# DSDT Transfer Credit Policy & Procedure Handbook

## Introduction

### Purpose of the Handbook

The purpose of this handbook is to provide clear and comprehensive guidance on the process of transferring credits to DSDT. This document is intended to assist students in understanding the criteria and procedures for the transfer and awarding of credits towards our Associate Degree Programs. By outlining the essential information and steps involved, this handbook aims to facilitate a smooth transition for students seeking to transfer credits, ensuring they are well-informed and prepared.

### Importance of Transfer Credits

Transfer credits play a crucial role in helping students save both time and money on their educational journey. By recognizing previously earned credits from accredited institutions, certifications, and relevant work experience, DSDT allows students to expedite their path towards graduation. This not only reduces the overall cost of education but also enables students to progress more quickly into their professional careers, applying their learned skills and knowledge in real-world scenarios.

### Overview of the Transfer Credit Policy

This handbook provides a detailed overview of the transfer credit policy at DSDT. The policy covers various aspects including verification of source credits, the publication of transfer policies, acceptance of credit for certifications and work experience, and the maximum allowable transfer credits. Additionally, it outlines the eligibility and verification processes, credit limits, documentation requirements, and the consistent application of the policy to ensure fairness. The handbook also addresses the evaluation process, approval authority, communication with students, appeals process, and record-keeping practices, as well as the annual review and update of the policy.

# Eligibility and Verification

## Accredited Institutions and Recognized Certifications

DSDT recognizes transfer credits from institutions that are accredited by agencies recognized by the U.S. Department of Education or a state or federal approving agency. This ensures that the quality and standards of education meet our institutional requirements. Additionally, professional certifications and licenses from recognized certifying bodies, such as CompTIA Network+ and other industry-standard qualifications, are accepted as evidence of relevant skills and knowledge that may be credited towards applicable courses.

## Documentation Requirements

To verify transfer credits, students must provide the following documentation:

- **Official Transcripts:** These must be sent directly from the accredited institution to DSDT. The transcripts should detail the courses completed, grades earned, and the credit hours awarded.

- **Certification Documents:** For professional certifications and licenses, students must submit official copies of the certification documents. These should include the certification title, issuing organization, date of issuance, and any relevant details that verify the completion and validity of the certification.

- **Detailed Work Experience Documents:** If seeking credit for work-related experience, students must provide detailed documentation that outlines their job roles, responsibilities, and duration of employment. This documentation should be supported by letters of verification from employers, stating the specific skills and knowledge gained during the employment period.

These documents are essential for the evaluation process, ensuring that all transfer credits are properly verified and meet the standards set by DSDT.

# Transfer Credit Policies

## General Transfer Credit Policies

DSDT is committed to recognizing and awarding transfer credits to students who have previously earned credits from accredited institutions or through recognized certifications. Our transfer credit policies are designed to ensure that students receive appropriate credit for their prior learning and experiences, thereby facilitating a more efficient and cost-effective educational journey. All transfer credit evaluations are conducted with the goal of maintaining academic integrity and upholding the high standards of our educational programs.

# Criteria for Accepting Transfer Credits

The following criteria are used to evaluate and accept transfer credits at DSDT.:

- **Accreditation:** Credits must be earned from institutions accredited by agencies recognized by the U.S. Department of Education or a state or federal approving agency.

- **Course Equivalency:** Courses must be comparable in content, level, and credit hours to those offered at DSDT. The evaluation will consider course descriptions, syllabi, and learning outcomes to determine equivalency.

- **Grade Requirements:** Generally, only courses in which a grade of "C" or higher has been earned will be considered for transfer. Pass/fail courses may be accepted if it can be documented that a "Pass" is equivalent to a "C" or higher.

- **Recency:** Courses and credits earned within the past 10 years are preferred to ensure the relevance of the content. Exceptions may be made based on the subject matter and its applicability to current industry standards.

# Maximum Transferable Credits

In accordance with accreditation standards, students at DSDT may transfer a maximum of 25% of the total credits required for their Associate Degree program. This ensures that the majority of the education is provided by DSDT, maintaining the integrity and coherence of the program.

# Types of Credits Accepted

DSDT accepts various categories of credits for transfer, including:

- **General Education Credits:** Credits from foundational courses in areas such as mathematics, science, humanities, and social sciences.

- **Program-Specific Credits:** Credits from courses that are directly related to the student's chosen field of study within the Associate Degree program.

- **Elective Credits:** Credits from courses that may not be directly related to the program requirements but are deemed relevant and beneficial to the student's overall educational experience.

- **Professional Certifications and Work Experience:** Credits awarded based on the evaluation of professional certifications, licenses, and documented relevant work experience that align with the program's learning outcomes.

These policies ensure a fair and consistent approach to awarding transfer credits, helping students to maximize the value of their prior learning and achievements.

# Credit for Prior Learning

## Certifications and Licenses

DSDT recognizes the value of professional certifications and licenses as evidence of prior learning and relevant skills. To award credit based on these certifications and licenses, the following guidelines apply:

- **Verification:** Students must provide official documentation of their certifications or licenses. This includes the certification title, issuing organization, date of issuance, and any relevant details that verify the completion and validity of the certification.

