

# CHAMPLAIN COLLEGE



## CREDIT EVALUATION OF TRANSFER CREDITS

The evaluation process involves a careful review of a student's academic record to determine if individual courses will be accepted as transfer credit and their appropriate placement.

The transfer credit audit is completed by the Registrar's Office in consultation with the Department Chair or Program Director and is evaluated in accordance with our transfer credit policy.

The major steps in the transfer credit audit process are as follows:

### **1. Apply and Get Accepted to Champlain College**

The Credit Audit process begins for each student once they have been accepted to Champlain College. At the time of acceptance, the student is provided with a summary credit audit. The summary credit audit provides an overview of all your transfer credit as documented on each official college transcript or score report we have received at the time of admission. The summary credit audit will be sent in the Admission acceptance packet.

### **2. Receive Summary Credit Audit**

a) The summary credit audit will only be as accurate as the information you have provided Champlain College. Please be sure to review your summary credit audit and comply with any requests we send. These may include:

- A list of your current courses in progress (if not shown on your current transcript)
- Course descriptions and/or syllabi
- Specialization option (for academic programs with multiple study options)
- Score reports for AP, CLEP, IB courses that were not sent during the admissions process
- Additional college transcripts (if you attended more than one institution prior to transferring)

b) Your summary credit audit will include a list of any additional information that is needed to complete your official credit audit.

### **3. Pay your admission deposit**

Official credit audits are completed for students who have paid the admissions deposit.

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## 4. **Receive Official Credit Audit**

- a) Your official credit audit will include the following:
- Summary letter
  - Academic Evaluation (with instructions on how to read the evaluation)
  - Transfer Equivalency Report (snapshot of all your transfer courses and their equivalent at Champlain College)

## 5. **Review the official credit audit**

- a) It is important that you carefully review the official credit audit to ensure that it is accurate and complete. Your Academic Specialist will register you for your first semester of classes based on the credit audit so if you have any questions or concerns please contact the Registrar's office.
- b) You may notice that your official credit audit has IP for a grade listed on some of your courses. This simply means that particular credit is in progress (you either have not completed the semester or we have not received an official score report or transcript).
- c) If you receive your official credit audit and it shows IP for the grade, your evaluation is complete.

## 6. **Send final or outstanding transcripts**

- a. You must send to the Registrar's office an official score report and/or a final college transcript (when your grades are available but prior to registration) to complete the official credit audit process.
- b. Official credit audits that still have IP listed on them at the conclusion of the first week of classes (for fall admits) and the mid-term (for spring admits) will forfeit those credits. This could impact your time to completion of your degree.