TRANSFER STUDENTS & TRANSFER CREDIT

Dunwoody welcomes students who have completed prior coursework from an accredited institution. If you'd like to transfer into one of our certificate or degree programs, a transfer evaluation is required and not all credits may transfer into the degree program.

Transfer Credit Policy & Procedure

Dunwoody accepts course credits from other regionally or nationally accredited higher education institutions.

1. Send official transcripts from all previously attended colleges to the Admissions department. Dunwoody also accepts electronic official transcripts which are sent directly from the previous institutions to Dunwoody.
   - Dunwoody College of Technology
     ATTN: Admissions
     818 Dunwoody Blvd.
     Minneapolis, MN 55403
2. The Registrar's Office evaluates all submitted transcripts for potential transfer credits and specific program transfer requirements (https://catalog.dunwoody.edu/catalog-student-handbook/admissions/transfer-students-transfer-credit/#transfercredittext).
   a. Only coursework earned at the institution issuing the official transcript will be evaluated.
   b. Transfer evaluations done by other institutions are not accepted.
   c. Students may be asked to provide a syllabus listing the course description and competencies of coursework.
3. Courses will be considered for transfer if they meet the following criteria.
   a. The course(s) under consideration must be comparable in nature, content and level to a course offered by Dunwoody.
   b. A minimum letter grade of "C" or better or a "P" grade (Spring2020-COVID or articulated on the awarding institution's transcript key) is required for transfer.
   c. Programs may have additional requirements for specific technical courses (https://catalog.dunwoody.edu/catalog-student-handbook/admissions/transfer-students-transfer-credit/#transfercredittext). This could include requiring a higher minimum grade and/or limitations on how long ago the course was taken to be eligible for transfer.
   d. Experiential Learning such as study abroad, independent study, workshops, field experience, and internships will be subject to review for the level and comparability of the learning experience.
   e. Dunwoody evaluates courses based on the content and rigor of individual courses and not on the course number or course title. A course is equivalent only if it can be identified with a specific Dunwoody course for which it substitutes. A lower division transfer course may be considered comparable or equivalent to an upper division Dunwoody course, but will be counted as lower division credits for the purpose of the program and Minnesota Office of Higher Education degree requirements.
   f. Transfer credits cannot exceed Dunwoody's Residency policy. Click here (https://dunwoody.edu/pdfs/Transfer%20Credit%20Calculation%20and%20Distribution%20Chart%20AY%202023-24.pdf) to view the maximum allowable transfer credits per program.

4. Students will be notified of their evaluation via their Dunwoody email address. Students can see their awarded transfer credits on their Academic Plan and unofficial Dunwoody transcript in My.Dunwoody accessed through Launchpad (https://myapps.classlink.com/home/).
5. To appeal a transfer evaluation, contact the Registrar's Office by email at registrar@dunwoody.edu or by phone at 612-381-3360.

Transfer courses are marked with a grade of TR on a student's transcript. Transfer credits will not be computed into cumulative GPA; however, they may impact the student's Satisfactory Academic Progress pace for completion.

Dunwoody makes no promises regarding the acceptance of credit, except for courses articulated through transfer agreements.

Different Ways to Earn Credits

At Dunwoody, a student may satisfy program requirements through residency, transfer credit, or prior learning.

- **Residency**: Courses taken at Dunwoody for academic credit
- **Transfer Credit**: Courses taken at another institution of higher education for credit
- **Prior Learning**: Includes exams such as AP, IB, CLEP; Dunwoody's MATH1000 Test-Out; and through Dunwoody's Credit for Prior Learning program

Residency Policy

In order to be awarded a degree from Dunwoody College of Technology, a student must take at least 45% of the total technical credits (major requirements) for their major field of study at Dunwoody. Total technical credits transferred in a student's major field cannot exceed 55% of those required for the major. Courses transferred in should reflect the attainment of lower-level technical competencies while higher-level competencies should be attained at Dunwoody.

Transfer, Test-Out, and Prior Learning Assessment Policy

Dunwoody's residency policy establishes the maximum combination of credits earned using all forms of transfer, test-out, or prior learning, for technical courses. Dunwoody will not limit the total number of general education credits a student may receive through transfer, test-out, or prior learning.

Effective July 15, 2023, credits received for prior learning are marked with a grade of TO. Credit for prior learning is not computed into cumulative GPA; however, credits received will impact the student's Satisfactory Academic Progress pace for completion.

Enrolling at Another Institution while a Student at Dunwoody

Students may enroll in classes at another institution while enrolled in a program at Dunwoody. To transfer completed credits into Dunwoody, students should follow the procedure below.

1. Discuss your plans to take concurrent credits from another institution with your Academic Advisor and Financial Aid Representative so you understand any implications that may affect you, including full-time enrollment status and financial aid and scholarship packages.
2. Submit a Permission to Transfer Credit form (https://forms.office.com/Pages/ResponsePage.aspx?id=8YW5M5kbQUe2nEa5mY2bGGVkeBaVxcRNtQk1xv8EqnRUQVJVRkVaTk9EUV the Registrar's Office prior to registering for the course. This ensures

that the course you plan to take meets the transfer requirements for the Dunwoody course.