- **Relevance:** The certification or license must be directly related to the courses or program of study at DSDT. For example, a CompTIA Network+ certification may be credited towards networking or information systems courses.

- **Evaluation:** The Department of Student Services will evaluate the certification against the curriculum to determine the appropriate credit. This may involve reviewing course content, learning outcomes, and industry standards.

## Work-Related Experience

DSDT values practical work experience as an important component of learning. To evaluate work-related experience for credit, the following process is followed:

- **Documentation:** Students must provide detailed documentation of their work experience, including job roles, responsibilities, and duration of employment. This should be supported by letters of verification from employers, highlighting specific skills and knowledge gained.

- **Relevance:** The work experience must be relevant to the student's program of study. The evaluation will consider how closely the experience aligns with the curriculum and learning outcomes of the courses for which credit is sought.

- **Assessment:** The Department of Student Services will assess the documentation provided to determine the extent and level of credit to be awarded. This may include an interview or additional verification steps to ensure the accuracy and relevance of the experience.

## Military Training

DSDT recognizes the value of military training and experience. To transfer military training credits, the following process is used:

- **Documentation:** Students must provide official military transcripts, such as the Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript. These documents should detail the training received, courses completed, and credit hours earned.

- **Evaluation:** The Department of Student Services will evaluate the military training against the curriculum and learning outcomes of the program. This involves comparing the training content and credit recommendations from the American Council on Education (ACE) to the relevant courses at DSDT.

- **Credit Award:** Based on the evaluation, appropriate credits will be awarded for military training that aligns with the program's requirements and standards.

## Portfolio Assessment

Students can demonstrate their prior learning through a portfolio assessment process. This process involves the following steps:

- **Portfolio Submission:** Students must compile a portfolio that includes evidence of their prior learning, such as work samples, project reports, reflective essays, and any other relevant documentation that showcases their skills and knowledge.

- **Guidelines:** The portfolio should be organized and presented according to guidelines provided by DSDT, which outline the required components and format.

- **Evaluation:** A faculty member or designated evaluator will review the portfolio to assess the extent and depth of the student's learning. This evaluation will consider how well the evidence presented aligns with the curriculum and learning outcomes of the courses for which credit is sought.

- **Credit Award:** Based on the evaluation, appropriate credits will be awarded for the demonstrated learning. Feedback will be provided to the student, including any areas that may require additional evidence or clarification.

By recognizing prior learning through certifications, work experience, military training, and portfolio assessments, DSDT ensures that students receive appropriate credit for their achievements, enabling them to progress efficiently towards their educational and career goals.

# How to Apply for Transfer Credits

## How to Apply for Transfer Credits

To apply for transfer credits at DSDT, students should follow these step-by-step instructions:

1. **Gather Documentation:** Collect all necessary documents, including official transcripts from previous institutions, certification documents, work experience verification letters, and any other relevant evidence of prior learning.

2. **Complete the Transfer Credit Application Form:** Obtain and fill out the Transfer Credit Application Form, which can be accessed online through the DSDT College website or obtained from the Department of Student Services.

3. **Attach Documentation:** Attach all gathered documentation to the completed application form. Ensure that all documents are legible and complete to facilitate a smooth evaluation process.

4. **Submit Application:** Submit the completed application form and attached documentation to the Department of Student Services. Applications can be submitted in person, by mail, or electronically through the designated email address provided by the college.

## Submission Guidelines

When submitting the required documentation for transfer credits, please adhere to the following guidelines:

- **Official Transcripts:** Request that your previous institutions send official transcripts directly to DSDT. Electronic transcripts should be sent to the designated email address, and physical copies should be mailed to the Department of Student Services.

- **Certification Documents:** Submit official copies of professional certifications and licenses. Ensure that all certification documents are current and include detailed information about the certification.

- **Work Experience Verification:** Provide detailed work experience documents, including letters of verification from employers. These should outline your job roles, responsibilities, and the duration of employment.

- **Electronic Submissions:** If submitting documents electronically, ensure that all files are in a readable format (e.g., PDF) and properly labeled with your name and the type of document.

## Evaluation Process

The evaluation of transfer credits at DSDT involves the following steps:

1. **Initial Review:** The Department of Student Services conducts an initial review of the submitted application and documentation to ensure completeness and eligibility.

2. **Course Equivalency Assessment:** A detailed assessment is performed to determine the equivalency of the courses, certifications, and work experience to the curriculum offered at DSDT. This includes comparing course descriptions, learning outcomes, and credit hours.

3. **Faculty Review:** Faculty members from the relevant academic departments may be consulted to provide expert evaluations of the content and relevance of the transfer credits.

4. **Decision Making:** Based on the assessments, a decision is made regarding the acceptance and allocation of transfer credits. The evaluation process ensures that all credits awarded meet the academic standards and requirements of DSDT.

# Notification of Decision

Once the evaluation process is complete, students will be notified of the decision regarding their transfer credit application through the following steps:

1. **Notification Method:** Students will receive notification via mail, telephone, or email, based on their preferred method of communication as indicated on the application form.

2. **Detailed Decision:** The notification will include a detailed explanation of the credits awarded, any credits that were not accepted, and the reasons for the decision. If applicable, additional recommendations or requirements may be provided.

