FLASHPOINT CHICAGO
A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

TRANSFER CREDIT POLICY

TRANSFER CREDIT EVALUATION CRITERIA

Courses successfully completed at a prior postsecondary educational institution will be evaluated for transfer of credit if the institution meets the following criteria:
- Regional or national accreditation
- Recognized by the U.S. Department of Education
- Defines a credit hour by the standard set by the U.S. Department of Education

Courses successfully completed at eligible institution will be evaluated for transfer of credit if the course(s) meet the following criteria:
- Course(s) to be transferred earn 3-4 credit hours and require 40+ contact hours per term
- Course(s) to be transferred have a final posted grade of C or better.

No transfer credits will be evaluated or awarded for:
- Courses with a final posted grade of P (Pass) or S (Satisfactory)
- Preparatory or remedial (below college level) English, composition, and reading courses
- Preparatory or remedial (below college level) Mathematics courses
- Courses completed at a non-accredited institution
- Courses with a posted grade of IP (In Progress)

A student who completes a course previously submitted with a posted grade of IP (In Progress) may submit a *Petition for Transfer Credit Re-evaluation* form along with an official transcript showing a final posted grade of C or better in the course to complete the transfer credit process. The form must be submitted to the Registrar for credit re-evaluation. In addition, the student must provide supporting documentation as requested by the credentialed evaluators, including but not limited to course descriptions, course syllabus, institutional catalogs, or course projects.

There is no guarantee that transfer credit will be approved or awarded for courses eligible for evaluation. Transfer credits may not be approved for courses requiring up-to-date knowledge of trends, technology, software, and/or hardware.

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. Senior thesis and production-based courses may exceed the minimum expectation for out-of-classroom work.

PRIOR DECLARATION OF PROGRAM AND EMPHASIS

A student requesting transfer credit must choose both program and emphasis prior to transfer credit evaluation to ensure accuracy of the applicable transferred course(s) to the course requirements for student's degree program and emphasis.

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DOCUMENTS REQUIRED FOR CREDIT EVALUATION

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Additional documents may be required to complete the transfer credit evaluation process.

FOR CREDITS EARNED AT A REGIONALLY ACCREDITED INSTITUTION
A student who requests transfer credit from a regionally accredited institution must submit the following documentation:
- Official transcripts received directly from the prior institution showing course(s) to be transferred have a final posted grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Additional course and/or institutional materials as requested by the credentialed evaluator

FOR CREDITS EARNED AT A NATIONALLY ACCREDITED INSTITUTION
A student who requests transfer credit from a nationally accredited institution must submit the following documentation:
- Official transcripts received directly from the prior institution showing course(s) to be transferred posted a final grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Official syllabi for the course(s) to be transferred, including course description, contact hours, and course learning outcomes
- Additional materials as requested by the credentialed evaluator, including, but not limited to:
- The prior institution's course catalog listing the course(s) to be transferred
- Documentation of the prior institution's grading scale or system

TRANSCRIPT SUBMISSION POLICY FOR TRANSFER CREDIT

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Official college transcripts submitted with the student's application for admission may be used in the transfer credit review process. Transcripts submitted for evaluation of transfer credit after the student's start date are subject to appeal.

ELECTRONIC TRANSCRIPT SUBMISSION
Official transcripts from issuing educational institutions of origin may be sent directly to Columbia College Hollywood at Flashpoint Chicago by fax or electronically via:
- The Parchment Secure Transcript System at parchment.com
- The Common Application© at commonapp.org
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin
- A fax number formally linked to the issuing institution of origin

Emailed and faxed transcripts must be signed by an official of the issuing institution (not required for transcripts from Chicago Public Schools.) Official transcripts from California community and state colleges may be sent electronically from etranscripts California at etranscriptca.org.

STANDARD MAIL TRANSCRIPT SUBMISSION
All official transcripts and other proof of graduation documents may be sent by standard mail in a sealed envelope directly from the issuing educational institution of origin in the U.S. or from a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to:

Flashpoint Chicago, A Campus of Columbia College Hollywood
Attn: Registrar
28 N. Clark Street, Suite 500
Chicago, IL 60602

INTERNATIONAL AND FOREIGN LANGUAGE TRANSCRIPT POLICY

Columbia College Hollywood does not accept transcripts sent directly to the Flashpoint Chicago campus from educational institutions in countries other than the U.S. Transcripts and records from educational institutions in countries other than the U.S., including English-speaking countries, and/or issued in a language other than English must be translated by a certified English-language translation service and evaluated to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards.

Transcript and credential translations and evaluations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense.