3. The Registrar's Office will evaluate the proposed transfer course and students receive a response to their Dunwoody email.
4. Register for the course at the named institution on the Permission to Transfer Credit form.
5. Upon successful completion of the course, submit official transcripts to the Registrar's Office for evaluation and transfer any applicable credits.

International Transcripts

International transcript evaluation follows all previous requirements as well as the below requirements:

- International students provide an official transcript evaluation (course-by-course report) completed by an international credential evaluator, such as World Education Services (WES) (https://www.wes.org/) and Educational Credential Evaluators Inc. (ECE) (https://www.ece.org/).
- The evaluation is completed at the student's expense.

Military Service Credit

Courses completed during military service may be eligible for transfer credit and are evaluated on American Council on Education (ACE) credit recommendations. Veteran and military students provide an official transcript for evaluation. Transcripts can be requested from the websites below:

- Army, Sailor/Marine and Coast Guard (https://jst.doded.mil/jst/)
- Air Force (https://www.airuniversity.af.mil/Barnes/CCAF/)
- Veterans (https://www.archives.gov/veterans/military-service-records/) (Army, Navy, Marine Corps, and/or Coast Guard served prior to 1976) and Air Force (served prior to 1972)

Transferring Dunwoody Credits to Another School

Final decisions concerning the acceptance of credits by other institutions are made at the discretion of the receiving institution.

Admission Requirements

Some of Dunwoody's bachelor's degree programs have specific admissions requirements for transfer students. These are:

Bachelor of Architecture

- Completion of an Associate of Applied Science (AAS) degree or equivalent coursework in an architecture-related field from an accredited institution. Students earning an Associate of Applied Science (AAS) degree in architectural studies (or equivalent) are eligible for a block transfer. Dunwoody's Bachelor of Architecture has articulation agreements (https://dunwoody.edu/about/accountability/articulation-agreements/) with many institutions, see if your previous college is one of them.

Bachelor of Science in Automation & Controls Engineering Technology

- Completion of an AAS degree in Robotics, Electronics, Electrical Maintenance, or Mechatronics with a 2.67 GPA from an accredited institution or

- Completion of a non-related AAS degree with a 2.67 GPA from an accredited institution with approval from the Academic Dean or Director

Bachelor of Science in Business Management & Leadership

- Completion of any Associate in Applied Science (AAS) degree (or equivalent) from an accredited institution.

Bachelor of Science in Computer Engineering

- 2.5 or higher overall college GPA
- Completion of mathematics coursework through pre-calculus

Bachelor of Science in Construction Management

- Completion of an AAS degree in a construction related field or equivalent coursework from an accredited institution
- Interview with a principal instructor or academic program manager

Bachelor of Science in Electrical Engineering

- 2.5 or higher overall college GPA
- Completion of mathematics coursework through pre-calculus

Bachelor of Science in Industrial Engineering Technology

- Completion of an AAS degree in Engineering, Robotics, Manufacturing, or HVAC from an accredited institution with a 2.67 or higher overall college GPA or
- Completion of a non-related AAS degree with a 2.67 GPA from an accredited institution with approval from the Academic Dean or Director.

Bachelor of Science in Mechanical Engineering

- 2.5 or higher overall college GPA
- Completion of mathematics coursework through pre-calculus

Bachelor of Science in Power & Construction Engineering Technology

- Completion of an AAS degree (or equivalent) in an electrical-related field from an accredited institution

Specific Program Transfer Details

Dunwoody cares about your academic success and in some of our programs, prerequisite courses are imperative to your learning and thus some programs have specific requirements for transfer credit.

Radiologic Technology (A.A.S.)
Technical course credits eligible for transfer are Medical Terminology. Students can transfer communication, social science, and arts or humanities courses.

The following science courses are not eligible for transfer to the program due to course learning outcome requirements: Anatomy, Physiology I, Physiology II. *effective 07.25.23*

Computer Technology Programs

Software-specific classes completed within the past 5 years will be reviewed for transfer credit.

Automotive Programs

Dunwoody's Automotive programs will not consider technical transfer credits from a non-Automotive Service Excellence Education Foundation (ASE) accredited post-secondary automotive program.

Technical transfer credits from an Automotive Service Excellence Education Foundation (ASE) accredited post-secondary automotive program will be reviewed on the following criteria:

- minimum grade for transfer coursework is a grade of B
- coursework must have been completed within the last 5 years
- experiential learning credits, such as field experience, or internships will not be accepted

Dunwoody's Automotive programs do not offer any test-outs for technical courses.

School of Engineering

For students to receive credit for Calculus Based Physics, only math and science components completed within the last 5 years will be reviewed for transfer credit.