3. **Further Assistance:** Students will be informed about whom to contact for further assistance or clarification regarding the decision. The Department of Student Services will be available to address any questions or concerns.

4. **Appeals Process:** Information about the appeals process will be included in the notification, providing students with the opportunity to appeal the decision if they believe it warrants further consideration.

By following these steps, students can efficiently apply for and receive transfer credits, ensuring a seamless transition and recognition of their prior learning at DSDT.

# Specific Guidelines for Common Transfers

## Transferring from Accredited Colleges/Universities

Students transferring from other accredited colleges or universities should follow these guidelines:

- **Accreditation Verification:** Ensure that the previous institution is accredited by an agency recognized by the U.S. Department of Education or a state or federal approving agency.

- **Official Transcripts:** Request that your previous institution send official transcripts directly to DSDT. These transcripts must detail all courses completed, grades earned, and credit hours awarded.

- **Course Equivalency:** Courses from accredited institutions will be evaluated for equivalency based on course descriptions, learning outcomes, and credit hours. Only courses with a grade of "C" or higher will be considered for transfer.

- **Documentation Submission:** Submit the completed Transfer Credit Application Form along with all required documentation to the Department of Student Services.

## Transferring International Credits

Students seeking to transfer international credits should adhere to the following policies:

- **Accreditation and Equivalency:** International credits must be from institutions recognized by their respective country's educational authority. Students may need to provide documentation that verifies the institution's accreditation status.

- **Translation and Evaluation:** Official transcripts and other academic records must be translated into English, if necessary. Additionally, students may be required to obtain a course-by-course evaluation from a recognized credential evaluation service, such as World Education Services (WES).

- **Course Equivalency:** International courses will be assessed for equivalency to the DSDT curriculum, considering the content, level, and credit hours. Courses must meet the same standards as domestic credits, including a minimum grade of "C."

- **Documentation Submission:** Submit the translated and evaluated transcripts along with the Transfer Credit Application Form to the Department of Student Services.

## Dual Enrollment Credits

For students seeking to transfer credits earned through dual enrollment programs, the following guidelines apply:

- **Accreditation Verification:** Ensure that the institution offering the dual enrollment program is accredited and recognized by the U.S. Department of Education or a state or federal approving agency.

- **Official Transcripts:** Request official transcripts from the dual enrollment program to be sent directly to DSDT. These transcripts should include all relevant coursework, grades, and credit hours.

- **Course Equivalency:** Dual enrollment courses will be evaluated for equivalency to DSDT courses. This evaluation will consider the course content, level, and learning outcomes. Only courses with a grade of "C" or higher will be accepted for transfer.

- **Documentation Submission:** Submit the Transfer Credit Application Form along with the official dual enrollment transcripts to the Department of Student Services.

By following these specific guidelines, students can ensure a smooth transfer of credits from accredited colleges/universities, international institutions, and dual enrollment programs, thereby facilitating their academic progress at DSDT.

# Academic Integrity and Standards

## Ensuring Quality and Integrity of Transferred Credits

DSDT is committed to maintaining the highest quality and integrity in the transfer credit process. The following measures are taken to ensure that transferred credits meet our academic standards:

- **Accreditation Verification:** Credits are accepted only from institutions accredited by agencies recognized by the U.S. Department of Education or a state or federal approving agency. This ensures that the credits originate from reputable and credible educational institutions.

- **Thorough Evaluation:** Each transfer credit application undergoes a comprehensive evaluation process. This includes assessing course descriptions, syllabi, learning outcomes, and credit hours to determine equivalency with DSDT courses.

- **Documentation Requirements:** Students are required to submit official transcripts, certification documents, and other relevant evidence to verify the authenticity and validity of their prior learning. This documentation is carefully reviewed and verified by the Department of Student Services.

- **Faculty Involvement:** Faculty members with expertise in the relevant subject areas are involved in the evaluation of transfer credits. Their input ensures that the transferred credits align with the academic standards and learning outcomes of the DSDT curriculum.

- **Consistent Application:** The transfer credit policy is applied consistently to all students. This ensures fairness and transparency in the evaluation process, maintaining the integrity of the academic standards.

## Maintaining Academic Standards

Maintaining academic standards is crucial in the transfer credit process to ensure that students receive a high-quality education that meets DSDT's rigorous academic requirements. The following principles guide this commitment:

- **Equivalency and Relevance:** Transferred credits must be equivalent to DSDT courses in terms of content, level, and learning outcomes. This ensures that students possess the necessary knowledge and skills to succeed in their chosen program.

- **Grade Requirements:** Only courses with a grade of "C" or higher are accepted for transfer. This standard ensures that students have achieved a satisfactory level of competency in their prior coursework.

- **Curriculum Coherence:** By limiting the maximum number of transferable credits to 25% of the total program requirements, DSDT ensures that the majority of the education is provided by our institution. This maintains the coherence and integrity of the curriculum.

- **Continuous Review:** The transfer credit policy is reviewed and updated annually to reflect changes in accreditation standards, industry requirements, and educational best practices. This ongoing review process helps maintain the relevance and quality of the academic standards.

By adhering to these principles, DSDT ensures that transferred credits uphold the institution's academic integrity and standards, providing students with a valuable and rigorous educational experience.

