

# TRANSFER OF CREDIT

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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 their transcripts have been evaluated. Results can be viewed via the student's Degree Works evaluation through the MyHarper Portal. Transcript evaluations may take 2–3 weeks to process; during peak times this can up to 6 weeks.

Electronic transcripts are considered "official" when we receive them from a secure site directly from the sending institution to [processing@harpercollege.edu](mailto:processing@harpercollege.edu) (electronic transcripts are considered unofficial if they are sent from the student). 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. HARd copy transcripts can be mailed to Harper COLlege, Attn: Admissions Processing (A137C), 1200 W. Algonquin Road, Palatine, IL 60067.

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:

- a. The collegiate institution previously attended must be a regionally accredited institution awarding college credit. Harper College does not accept transfer credit from non-regionally accredited institutions.
- b. 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.
- c. 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.
- d. 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
- e. 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.
- f. 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.
- g. Credit that has been articulated to a student's academic record cannot be removed after it has been added.

- h. 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.
- i. Evaluation of credentials from the military may be requested by contacting Joint Services Transcripts at <http://jst.doded.mil/official.html>
- j. Some coursework required for admission into limited enrollment programs at Harper College have time limits in place in order to apply (i.e. BIO 260, BIO 261, BIO 230). To see the specific deadlines for the program you are interested in, please speak with a Limited Enrollment Admissions Specialist or refer to the program admissions packet on the Harper website: <https://www.harpercollege.edu/academics/health/index.php> (<https://www.harpercollege.edu/academics/health/>).

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.
3. Students looking for credit for specific courses offered at Harper, may require additional information, such as course syllabi to determine if credit may be awarded.

Questions about transcript evaluations can be sent to [evaluation@harpercollege.edu](mailto:evaluation@harpercollege.edu).