Prescott College	**Policy Number:** *742*	
	Policy Category: *Academic Policies*	
	Transfer Credit	
	Policy Summary: The policy sets the parameters and conditions under which Prescott College will accept transfer credit to Prescott College degree programs.	
	Approval Date: *11/2/26*	**Effective Date:** *Upon approval*
Policy Owner: *Dean, Academic Affairs*	**Scheduled for Review:** *Fall 2031*	

Policy Statement

Prescott College accepts transfer credits based on specific requirements.

Undergraduate applicants
Up to 90 semester credits may be accepted in transfer toward a bachelor's degree at Prescott College.

For transfer credit to be awarded, it must be earned:

1. From regionally accredited institution or a specialized accrediting agency recognized by the Council on Higher Education Accreditation (CHEA)
2. at the college-level (100 level or higher)
3. With a grade equivalent of "C-" (1.7) or higher unless is it part of an associate of arts and/or science degree (see Guaranteed Admission and Articulation Agreement.
    a. If the course is part of the Guaranteed Admission and Articulation Agreement, credits with a grade of D or higher may transfer to non-major courses. Grades must still be a C- or higher for major courses and general education math and English.

Transfer classes taken for pass/fail, credit/no credit, or satisfactory/unsatisfactory grade, and where "P", "S" or "CR" equals "C-" or better, may be accepted for credit. In some cases, college level credit from institutions that are not accredited may be transferable via the College's Prior Learning Assessment. Applicants desiring to transfer such credits would apply for the Prior Learning Assessment once enrolled at Prescott College. Assessment options available through Prior Learning Assessment include Conversion Portfolio and Life Experience Portfolio. Through the Conversion Portfolio process, students may be able to document prior learning from sources such as trainings, workshops, and continuing education units.

Credits completed as part of a graduate program at Prescott College may not be considered for transfer credit to an undergraduate degree at Prescott College. The only exception to this rule is when a student is completing an approved accelerated program and working on their undergraduate and graduate degrees at Prescott College during the same enrollment period(s).

Guaranteed Admission and Articulation Agreement
Students graduating/graduated from an accredited institution with an Associate degree (in Arts, Science, or Arts and Science) and who enroll at Prescott College within 5 years of earning this degree can expect:

- To have all lower-division general education requirements satisfied (28 credits)*.
- To transfer all credits earned for the degree - not to exceed 90 semester credit hours.
- To transfer courses with D grades or higher for non-major and general education math and English courses.
- *To transfer courses with C- grades or higher for major courses
- To be awarded credit for major requirements if an equivalent or comparable course exists.
- To be awarded elective credit for courses for which equivalents do not exist or are not required.
- (For those transferring more than 60 semester hours) To possibly graduate with more than the required 120 credits in order to meet prerequisite, upper-division, and major requirements.

Arizona General Education Curriculum (AGEC) and Other State-based Transfer Frameworks
Prescott College recognizes the AGEC and other state-based transfer frameworks such as California's Intersegmental General Education Transfer Agreement. Completion of such state-based general education curricula will count as satisfying the lower-division (i.e., first year and sophomore) core curriculum and general education course requirements. All credits from courses with a grade of "C-" or higher comprising a completed state-based general education curriculum will be accepted as transfer credit.

External online credit-awarding programs
Credits completed by online providers that are accredited, awarded through a community college or university or through an ACE-evaluated transcript (such as StraighterLine, Sophia Learning, etc.) may be accepted. The Registrar's Office reserves the right to review online providers' accreditation and academic standards prior to accepting credit outright.

Students who desire to transfer unaccredited online coursework may apply for the Prior Learning Assessment once enrolled at Prescott College.

Advanced Placement (AP) and International Baccalaureate (IB) Credits
Prescott College awards a 4 undergraduate college credits for each AP test score of 3, 4 or 5, and for each IB "higher level" score of 4, 5 or 6, up to a maximum of 20 credits (5 tests). Credit is awarded on a course-by- course basis. AP scores must be sent directly from the College Board/Advanced Placement to the Office of the Registrar. IB scores must be sent directly from the International Baccalaureate North American office to the Office of the Registrar. AP and IB-awarded credits do not count toward the College's residency requirements. AP and IB credit will not be awarded based on another institution's prior evaluation.

If a student has enough AP/IB classes to be considered a sophomore or junior, the student will apply as a first- year and will be considered a first-year with transfer credit for the purpose of admissions and financial aid consideration. Once the student has been admitted and the credits have been evaluated the student will be classified to the appropriate grade level based on the earned credits and

other applicability to their chosen degree program. All students are considered first-year applicants when they apply for admission directly from high school.

