

TRANSFER CREDIT POLICY AND GUIDELINES

Guidelines for Transfer Credit

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Transfer Credit Policy and Evaluation

Our policies and procedures for transfer and applicability of course credits to a JCU Associate or *Bachelor of Arts* degree incorporate these basic principles:

1. We expect to verify whether or not the student's experience at the other institution is appropriately commensurate with the experience of students in similar courses offered by JCU with respect to content, academic level, scope and relevance.
2. Whether that experience is of reasonable comparability and applicability and can be documented in some manner, (e.g. coming from a fully accredited college or university)
3. Whether that experience is of reasonable comparability and applicability and can be documented by the student via other means such as textbooks, syllabi, exams, papers, projects, etc.

Course work of comparable content and scope to the JCU curriculum will generally be transferred if it was completed at colleges or universities accredited by a US Secretary of Education nationally recognized accreditation agency at the time the work was completed. For international colleges or universities, the international equivalent of regional accreditation or Ministry of Education recognition will be considered.

If course work was completed at a school not regionally accredited, a student may specifically request that their course work be considered for transfer. The Registrar's Office at John Cabot University will utilize the recommendations of American Association of Collegiate Registrars and Admissions Officers (AACRAO) when making its decision.

These recommendations include, but are not limited to:

- The educational quality of the sending institution
- The comparability of credit to be transferred to JCU
- Applicability of the credit in relation to the programs being offered at JCU
- Additional documentation that the student may be required to provide regarding the course work for transferability.

Students may also receive credit for coursework taken at 13-year secondary educational institutions or by examination as per the guidelines below.

Transfer Credit Evaluation

During the admissions' process, the Office of Admissions will perform an initial, preliminary evaluation of your transfer credit. The final determination of how your transfer credits are applied toward degree requirements will be made by the Registrar's Office with the approval of the Dean's Office.

Only courses taken at a college or university of recognized standing with grades of C (or international equivalent; for Italy this is a score of 23) or higher are accepted for transfer. Credit is not awarded for Pass/Fail grades and for Audited courses. All transferred courses are recorded on the student's academic record. The Registrar reserves the right to determine how transferred course semester credit hours are applied toward graduation requirements in accordance with the policies of the college.

The credit system at John Cabot University is based on semester credit hours. Credits transferred from colleges/universities with a different credit system will be converted to the JCU equivalent. Credit for courses taken online will be evaluated on a case-by-case basis by the Registrar's Office provided that the course was complete at an accredited college or university.

College-level work taken during high school is evaluated in accordance with general guidelines for transfer credit at JCU. Official college transcripts of work taken must be received in order for transfer credit to be awarded.

Provisional transfer credits may be initially awarded if the academic documentation received is in an unofficial form (e.g. online results, photocopy...). In such cases, transfer credits will not be officially granted until and unless official documentation is provided. This is true and applicable for all transfer credit material: transcripts, diplomas, certificates, score cards, grade reports and any other academic document.

To be eligible for transfer credits at JCU you will need to submit the following documents:

- Your official secondary/high school transcript and final diploma or certificate of completion of secondary education
- Your official college/university transcripts submitted directly by your college/university registrar at any and all institutions you have attended
- A-levels, AP Exams as well as IB Diplomas/Certificates must be submitted to the Registrar's Office directly by the organization releasing the results (i.e. College Board, IB Organization)
- Any document that is a language other than English or Italian must be submitted in original form, accompanied by a certified translation.

Any materials mailed should be sent to:

JOHN CABOT UNIVERSITY
OFFICE OF ADMISSIONS
VIA DELLA LUNGARA, 233
ROME – 00165

Transfer Credit by Examination

AP Advanced Placement Examinations

Credit for AP examinations cannot be evaluated from college or high school transcripts. Score reports from the College Board must be submitted directly to JCU for evaluation. Credits are granted for AP examinations with a score of 4 and above.

*For specific equivalencies please refer to the [AP equivalency chart](#).