Bachelor Completion Degrees

Architecture, Automation & Controls Engineering Technology, Business Management & Leadership, Construction Management, Cybersecurity, Industrial Engineering Technology, and Power & Construction Engineering Technology

General Requirements

- Technical requirements will be reviewed by Dunwoody faculty for the application of a block transfer of credits.
- A cumulative GPA of 2.0 or higher will be considered for a technical block transfer.
- The general education course(s) under consideration must be comparable in nature, content, and level to a course offered by Dunwoody or fulfill a general education elective.
- Specific technical or mathematic courses taken outside of the last 5 years may be reviewed for content relevancy.
- Experiential learning such as study abroad, independent study, workshops, field experience, and internships may or may not transfer, depending on the level and the comparability of the learning experience.
- Lower-division credits may transfer as upper-division if the course content and rigor is comparable and allows the student to meet the upper-division degree major requirements.

Block Transfers

Block transfers are found on a student's academic plan and credit counts vary depending on the completion degree. Students can earn up to the listed amount of block transfer credit. Additional transfer credits accepted beyond the block transfer amount are reviewed per course and must be comparable in content and rigor to a course listed on the degree program's academic plan.

Bachelor of Science in Construction Management

- A specific review for prerequisite credits allows for additional transfer credits in addition to the block technical transfer.

Bachelor of Science in Power & Construction Engineering Technology

- A specific review for prerequisite credits allows for additional transfer credits in addition to the block technical transfer.

Credit for Prior Learning
Prior Learning Assessment

Credit for prior learning (CPL) is a term for various methods that colleges, universities, and other education or training providers use to evaluate learning that has occurred outside of the traditional academic environment. It's also called prior learning assessment (PLA). It is used to grant college credit, certification, or advanced standing toward further education or training.

Dunwoody uses recommendations from the American Council on Education (ACE) and The Council for Adult and Experiential Learning (CAEL) to evaluate PLA. Prior Learning Credits are displayed on a student's transcript as TO and will not count in the calculation of a student's GPA but will impact a student's Satisfactory Academic Progress pace for completion.

Types of Prior Learning Assessments

Dunwoody categorizes Prior Learning Assessment into three categories.

- **Credit by Examination:** College-level credit is formally articulated and recommended by ACE or CAEL.
- **Faculty Administered Challenge Exams:** Faculty determine courses where students who have prior learning that is not equated to college credit can "test out" of the course.
- **Credit for Experiential Prior Learning:** A process by which a student provides a "portfolio" of evidence that demonstrates the course learning outcomes of a course to be awarded college credit. Faculty determine courses that are eligible for prior learning assessment.

Credit by Examination

Dunwoody may accept credits by examination based on pre-determined scores to fulfill course requirements. Students who have completed one or more exams from the list below can request their scores be sent to Dunwoody to be evaluated for prior learning credit. Students may also request the Registrar's Office consider evaluating other exams not listed.

- Advanced Placement Testing (AP)
  - Students can contact the Registrar's office or visit the Registrar's webpage for a listing of accepted minimum scores.
- International Baccalaureate (IB)
  - Students can contact the Registrar's office or visit the Registrar's webpage for a listing of accepted minimum scores.
- College Level Examination Program (CLEP)
  - CLEP testing is completed at an official test center. (https://clep.collegeboard.org/clep-test-center-search/) Students provide Dunwoody with score verification through the CLEP testing center. Credit for CLEP exams is awarded for a score of 50 or higher (scaled score value).
- DANTES Subject Standardized Test (DSST)
  - DSSTs are evaluated based on the minimum score from ACE/CAEL's annual guidance.

Credits may be accepted based on the following conditions:

- Credit will not be given in courses that are equivalent to credits already granted
- Students cannot use CLEP exams to substitute for a course taken at Dunwoody that resulted in a failed grade.

Faculty Administered Challenge Exams

Dunwoody may award credits through a Challenge Exam proctored by a faculty member with the approval of their program director or dean. The list of Challenge Exams below is available for students to be awarded credits. Students should speak with their faculty advisor to learn about any Challenge Exams available in their technical fields. Not all technical programs offer these types of exams.

- **MATH1000:** Students can test out of MATH1000, if the course MATH1000 is specifically included in their academic plan. Students whose academic plan includes a "Math/Natural Science 3 Credits" elective and/or "General Elective" may not apply for this test out.   Students are allowed one attempt to pass the test out exam with an 85% or better score. Students who are registered for MATH1000 and considering the challenge test-out option should note, must drop the math class within the add/drop period of the semester (https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/adddropwithdrawal-by-class/) or incur the full tuition for the class. Students are encouraged to work with their faculty advisor to determine their readiness and appropriate time to attempt the test out as math courses can be prerequisites for other courses on the academic plan. If the student, in consultation with their faculty advisor, assessed that they have the math exposure to test out, the student should e-mail Tom Finnegan tfinnegan@dunwoody.edu (tfinnegan@Dunwoody.edu) for guidance through the test out process.

Experiential Prior Learning Assessment

Experiential Prior Learning Assessment at Dunwoody is a joint endeavor led by the Registrar's Office in collaboration with an academic team. Students who have prior learning to document for college credit can choose to participate in Dunwoody's Credit for Experiential Prior Learning program where they are guided by the Registrar's office and an Academic Evaluator to document evidence that their prior learning that aligns with the course learning outcomes of one or more of Dunwoody's technical courses.