After evaluation and translation, international transcripts may be delivered electronically or by standard mail directly to Columbia College Hollywood at Flashpoint Chicago from the credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

REQUEST FOR ADDITIONAL DOCUMENTATION

Columbia College Hollywood at Flashpoint Chicago may require a student to submit additional documentation, including:

- The prior institution's course catalog listing the course(s) to be transferred
- Documentation of the prior institution's grading scale or system
- Course syllabi for all requested course(s)

TRANSFER CREDIT TIERED EVALUATION PROCESS

All requests for transfer of credit are rigorously evaluated in a tiered review process outlined below:

Step 1) The Admissions team delivers the student's complete, organized admissions folder containing official transcripts from all colleges and universities previously attended to the Registrar. The folder must indicate the student's enrolled program and declared emphasis. If syllabi and/or course descriptions for course(s) to be transferred have been submitted during the admissions process, they are included in the student's folder.

Step 2) The Registrar adds the *Transfer Credit Evaluation Form* for the student's enrolled program and declared emphasis and/or the General Education program to the folder and delivers the folder to the Dean of Academic Affairs.

Step 3) The Dean of Academic Affairs assigns the appropriate credentialed academic evaluator for the student's enrolled program and declared emphasis (e.g. full-time faculty member or department chair) to evaluate proposed transfer courses according to program and emphasis course requirements.

All general education courses are evaluated by the full-time General Education faculty member or General Education department chair. A credentialed academic evaluator is defined by possessing a master's degree or higher in the area of study being evaluated. Full time faculty or department chairs with documented alternative credentials are deemed qualified to review transcripts in the programmatic area of their expertise.

All evaluators will receive federal compliance training and internal policy and procedure training on how to complete transcript evaluations. Some transcript evaluations may need to be performed by two credentialed individuals depending on the area of expertise.

Step 4) The academic evaluator conducts a thorough evaluation and review of the courses to be transferred to determine transferability to the student's degree program and emphasis and/or general education requirements.

To determine if curricula and learning outcomes for a transferred course are commensurate with those of a corresponding Columbia College Hollywood course, academic evaluators may request additional documentation from the student, including but not limited to official course syllabi, course catalogs, course descriptions, and course learning outcomes. When the transfer course evaluation is completed, the academic evaluator signs and dates the Transfer Credit Evaluation Form and delivers the student's file with the form to the Registrar.

Step 5) The Registrar conducts a secondary evaluation to ensure institution and course eligibility based on criteria set forth in the Transfer Credit Policy. The Registrar refers all questions regarding the academic evaluation to the Dean of Academic Affairs. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 6) The Dean of Academic Affairs makes the final determination to accept or deny transfer of credit. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 7) If approved, the Registrar enters the approved transferable credits into the student's academic record with a Transfer Credit grade of T and scans the student's official transcripts and transfer credit evaluation forms into the student's file in the Student Information System and returns the hard copy forms and transcripts to the physical file.

Step 8) The transfer credit evaluation process is generally completed in 10-15 business days and no longer than 60 days. At the completion of the evaluation, the Registrar will notify the student of the results within 2-5 business days.

EXAM CREDIT

Columbia College Hollywood at Flashpoint Chicago awards college academic credit for secondary exams that represent 1) studies validated by a national or state exam and 2) evidence of in-depth study at the college level in a specific number of subjects. A summary of individual subject exams can be accessed at the following links:

Advanced Placement (AP): apscore.collegeboard.org
International Baccalaureate (IB): ibo.org
College-Level Examination Program (CLEP): clep.collegeboard.org

EXAM RESTRICTIONS
- A student may not receive credit for both a secondary exam and a college course taken before high school graduation covering the same subject matter, nor for two different secondary exams covering the same subject matter.
- Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted.
- No credit is given for projected scores, partial scores or subscores, such as AP Calculus AB Subscore.

REPORTING EXAM SCORES
Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit or proficiency exam waiver. Copies made and/or sent by the applicant will not be accepted.

ADVANCED PLACEMENT (AP) EXAM CREDIT
Columbia College Hollywood at Flashpoint Chicago awards college academic credit for AP examinations with a score of 3 or better. Exams must be taken and scores submitted for evaluation before an accepted student's start date.

At the time of the AP exam, an applicant may designate Flashpoint Chicago AP Code 7300 as an automatic recipient of the official score report.

An applicant who has already taken an AP exam may go to the College Board website at apscore.collegeboard.org to request that scores be sent to Flashpoint Chicago using AP Code 7300. College Board will send the official score report directly to Flashpoint Chicago. Official AP scores must arrive directly from the College Board in a sealed envelope and must be approved prior to the applicant's start date in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted.