# FAQ

## Common Questions and Answers about Transfer Credits

**Q: What are transfer credits?** A: Transfer credits are credits that students have earned at other accredited institutions or through recognized certifications and work experiences, which can be applied toward their degree program at DSDT.

**Q: How do I know if my credits will transfer?** A: Credits are evaluated based on the accreditation of the previous institution, the equivalency of the courses, and the grades earned. You must provide official transcripts and relevant documentation for a thorough evaluation.

**Q: What is the maximum number of credits that can be transferred?** A: Students may transfer up to 25% of the total credits required for their Associate Degree program at DSDT.

**Q: Can I transfer credits from international institutions?** A: Yes, international credits can be transferred if they come from institutions recognized by their respective educational authorities. You may need to provide translated transcripts and a course-by-course evaluation from a credential evaluation service.

**Q: How long does the transfer credit evaluation process take?** A: The evaluation process typically takes a few weeks, depending on the completeness of the submitted documentation and the complexity of the evaluation.

**Q: Will my work experience be considered for transfer credits?** A: Yes, relevant work experience can be evaluated for credit. You need to provide detailed documentation of your job roles, responsibilities, and verification letters from employers.

**Q: How will I be notified about the decision on my transfer credit application?** A: You will be notified via mail, telephone, or email. The notification will include details of the credits awarded and any that were not accepted, along with reasons for the decision.

**Q: Can I appeal the decision if my transfer credits are not accepted?** A: Yes, you have the right to appeal the decision. Information about the appeals process will be provided in your notification letter.

## Tips for Successful Credit Transfer

- **Start Early:** Begin the transfer credit application process as soon as possible to ensure timely evaluation and avoid delays in your academic progress.

- **Gather Complete Documentation:** Ensure you have all necessary documentation, including official transcripts, certification documents, and work experience verification letters.

- **Understand the Requirements:** Familiarize yourself with DSDT's transfer credit policies, criteria for accepting credits, and documentation requirements.

- **Seek Guidance:** Consult with the Department of Student Services for any questions or clarifications regarding the transfer credit process.

- **Be Detailed and Accurate:** Provide detailed and accurate information in your application and supporting documents to facilitate a smooth evaluation process.

- **Follow Up:** Regularly follow up with the Department of Student Services to check the status of your transfer credit application and address any issues promptly.

- **Prepare for Evaluation:** If applicable, be prepared to provide additional information or attend an interview to support the evaluation of your work experience or portfolio.

- **Stay Informed:** Keep yourself updated on any changes to the transfer credit policy or procedures by regularly checking communications from DSDT.

By following these tips and understanding the transfer credit process, students can increase their chances of successfully transferring credits and accelerating their academic journey at DSDT.

# Contact Information

## Office of Admissions
Admissions@dsdt.edu

## Office of Student Services
StudentServices@dsdt.edu

## DSDT Website
https://www.dsdt.edu

# Appendices

- **Appendix A: Transfer Credit Application From**

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# DSDT Transfer Credit Evaluation Form

## Section 1: Student Information

**Full Name:** _____

**Program of Study:** _____

**Contact Information:**

    Phone Number: _____

    Email Address: _____

## Section 2: Previous Education

- **Previous Institution(s) Attended:**

    Institution Name: _____

    Dates Attended: _____

    Degree/Certificate Earned: _____

    Institution Name: _____

    Dates Attended: _____

    Degree/Certificate Earned: _____

    Institution Name: _____

    Dates Attended: _____

    Degree/Certificate Earned: _____

    Institution Name: _____

    Dates Attended: _____

    Degree/Certificate Earned: _____

## Section 3: Transfer Credit Request

**Type of Credit (Check all that apply):**

☐ General Education Credits

☐ Program-Specific Credits

☐ Elective Credits

☐ Professional Certifications

☐ Work Experience

☐ Military Training

## Section 4: Documentation Attached

==Official Transcripts== (must be sent directly from the accredited institution to DSDT)

Institution Name: _____

Date Sent: _____

Institution Name: _____

Date Sent: _____

Institution Name: _____

Date Sent: _____

## Certification Documents

Certification Title: _____

Issuing Organization: _____

Date of Issuance: _____

Certification Title: _____

Issuing Organization: _____

Date of Issuance: _____

Certification Title: _____

Issuing Organization: _____

Date of Issuance: _____

## Work Experience Documentation

- Employer Name: _____

- Job Title: _____

- Dates of Employment: _____

- Responsibilities & Skills Gained: _____

## Military Training Documents

- Transcript (e.g., JST, CCAF): _____

## Other Relevant Documents (e.g., portfolio)

- Description: _____

## Section 5: Course Equivalency Request

| Course Code | Course Title | Credits Earned | Grade | DSDT Equivalent Course Title |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
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|---|---|---|---|---|
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## Section 6: Student Acknowledgement

I hereby certify that all information provided is accurate and complete. I understand that providing false information or omitting required information may result in the denial of transfer credits.

