides students the opportunity to demonstrate that prior experience outside the traditional academic environment resulted in knowledge, learning, and skills equivalent to that provided in the classroom. Students will submit a portfolio including documented evidence of this outside learning, as well as a narrative explanation of how it resulted in learning equivalent to learning and skills equivalent to that provided in the classroom. Students will submit a portfolio including documented evidence of this outside learning, as well as a narrative explanation of how it resulted in learning equivalent to Cal Poly coursework.

Prior to submitting a portfolio, the student will consult the relevant academic unit to determine:

- Which courses or requirements the department will accept a portfolio in substitution of,
- Whether a challenge exam would be more appropriate for the course or requirement the student wishes credit for, and
- Specific content and format the department expects to see in the portfolio.

2. Credit for Prior Learning Acquired Outside of Traditional Higher Education (ACE)

Students may be granted academic credit based on pre-matriculation education provided by employers and other entities. Recommendations for unit credit, grades, and course level, as well as detailed course outlines, are provided in the American Council on Education's (ACE) National Guide to College Credit for Workforce Training.

All available information (e.g. course descriptions, outlines, grading recommendations) will be provided to the department chair/head and faculty members appropriate to make a determination of equivalency. If the department determines that the external course is equivalent to Cal Poly learning and may be counted for major credit, the decision will be communicated to the Office of the Registrar via the Major/Support Substitution Petition. Otherwise, the ACE units will apply only to free electives.

Credit from non-accredited institutions of higher learning that has simply been passed on via an ACE transcript will not be accepted for CPL.

3. Credit by Examination (Challenging Cal Poly Courses)

Students may challenge courses by taking examinations developed at Cal Poly. Credit shall be awarded to those who pass them successfully. A student may not petition for credit by examination if the student has ever been enrolled in the course. Credit shall not be awarded when credit has been granted at a level more advanced than that represented by the course being challenged. A student may not repeat a challenge exam if the first attempt did not result in an award of credit.

Students may apply for Credit by Exam after the first day of their first matriculated term at Cal Poly. Applications for Credit by Exam must be submitted prior to the end of the first matriculated calendar year at Cal Poly, or the end of the first calendar year in a new major subsequent to change of major.

The credit by examination option is only available to admitted Cal Poly students during a term in which they are officially enrolled. A fee is charged for each credit by exam petition. The examination may include written, oral, or skills tests, or a combination of all three types, and is sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course. The grade received is entered on the student's permanent record. The grade may not be Credit/No Credit (CR/NC), except for courses which have CR/NC grading only. CR/NC grades on challenge exams are included in the same limits that apply to regularly enrolled courses (e.g., if a program does not permit CR/NC grades in major courses, then a major course may not be substituted with a challenge exam using only CR/NC grading). The length of the examination is consistent with the unit value of the course.

Arrangements to obtain course credit by exam may be made with the head or chair of the department in which the course is taught. The request for credit by exam must be approved by the instructor and head or chair of the department. Not all Cal Poly courses are available or appropriate for credit by exam. Units of credit received through this procedure do not apply toward the residence requirements or the Cal Poly GPA for any of the degrees

offered by the University; they count as transfer credit. Detailed instructions for applying for credit by examination may be obtained from the Office of the Registrar.

Credit for Military Service and For Prior Learning Through Military Service

Six semester units of elective credit are allowed toward graduation to any student submitting evidence of satisfactory completion of basic training in the military service of the United States. Cal Poly requires the DD-214 form or the Common Access Card to extend credit.

Other military credit is allowed in accordance with recommendations by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the *Guide to the Evaluation of Educational Experience in the Armed Services*. Credit is not given for college level General Educational Development Tests. Military Service credit does not calculate into the GPA. Military Service credit is not included in scholarship computations. Students should consult their advising center regarding possible major/support credit for coursework listed on a Joint Services transcript issued through ACE, if the transcript lists it as baccalaureate-level. At a minimum, all such units will earn elective credit; more specific credit is possible in some instances, depending on the student's major. Leadership training will satisfy GE Area 1A (Written Communication). The Defense Language Proficiency Test (DLPT) will count for 3 semester units of GE Area 3B (Humanities).

CLEP Exam Credit

As each campus in the CSU system determines how it will apply external examinations towards credit in the major, Cal Poly has established that the CLEP tests acceptable for credit are:

- College Algebra-Trigonometry with a passing score of 50;
- Pre-Calculus with a passing score of 50;
- General Chemistry with a passing score of 50;
- Calculus with Elementary Functions with a passing score of 51 (gives credit for CHEM 1120) .

3 semester units of credit may be earned with an assigned grade of credit (CR), which is not included in the GPA calculation.

Credit for CLEP and other externally developed examinations is *not* awarded if any of the following apply:

- equivalent degree credit or duplicate credit has already been granted;
- credit has been granted for previous coursework or for a previously completed more advanced or higher level examination.