

NewSchool of Architecture & Design Transfer Credit Evaluation Procedure

The purpose of this procedure is to establish criteria related to evaluating the appropriateness of transfer course work. The goal of this procedure is to safeguard the academic integrity of transfer coursework. A student who has studied at another accredited college or university is granted credit for previous work if such coursework meets NewSchool's educational requirements or if comparable courses are included in NewSchool's curriculum. Transfer credit is given for courses taken at another college or similar institution that closely corresponds to those offered at NewSchool.

Unit of Measure

NewSchool operates on quarter hours. Credits earned in a different unit of measure will be converted to the quarter hour unit. For example, credits from an institution that operate on semester hours will be multiple by 1.5 to convert to quarter hours.

Course Level

Course level has a direct correlation on whether course equivalency may be awarded for incoming transfer credits. Undergraduate courses are categorized as lower level (freshman and sophomore) with course numbers listed in the 100 and 200 range. Upper level (junior and senior) courses are numbers listed in the 300, 400, and 500 range. Graduate level courses will only be considered for transfer credit at the graduate-level 600 and above.

Course Description Review

The course description is reviewed to determine equivalency to an existing NewSchool course. If the course description does not provide enough detail to determine equivalency a course syllabus from the transferring institution may be requested for further review of the transferability of the course.

Documentation of Award of Transfer Credit: TR

Approved Transfer Credit Analysis Evaluators: Admissions Officer, Program Chair (subject matter expert), Registrar

Average Processing Time: 7-10 business days

Step-by-step Process for Transfer Credit Evaluation

1. An applicant requesting to transfer coursework completed at an accredited institution must provide an official transcript. The preferred method for transcript delivery is electronic submission. The official transcript must be received by the

Office of Admissions in a password protected email or must be sent by the issuing institution directly to the Office of Admissions at newschooladmissions@newschoolarch.edu .

2. Transcripts from institutions located outside the United States must be submitted to an approved third-party NACES (National Association of Credential Evaluation Services) evaluation company for an external credential evaluation. An international transcript evaluation analyzes an individual's academic record to determine equivalency of their foreign credentials, credits, grades, and GPAs.
3. The Office of Admissions logs the transcript in the SIS and matches to the student record.
4. The transcript must contain
 - Student Name
 - School Name
 - Cumulative GPA
 - Graduation Date, if applicable. If the degree is still in progress, the applicant will be contingently admitted, and a transcript hold placed on the student account.
5. The Office of Admissions will evaluate the transcript course-by-course then send the transcript evaluation to the Program Chair for final review and approval to award transfer credit, if applicable.
6. The steps followed for evaluation include:
 - Verification of accreditation of the sending institution and confirming the transcript is an official transcript with seal of approval.
 - Initial evaluation of transfer coursework must be completed by the end of the student's first quarter at NewSchool. Courses will be given only the maximum credits NewSchool has assigned to them.
 - All transcripts are reviewed for transferable integrative studies and professional courses.
 - Professional required courses are transferable.
 - Professional elective courses are transferable.
 - Exclude all courses with grades that are ineligible for transfer (grades below C, non-credit courses for undergraduate programs and grades below B for graduate courses).
 - Determine course comparability by comparing course content and course level by reviewing the course description (and syllabi) from the transferring institution. The evaluator will determine if the course(s) align and are comparable with NewSchool's academic programs and degree requirements. Transfer credit is awarded for a 70% or higher course match.

- Decide which courses are equivalent and reflect appropriate academic quality, scope and rigor of the required learning offered at NewSchool.
 - Undergraduate studio placement is established by prior studio courses and a portfolio review. All transfer of credit is awarded at the discretion of the senior academic administrator of the academic unit. Refer to the catalog for portfolio requirements.
7. NewSchool reserves the right to deny credit for certain programmatic courses that are more than 10 years old at the graduate level.
 - Exceptions to this procedure shall be approved by the Chief Academic Officer.
 8. NewSchool can award up to **XX** General Education credits via College Level Examination Program (CLEP) tests. Refer to the catalog for CLEP test criteria.
 9. A minimum of 45 upper divisions credits to fulfill residency requirements for a 4-year degree. The Bachelor of Architecture has a minimum of 90 credits of which 45 must be upper division taken in residency.
 10. The transfer credit evaluation will be retained in the student's official file.
 11. Transcripts are uploaded to the student's electronic file.
 12. The Office of Admissions notifies the Registrar of the TR.
 13. The Office of Admissions notifies the student via email of the transfer credit awarded.
 - If the student has questions regarding the transfer credit process they should contact the Office of Admissions.

Verifying College Accreditation

College accreditation can be verified via the CHEA website

<http://www.chea.org/4dcqi/chea/search/index.html?MenuKey=main>

International Schools accreditation and language on instruction can be verified using this link

<https://whed.net/home.php>

Training of Transcript Evaluators

Approved evaluators participated in Training from AACRAO.

An example of training:

Supporting Transcript Evaluations: What Your Evaluators Need to Know to be Successful

Webinar Link: <https://www.youtube.com/watch?v=89HFRKXLL1E>