- **Student Signature:** _____

- **Date:** _____

## Section 7: For Office Use Only

- **Date Application Received:** _____

- **Initial Review Completed By:** _____

- **Date of Initial Review:** _____

- **Course Equivalency Assessment:**

    - Completed By: _____

    - Date: _____

- **Faculty Review (if applicable):**

    - Faculty Member Name: _____

    - Department: _____

- **Final Decision:**

    - Approved

    - Denied

- Additional Information Required

- **Comments:**

- **Notification Sent On:** _____

- **Method of Notification:**

    - Mail

    - Telephone

    - Email

- **Reviewed By (Signature):** _____

- **Date:** _____

# Appendix B: Accreditation Agencies

**National Institutional Accrediting Agencies**

1. **Accrediting Commission of Career Schools and Colleges (ACCSC)**

   - **Website:** www.accsc.org

2. **Accrediting Council for Independent Colleges and Schools (ACICS)**

   - **Website:** www.acics.org

3. **Council on Occupational Education (COE)**

   - **Website:** www.council.org

**Regional Accrediting Agencies**

1. **Middle States Commission on Higher Education (MSCHE)**

   - **Website:** www.msche.org
   - **Region:** Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands

2. **New England Commission of Higher Education (NECHE)**

   - **Website:** www.neche.org
   - **Region:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

3. **Higher Learning Commission (HLC)**

   - **Website:** www.hlcommission.org
   - **Region:** Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming

4. **Northwest Commission on Colleges and Universities (NWCCU)**

   - **Website:** www.nwccu.org
   - **Region:** Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington

5. **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

   - **Website:** www.sacscoc.org
   - **Region:** Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia

6. **WASC Senior College and University Commission (WSCUC)**

   - **Website:** www.wscuc.org

   - **Region:** California, Hawaii, American Samoa, Guam, Northern Mariana Islands, Palau, Micronesia, Marshall Islands

**Programmatic Accrediting Agencies**

1. **Accreditation Board for Engineering and Technology (ABET)**

   - **Website:** www.abet.org

   - **Field:** Engineering, technology, applied science, computing

2. **Commission on Collegiate Nursing Education (CCNE)**

   - **Website:** www.aacnnursing.org/CCNE

   - **Field:** Nursing education programs

3. **Council for the Accreditation of Educator Preparation (CAEP)**

   - **Website:** www.caepnet.org

   - **Field:** Educator preparation programs

4. **American Bar Association (ABA)**

   - **Website:** www.americanbar.org/groups/legal_education

   - **Field:** Law schools

5. **Association to Advance Collegiate Schools of Business (AACSB)**

   - **Website:** www.aacsb.edu

   - **Field:** Business and accounting programs

These accreditation agencies are recognized for ensuring that educational institutions and programs meet high standards of quality and effectiveness. Students should ensure that the credits they seek to transfer come from institutions accredited by these or other recognized agencies.

# Appendix C: Credential Evaluation Services

For students transferring international credits, it is important to have their credentials evaluated by a recognized credential evaluation service. The following are reputable organizations that provide such services:

**World Education Services (WES)**

- **Website:** www.wes.org

- **Contact Information:**

    - **Phone:** +1 (212) 966-6311

    - **Email:** info@wes.org

    - **Mailing Address:** World Education Services
      P.O. Box 5087
      Bowling Green Station
      New York, NY 10274-5087
      USA

**Educational Credential Evaluators (ECE)**

- **Website:** www.ece.org

- **Contact Information:**

    - **Phone:** +1 (414) 289-3400

    - **Email:** eval@ece.org

    - **Mailing Address:** Educational Credential Evaluators
      P.O. Box 514070
      Milwaukee, WI 53203-3470
      USA

**International Education Research Foundation (IERF)**

- **Website:** www.ierf.org

- **Contact Information:**

    - **Phone:** +1 (310) 258-9451

    - **Email:** info@ierf.org

- **Mailing Address:** International Education Research Foundation
  P.O. Box 3665
  Culver City, CA 90231-3665
  USA

**Josef Silny & Associates, Inc. (JS&A)**

- **Website:** www.jsilny.org

- **Contact Information:**

  - **Phone:** +1 (305) 273-1616

  - **Email:** info@jsilny.org

  - **Mailing Address:** Josef Silny & Associates, Inc.
    7101 SW 102 Avenue
    Miami, FL 33173
    USA

**National Association of Credential Evaluation Services (NACES)**

- **Website:** www.naces.org

- **Contact Information:**

  - **Phone:** +1 (305) 460-3060

  - **Email:** info@naces.org

  - **Mailing Address:** National Association of Credential Evaluation Services
    10400 Griffin Road, Suite 104
    Cooper City, FL 33328
    USA

# Appendix D: Sample Documentation

**Sample College Transcript**

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**Institution:**

Pacific State University

Office of the Registrar

123 University Lane, Cityville, ST 00000

**Student Information:**

Name: Jordan Taylor

Student ID: 123456789

Program: Bachelor of Science in Biology

Date of Birth: January 15, 2000

Date Issued: October 25, 2024

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**Academic Record**

| Semester | Course Code | Course Title | Credits | Grade | Grade Points |
|---|---|---|---|---|---|
| Fall 2021 | BIOL 101 | Introduction to Biology | 3 | A | 4.0 |
| Fall 2021 | CHEM 101 | General Chemistry I | 4 | B+ | 3.3 |
| Fall 2021 | MATH 101 | Calculus I | 3 | A- | 3.7 |
| Spring 2022 | BIOL 102 | Biology Lab | 1 | B | 3.0 |
| Spring 2022 | CHEM 102 | General Chemistry II | 4 | B | 3.0 |
| Spring 2022 | MATH 102 | Calculus II | 3 | A | 4.0 |
| Fall 2022 | PHYS 101 | Physics I | 4 | C+ | 2.3 |
| Fall 2022 | BIOL 201 | Genetics | 3 | A | 4.0 |
| Fall 2022 | ENGL 101 | English Composition | 3 | B- | 2.7 |
| Spring 2023 | BIOL 202 | Cell Biology | 3 | A- | 3.7 |

