

## Transfer of Credit

Degree and certificate-seeking students who have attended any other college(s) and want their transcripts evaluated must have an official transcript from each college or university attended sent to the Admissions Processing Office immediately upon being admitted to Harper College. Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 2–3 weeks to process. Questions about transcript evaluations can be sent to [evaluation@harpercollege.edu](mailto:evaluation@harpercollege.edu).

Electronic transcripts are considered "official" when we receive them from a secure site formally linked to the sending institution. Hard-copy transcripts and other academic records are considered "official" when they arrive in a sealed, stamped, official envelope with the seal and any other security feature intact.

Academic records received in any other condition, such as transcripts that arrive in an unsealed envelope, or that are emailed or uploaded by the student, or that are printed from a college/university portal, are not considered "official."

**\*\* Harper College has a residency requirement. Students are required to take half the number of credits needed for certificate programs, and 18 hours of credit needed for degree programs at Harper College in order to meet the residency requirement. The credit hours must be taken within the specific degree or certificate\*\*.**

A student may transfer credit to Harper College according to the following conditions:

1. The collegiate institution previously attended must be a regionally accredited institution awarding college credit. Harper College does not accept credit in transfer from non-regionally accredited institutions.
2. If a student's cumulative transfer GPA is above a 2.0 or above (C average), successfully completed coursework with a grade of D or above will be articulated.
3. If a student's cumulative transfer GPA is below a 2.0, only C grades and higher will be articulated to the student's account
4. If the student has attended multiple institutions, all previous coursework is evaluated independently. Duplicate credit from multiple institutions will not be articulated more than once.
5. A maximum of 50 transferrable credit hours will be articulated to a student's account automatically. If a student requires additional credit to be added, the student must email [evaluation@harpercollege.edu](mailto:evaluation@harpercollege.edu) to request additional coursework to be articulated.
6. Credit that has been articulated to a student's academic record cannot be removed after it has been added.
7. Credit may be transferred, but the grades earned at other institutions are not transferred, nor are the grades included in computing the cumulative GPA at Harper College. Grades from other institutions are used to determine whether a student has successfully met course prerequisites. Elective credit may also be awarded for transfer coursework with no direct equivalency at Harper College.
8. Courses which are a part of a department or program of study not offered by Harper College *may* be acceptable as elective credit. Please note that all credit for prior learning may not be transferable to Harper College.
9. Evaluation of credentials from a foreign country may be requested by contacting members that are [members of NACES](#) (National Association of Credential Evaluation Services). Only course by course evaluations are evaluated; general evaluations are not given credit at Harper College. The Office of the Registrar will use the course-by-course evaluation to determine transfer of foreign credit to the college.
  1. Harper College does not accept foreign coursework for English or speech courses.
  2. The college does not transfer in course-to-course foreign coursework for courses that are under 2.5 semester hours.
10. Evaluation of credentials from the military may be requested by contacting Joint Services Transcripts at <http://jst.doded.mil/official.html>
11. Course work for Anatomy, Physiology and Microbiology must be taken within the last five years to receive credit for BIO 230, BIO 260, and BIO 261.