International Baccalaureate (IB)

Credit is granted for approved International Baccalaureate (IB) examinations at both the higher level and the standard level with a score of 4 and above. An official IB Diploma or Certificate must be submitted directly to the university by the International Baccalaureate Organization for evaluation. Examinations cannot be evaluated from high school or college transcripts.

*For specific equivalencies please refer to the [IB equivalency chart](#).

UK AS and A-Levels

Score reports must be submitted from Edexcel directly to the university. Examinations cannot be evaluated from high school or college transcripts.

For A-Levels passed with a grade of A-C, 6 credits will be awarded for each examination and, when possible, they will be transferred as a specific course from the university curriculum.

For A-Level passed with a grade of D-E, 3 credits will be awarded for each examination and will be transferred as General Distribution Requirements, namely: Computer Science, Fine Arts, Humanities, Language, Science or Social Sciences. For AS-levels, 3 credits will be awarded for each examination passed.

*For specific equivalencies please refer to the [A-Levels equivalency chart](#).

BTEC Nationals

Credit is granted for approved BTEC examinations taken at Levels 3 through 6. Official scores must be submitted directly by Edexcel to JCU for evaluation. Examinations cannot be evaluated from college transcripts.

3 credits are granted for BTEC examinations passed with a grade of Merit and above.

- BTEC qualifications at Level 3 will be transferred as the equivalent of Advanced Placement qualifications (such as AP exams and A-Levels). Students may be required to take a placement examination for Math and English Composition.
- BTEC qualifications at Level 4 and above will be transferred directly with a course equivalent from our academic curriculum. No placement examinations will be required.

Transfer Credit from International Institutions

Transfer credit is only considered from international colleges/universities that are recognized by the Ministry of Education, or a similar accrediting body, in the home country. In order to qualify for transfer credit, courses completed at recognized international tertiary institutions must be applicable to the student's degree and comparable to the nature, content and quality of JCU courses.

An official copy of the transcript must be presented to the Registrar's Office for work to be officially evaluated for transfer credit. A certified translation must accompany transcripts not issued in English. The translation should be literal and not interpretive. If course content is not evident from course titles on the transcript, students should be prepared to provide official catalog course descriptions from their schools or faculties as well as detailed syllabi.

The completion of rigorous secondary school subjects is expected of all admission candidates-international and domestic alike. Transfer credit is not awarded for secondary school subjects unless an additional 13th year of secondary school was completed and/or a standardized examination was administered. Examples might include the British Advanced Level (A-Level) examinations as well as secondary school diplomas from Denmark, Norway, Finland and Sweden.

*Please refer to the [Secondary Education equivalency chart](#) for information about the secondary education qualifications that are eligible for transfer credit.

In many cases, international credits will have to be converted into the U.S. semester system. All courses considered for transfer must be completed with a C or better grade. The Registrar's Office will determine the international grade equivalencies as well as the conversion into the U.S. semester system.

Course Work Requiring Additional Review

The following course work will require additional information before a decision can be made on acceptance for transfer credit:

- Independent study courses
- Workshops
- Military credit
- Professional programs

Transfer Credit from Italian Liceo

Transfer credits will be awarded to all students who have complete their high school in an Italian Liceo, have sustained the Maturità final examination and have obtained an official Diploma. The total number of credits granted upon entry at JCU will vary depending on the *indirizzo* of the Liceo attended (i.e. Scientifico, Classico, etc...)

*For specific equivalencies please refer to the [Italian Licei equivalency chart](#).

Coursework Not Accepted for Transfer Credit

The following course work will not be accepted for transfer credit and will not count toward a degree at JCU:

- any courses in which the grade earned is below a C, is a Pass/Fail evaluation or Auditing is indicated
- courses identified by JCU as remedial, such as remedial English, mathematics, science, and developmental reading
- ESL courses and English language courses
- vocational-technical courses that are offered at two-year and proprietary institutions
- credits earned for work experience or through a cooperative education program

- outdoor leadership education course work,
- credits earned in physical education activity courses
- credits earned for practical, applied music and music performance
- courses or programs identified as college orientation

Should you have any questions, please contact the Registrars Office at registrar@johncabot.edu.