| Semester | Course Code | Course Title | Credits | Grade | Grade Points |
|----------|-------------|--------------|---------|-------|--------------|
| Spring 2023 | PSYCH 101 | Introduction to Psychology | 3 | B+ | 3.3 |
| Fall 2023 | CHEM 201 | Organic Chemistry I | 4 | B | 3.0 |
| Fall 2023 | HIST 101 | U.S. History | 3 | A | 4.0 |
| Spring 2024 | CHEM 202 | Organic Chemistry II | 4 | B+ | 3.3 |
| Spring 2024 | PHYS 102 | Physics II | 4 | B | 3.0 |

**Academic Summary**

- **Total Credits Attempted:** 46
- **Total Credits Earned:** 46
- **Cumulative GPA:** 3.46

**Grading Legend**

| Grade | Grade Points |
|-------|--------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |

*This transcript is issued by Pacific State University and represents a comprehensive summary of the student's academic performance, including course grades, credits, and GPA. Transferred credits will be evaluated per institutional policy for credit transfer eligibility.*

**Sample Python Programming Course Certificate of Completion**

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**Institution:**
Tech Skills Academy
123 Learning Blvd, Suite 400
Cityville, ST 00000

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**Certificate of Completion**

This is to certify that
**[Student Name: Alex Jordan]**
has successfully completed the course
**Python Programming Essentials**
with distinction, covering foundational and intermediate Python programming concepts and applications.

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**Course Overview**

**Course Code:** PYTH101
**Duration:** 12 weeks
**Completion Date:** October 25, 2024

**Course Description:**
The *Python Programming Essentials* course provides a comprehensive introduction to the Python language and its applications in data analysis, web development, and automation. Key competencies include:

- **Core Python Syntax:** Variables, data types, loops, and conditionals.
- **Functions and Modules:** Writing functions, using libraries, and importing modules.
- **Data Structures:** Mastery of lists, dictionaries, sets, and tuples.
- **Error Handling:** Debugging and exception handling techniques.
- **File I/O Operations:** Reading and writing files for data management.
- **Basic Object-Oriented Programming (OOP):** Classes, objects, inheritance, and encapsulation.
- **Libraries and Frameworks:** Introduction to popular Python libraries, including Pandas and NumPy.

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**Instructor:** Jamie Chen, Senior Instructor – Tech Skills Academy

**Authorized Signature:**

**Grading and Performance**

| Module | Topic | Grade |
|--------|-------|-------|
| Module 1 | Python Fundamentals | A |
| Module 2 | Functions & Modules | A- |
| Module 3 | Data Structures | A |
| Module 4 | File Operations | B+ |
| Module 5 | Error Handling | A |
| Module 6 | OOP Fundamentals | A |
| Module 7 | Libraries (Pandas/NumPy) | A- |

**Overall Grade:** A (4.0 GPA equivalent)

**Certification ID:** PSA-12345PYTH

*Verification of this certification can be obtained by contacting Tech Skills Academy at info@techskillsacademy.edu.*

**Certification Documentation for College Credit Transfer Evaluation**

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**Institution:**

[Name of Issuing Institution or Certification Body, e.g., CompTIA, Cisco, Python Institute]

[Address of Institution]

[Contact Email for Verification]

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**Certification Information**

- **Certification Title:** [e.g., CompTIA A+, Cisco CCNA, Python Associate Certification]
- **Certification Code:** [e.g., COMPTIA-A+, CCNA, PCAP-31-02]
- **Date Issued:** [MM/DD/YYYY]
- **Expiration Date:** [MM/DD/YYYY (if applicable)]

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**Certification Holder Information**

- **Student Name:** [Full Name of Certification Holder]
- **Student ID (if applicable):** [College/University Student ID or Certification ID]

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**Certification Details and Relevance**

**Competencies Assessed:**

1. [Core Competency 1, e.g., Computer Hardware and Software Fundamentals]
2. [Core Competency 2, e.g., Network Security Basics]
3. [Core Competency 3, e.g., Basic Python Syntax, Functions, and Data Structures]

**Certification Scope and Learning Outcomes:**

The certification covers skills and knowledge areas directly relevant to [College Course or Program, e.g., Introduction to Networking, Introductory Programming]. Specifically, it addresses:

- **Learning Outcome 1:** [e.g., Ability to configure and troubleshoot networking equipment]
- **Learning Outcome 2:** [e.g., Understanding of OOP principles in Python]

**Study Hours Estimated for Completion:** [e.g., 100 hours]

**Format of Assessment:** [e.g., Proctored exam, practical labs, online exam]

**Passing Score Requirement:** [e.g., 80% or higher]

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**Certification Verification and Additional Notes**

**Certification Verification Link:** [Web link to certification verification if applicable]

**Additional Notes:**

[Include any other relevant information, such as continuing education requirements or recertification policies, if applicable.]