College Level Examination Program (CLEP)
Prescott College accepts a full range of CLEP tests, which measure mastery of college-level introductory course content in a wide range of disciplines. There is no limit to how many credits a student may earn through CLEP, however only 90 total credits may be applied toward an undergraduate degree at Prescott College. Upon admission to the college, the tests will be reviewed by Prescott College faculty and the Registrar's Office to determine how your transferable credits may apply to your selected program of study. Regardless of the number of credits being transferred to Prescott College, students are responsible for meeting overall degree requirements, including those around upper division credit, and number of credits taken "in-house," or with Prescott College. See Bachelor's Degree Graduation Requirements at catalog.prescott.edu for more information.

In regards to Foreign Language Proficiency, a score over level 2 receives level 2 credit only (Levels 1 and 2 are not combined for credit). If a score is between min level 1 and min level 2, the student receives credit for level 1.

To receive credit for successful performance on a CLEP examination, an official transcript must be sent by the CLEP Transcript Service. Prescott College uses the American Council on Education's (ACE) credit recommendations to determine transfer credit for CLEP exams. The College will not accept a transcript or score report submitted by the applicant, nor will credit be awarded based on another institution's prior evaluation. Students should contact the Registrar's Office for equivalencies of exams taken outside of the current catalog year.

Military Transfer Credits
Prescott College awards transfer credits for U.S. military services training via the American Council on Education's (ACE) endorsement transcripts, AART (Army ACE Registry Transcript) and SMART (Sailors/Marines ACE Registry Transcript). The College also awards transfer credit for tests administered to military personnel by DANTES.

AART and SMART transcripts and DANTES test scores will be evaluated on a course-by-course basis with faculty input. Only those courses that pertain to an applicant's degree program will be awarded transfer credit.

Graduate Applicants
The Program Director of each graduate program is responsible for approving all requests for the acceptance of transfer credits. A maximum of 15 credits may be approved for transfer into each master's level program. A maximum of 36 credits may be approved for transfer into the doctoral program. To be considered, all such credits must be from an appropriately accredited or approved institution. Additionally, the grade earned must be equivalent to the minimum passing grade, or higher, acceptable to the program in which the applicant is requesting transfer credits. See Policy – Learning Evaluation and Grading for minimum passing grade requirement.

Students who previously completed a graduate degree at Prescott College or who are currently enrolled in a graduate program and are applying to a different program at Prescott College, may have those credits reviewed for transfer into a different graduate program at the College.

Maximum Transfer Credits

Master's degree – up to 15 degree-applicable credits
Ed.S. degree – up to 15 degree-applicable credits
Ph.D. degree – up to 36 degree-applicable credits

For the Master of Science in Counseling and the Master of Education, transfer credits must have been earned within the last 6 years prior to acceptance at Prescott College. For the Ph.D., transfer credits must have been earned with the last 6 years prior to acceptance at Prescott College.

In rare cases, an exception to the transfer policy's six-year limit may apply. Such exceptions would be carefully considered on a case-by-case basis and, if approved, could count toward the program's maximum transfer allowance of up to 36 credits. Criteria for consideration include coursework that:

- is explicitly related to the student's dissertation topic.
- comes from a field of study that is considered current when reviewed and relevant to contemporary discourse.
- demonstrates innovation and rigor that uniquely advance the field of sustainability education.
- supports or enhances the student's dissertation methodology and/or research design.

International Transfer Credits (undergraduate and graduate applicants)

International applicants are required to have non-U.S. school transcripts evaluated by a professional foreign-credential evaluation service. They produce an "official report" which is used for evaluation. The official report should be mailed or securely emailed to the Admissions Office. A list of acceptable evaluation services is available from the Admissions Office.

Applicants seeking to transfer credit into one of our undergraduate programs can request a high school equivalency report, while those seeking to transfer college credit will need to request a course-by-course equivalency evaluation.

Applicants seeking to transfer credit into one of our graduate programs (masters or Ph.D.) will need to request a course-by-course equivalency evaluation. Applicants may also be required to provide an undergraduate equivalency evaluation for application to a master's program.

Grades of "Pass/Fail" are not accepted in transfer from non-U.S. schools.

The applicant is responsible for all costs associated with this evaluation.

The evaluation process can take several weeks to complete.

Definitions

Reason for Policy

To define credit options that are acceptable for transfer to a Prescott College degree program.

Responsibilities	
For following policy:	Academic advisors, Registrar
For enforcement of policy:	Deputy Chief Operating Officer
For oversight of policy:	Dean, Academic Affairs
For procedures implementing the policy:	Deputy Chief Operating Officer
For notification:	Policy Librarian

Procedures

Cross Referenced Policies

Revision History

Extracted from catalog – January 2024
Updated to include regional accrediting bodies, retroactive to January 2024 – August 2025
Updated to include transfer requirements based upon the Guaranteed Admission and Articulation Agreement.