INTERNATIONAL BACCALAUREATE (IB) EXAM CREDIT
Columbia College Hollywood at Flashpoint Chicago awards college academic credit for select International Baccalaureate (IB) Higher Level (HL) and Diploma Programme (DP) scores of 4 or better. Exams must be taken and scores submitted for evaluation before an accepted student's start date. Official IB transcripts must arrive directly from the International Baccalaureate Organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. Official IB transcripts may be ordered using the institution's online system at ibo.org.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAM CREDIT
The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. Columbia College Hollywood at Flashpoint Chicago awards transfer credits or equivalent coursework based on CLEP examinations earning a minimum score of 50 and as recommended by the American Council on Education (ACE) for the respective course requirements. Official CLEP score reports must arrive directly from College Board in a sealed envelope and must be approved prior to New Student Orientation to be evaluated for this transfer credit award. Copies made and/or sent by the applicant will not be accepted. Official CLEP score reports may be ordered via the institution's online system at clep.collegeboard.org using Flashpoint Chicago school code 7300.

NON-TRADITIONAL SOURCES OF TRANSFER CREDIT
Transfer credits earned through non-traditional academic sources, including but not limited to independent study, workshops, academic field experiences, or internships, may be considered for credit if documented on an official transcript from a regionally accredited institution. Columbia College Hollywood at Flashpoint Chicago does not evaluate or accept credits based on professional or work experience.

TRANSFER CREDIT (T) GRADES AND SAP
All Columbia College Hollywood students enrolled at Flashpoint Chicago are required to maintain minimum standards of Satisfactory Academic Progress (SAP). The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards: Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR), and Maximum Time Frame (MTF). For SAP purposes, the transferred course grade of T has no grade point value and does not affect the student's CGPA. The transferred course does, however, earn 4 credit hours toward the total credit hours required for the student's degree program. Therefore, when the student's ICR is calculated, the transferred credits are considered both attempted and earned. See the *Satisfactory Academic Progress* section of this catalog for more information.

TRANSFER CREDIT LIMITS
A student's transfer credits may not exceed 75% of the total credits required for a Columbia College Hollywood degree program.

- A student enrolled in a BFA program requiring 192 credits may transfer in no more than 144 credits.
- A student enrolled in an AFA or AAS program requiring 96 credits may transfer in no more than 72 credits.

Transferring Credits Earned Online
A student enrolled in an on-ground degree program may earn online course credits totaling no more than 49% of the program's required credits. This limitation also applies to transfer credits.

- A student enrolled in an on-ground BFA program requiring 192 credits may transfer in no more than 94 online course credits.
- A student enrolled in an on-ground AFA or AAS program requiring 96 credits may transfer in no more than 47 online course credits.

A student enrolled in an online BFA program requiring 192 credits may transfer in no more than 144 credits earned either online or on-ground.

TRANSFER CREDIT APPEALS

TRANSFER CREDIT RE-EVALUATION APPEALS
A student wishes to contest a transfer credit evaluation may appeal in writing using the Petition for Transfer Credit Re-evaluation form available from the Registrar or an Academic Advisor. The form may be delivered in person or by email to flashpoint.appeals@columbiacollege.edu. The form must indicate the course(s) the student wishes to transfer and reasons the student believes the course meets Columbia College Hollywood standards. The official course syllabus from the previous institution must be attached to the form and/or email.

CHANGE OF PROGRAM TRANSFER CREDIT RE-EVALUATIONS
A student who changes enrollment to a different degree program and/or emphasis must request a transfer credit re-evaluation for the new program and/or emphasis requirements. The student must complete the Petition for Transfer Credit Re-evaluation form and submit it to the Office of the Registrar for transfer credit re-evaluation.

TRANSFER CREDIT REMOVAL REQUESTS
A student who wishes to have transfer credits removed from a Columbia College Hollywood student record must send a written appeal for removal of transfer credits to flashpoint.appeals@columbiacollege.edu. The written request must indicate the transferred course(s) the student wishes to remove and the reason for the appeal. The removal of transfer credit must be approved by the Dean of Academic Affairs.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS
Each institution has its own policies governing the transfer and acceptance of academic credits from other institutions. In addition, each institution has its own policies governing the acceptance degrees and/or diplomas from other institutions. Columbia College Hollywood does not guarantee that credit hours or degrees completed at Flashpoint Chicago will be accepted by or transferable to any other institution.

The transferability of and acceptance of credits earned at Flashpoint Chicago is at the complete discretion of the institution to which a student may seek to transfer. If the credits earned at Flashpoint Chicago are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all coursework at that institution.

A student seeking to transfer academic credits for a Columbia College Hollywood degree earned at Flashpoint Chicago to another institution should contact the institution to determine if the credits earned will transfer.