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**For Institutional Use Only**

| Credit Awarded | Course Equivalent | Credits | Evaluator Signature | Date |
|---|---|---|---|---|
| [Yes/No] | [Course Name, e.g., IT Fundamentals] | [e.g., 3] | | |

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**Authorized Signature (Issuing Body):**

**Work Experience Verification for College Credit Evaluation**

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**Organization Information**

- **Organization Name:** [Company/Organization Name]
- **Address:** [Company Address, City, State, Zip]
- **Contact Person:** [Supervisor or HR Representative's Full Name]
- **Contact Position:** [Job Title of Contact Person]
- **Contact Email:** [Contact Email Address]
- **Contact Phone Number:** [Contact Phone Number]

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**Employee Information**

- **Employee Name:** [Full Name of Employee]
- **Employee ID (if applicable):** [Employee ID]
- **Position/Job Title:** [Job Title Held by Employee]
- **Employment Type:** [Full-Time/Part-Time/Contractor]
- **Employment Period:**
  - **Start Date:** [MM/DD/YYYY]
  - **End Date:** [MM/DD/YYYY or "Current" if ongoing]

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**Description of Work Experience**

**Primary Responsibilities and Duties:**

1. [Responsibility 1, e.g., Managed network configurations and troubleshooting for 100+ employee devices]
2. [Responsibility 2, e.g., Developed Python scripts for data analysis and automated reporting]
3. [Responsibility 3, e.g., Conducted security assessments and implemented cybersecurity protocols]

**Skills Acquired and Demonstrated:**

- [Skill 1, e.g., Advanced proficiency in network administration and security protocols]
- [Skill 2, e.g., Python programming for data analysis and automation]
- [Skill 3, e.g., Customer support and technical troubleshooting in a professional environment]

**Total Hours Worked in Role (approximate):** [e.g., 1,200 hours]

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**Verification of Relevant Competencies**

The following competencies were demonstrated during the course of employment and are relevant for academic credit evaluation in the following areas:

1. **[Competency 1, e.g., Network Security and Management]**

- o **Related to Course(s):** [e.g., Networking Fundamentals]
2. **[Competency 2, e.g., Python Programming and Data Handling]**
   - o **Related to Course(s):** [e.g., Introductory Programming or Data Analytics]
3. **[Competency 3, e.g., Problem-Solving and Critical Thinking in IT Support]**
   - o **Related to Course(s):** [e.g., IT Fundamentals]

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## Signature of Verifying Supervisor or HR Representative

- **Signature:**
- **Date:**

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## For Institutional Use Only

| Credit Awarded | Course Equivalent | Credits | Evaluator Signature | Date |
|---|---|---|---|---|
| [Yes/No] | [Course Name, e.g., IT Fundamentals] | [e.g., 3] | | |

# Appendix E: Appeals Process

**Appeals Process for Transfer Credit Decisions**

DSDT is committed to ensuring a fair and transparent process for evaluating and awarding transfer credits. If a student disagrees with the decision regarding their transfer credit application, they have the right to appeal the decision. The following steps outline the appeals process:

**Step 1: Review the Decision**

Before initiating an appeal, students should thoroughly review the transfer credit decision notification to understand the reasons for the denial or partial acceptance of credits. This includes reviewing any feedback or explanations provided by the evaluators.

**Step 2: Prepare Appeal Documentation**

Students who wish to appeal the decision must prepare the following documentation:

- **Appeal Letter:** A formal letter addressed to the Department of Student Services explaining the basis for the appeal. The letter should include specific reasons why the student believes the decision should be reconsidered, referencing relevant evidence or documentation.

- **Supporting Documents:** Any additional evidence or documentation that supports the appeal. This may include detailed course descriptions, syllabi, additional transcripts, certification details, or letters of verification from previous institutions or employers.

**Step 3: Submit the Appeal**

Submit the completed appeal package, including the appeal letter and supporting documents, to the Department of Student Services. Appeals can be submitted in person, by mail, or electronically through the designated email address provided by the college.

## Submission Address:
- **Mail:**
  Department of Student Services
  DSDT
  1759 W. 20th Street
  Detroit, MI 48216
- **Email:** Studentservices@dsdt.edu

## Step 4: Appeal Review Process
Upon receipt of the appeal, the following review process will be initiated:

1. **Initial Review:** The Department of Student Services will conduct an initial review to ensure that all required documentation is included and that the appeal is complete.

2. **Committee Evaluation:** The appeal will be forwarded to the Transfer Credit Appeals Committee, which consists of faculty members and administrative staff with expertise in transfer credit evaluation.

3. **Detailed Assessment:** The committee will conduct a detailed assessment of the appeal, reviewing all submitted documentation and any additional information provided by the student.

4. **Consultation:** If necessary, the committee may consult with external experts or request further clarification from the student to ensure a thorough evaluation.

## Step 5: Decision Notification

The committee will make a final decision on the appeal within 30 days of receiving the complete appeal package. The student will be notified of the decision through the following methods:

- **Mail:** A formal letter outlining the committee's decision and the reasons for the decision.

- **Email:** An electronic copy of the decision letter will be sent to the student's email address on record.

## Step 6: Further Assistance

If the appeal is denied and the student requires further assistance, they may contact the Department of Student Services for additional guidance or to discuss alternative options. The department will be available to provide support and answer any questions regarding the decision.

By following this appeals process, DSDT ensures that all students have the opportunity to seek a fair review of their transfer credit decisions and receive appropriate recognition for their prior learning and achievements.

# Appendix F: Eligible Courses for Credit Transfer

**Credit Transfer – Certificate of Completion / Diploma to Associate Degree in Applied Science in Information Technology**

This appendix outlines the eligible courses for credit transfer from DSDT's diploma and certificate programs to the Associate of Applied Science in Information Technology degree. Each course within these programs is approximately 80 hours of class time and equates to 4 college credits in the associate degree program.

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**Business Information Technology Specialist (BITS) Diploma Program**

- **CompTIA+ Course**
  Equivalent to: CIS-100 – Principles of Information Systems

- **Network+ Course**
  Equivalent to: CIS-101 - Networking Infrastructure

- **Security+ Course**
  Equivalent to: CIS-102 - Information Security

- **CySA+ Course**
  Equivalent to: CIS-103 - Cybersecurity

- **Linux+ Course**
  Equivalent to: CIS-104 - Linux Operating System Principles

- **PenTEST+ Course**
  Equivalent to: CIS-106 - Ethical Hacking

- **Cloud+ Course**
  Equivalent to: CIS-105 - Cloud System Infrastructure

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**Technology Professional 6 Program**

- **Network+ Course**
  Equivalent to: CIS-101 - Networking Infrastructure

- **Security+ Course**
  Equivalent to: CIS-102 - Information Security

- **CySA+ Course**
  Equivalent to: CIS-103 - Cybersecurity

**Technology Professional 2 Program**

- **CompTIA+ Course**
  Equivalent to: CIS-100 – Principles of Information Systems

**Full Stack Developer Program**

- **Python I**
  Equivalent to: CIS-121 - Python I

- **Python II**
  Equivalent to: CIS-125 - Python II

**Machine Learning Specialist (MLS) Diploma Program**

- **MLS-100 Introduction to Computer Programming**
  Equivalent to: CIS-121 - Python I

- **MLS-101 Introduction to Machine Learning**
  Equivalent to: CIS-142 - Machine Learning and AI Essentials

- **MLS-103 Data Engineering, Deployment, & Management**
  Equivalent to: CIS-141 – Introduction to Data Science and AI
- **MLS-103 Data Engineering, Deployment, & Management**
- **MLS-101 Introduction to Machine Learning**
- **MLS-104 Capstone Project**
  Equivalent to: CIS-140 - AI Fundamentals

**Prompt Engineer Professional (PEP) Diploma Program (Retired)**

- **Foundations of Computer Science and Programming with Python and Scala**
  Equivalent to: CIS-121 - Python I

- **Advanced Programming, Machine Learning, and Artificial Intelligence with Scala and Python**
  Equivalent to: CIS-142 - Machine Learning and AI Essentials

- **Deep Learning, Natural Language Processing, and Conversational AI with TensorFlow, PyTorch**
  Equivalent to: CIS-140 - AI Fundamentals

**Transfer Requirements**

- **Course Compatibility**: The course content, level, and credit hours must closely match the associate degree program's equivalent course. Compatibility is determined through a review of syllabi, course descriptions, and learning outcomes.

- **Grade Requirement**: A minimum grade of "C" or higher is required for the transfer of any course credits from DSDT's diploma and certificate programs.

# Glossary of Terms

**Accreditation:** A recognition process in which an accrediting agency evaluates an institution's programs to ensure they meet certain standards of quality.

**Accreditation Agency:** An organization recognized by the U.S. Department of Education or state/federal approving agency that accredits educational institutions and programs.

**Appeals Process:** A formal procedure through which students can contest a decision regarding their transfer credits.

**Certification:** A document that verifies an individual's qualification or competency in a specific area, often issued by professional organizations or industry bodies.

**Course Equivalency:** The determination that a course taken at one institution is comparable in content, level, and credit hours to a course offered at another institution.

**Credential Evaluation Service:** An organization that assesses and verifies the credentials of individuals who have completed education outside the United States, providing equivalent U.S. academic qualifications.

**Credit Hours:** A unit of measurement that reflects the amount of time a student has engaged in a course. Typically, one credit hour represents one hour of classroom instruction per week for a semester.

**Dual Enrollment:** A program that allows high school students to enroll in college courses and earn credit before graduating high school.

**Evaluation Process:** The method by which transfer credits are reviewed and assessed to determine if they meet the standards and requirements of the receiving institution.

**Official Transcript:** A certified document issued by an educational institution that lists the courses a student has taken, the grades received, and the credits earned.

**Portfolio Assessment:** A process where students submit a collection of work and evidence demonstrating their learning and competencies for evaluation.

**Prior Learning:** Knowledge and skills acquired through previous education, work experience, military training, or other life experiences that may be eligible for credit.

**Transfer Credits:** Credits earned at one educational institution that are accepted and applied toward a degree at another institution.

**Verification Letter:** A document provided by an employer or certifying body that confirms the details of an individual's work experience, qualifications, or certifications.