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Transfer Policies Campus, Program, and External Institutions

Transfer Between DSDT Campuses and/or Programs

A student requesting to transfer between campuses and/or programs is required to withdraw and subsequently re-admit in the new program and/or campus. Changing campuses and/or programs must be planned proactively to confirm course availability and can only occur if approved by the Director of Admissions and the Director of Student Services at the main campus.

It is important to note that anytime a student changes campuses or programs, financial arrangements must be recalculated, and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student changing campuses and/or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

Maximum Transferable Credits

- Students may transfer a maximum of 50% of the total required instruction for their program.
- This includes transfer credits from prior institutions, certifications, work experience, and military training.
- This policy applies to all credit and clock hour programs at DSDT.

Transfer Of Credit and Clock Hours From An Outside Institution

Students accepted for enrollment into DSDT will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education only, as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned from institutions accredited by agencies recognized by the U.S Department of Education or a state or federal approving agency and course descriptions from the outside institution(s).
2. For all programs, the student must have earned at least a grade of “C” (70%, 2.0) for each course accepted for transfer credits and/or hours. Credits earned within the past 10 years are preferred for relevance.
3. The transfer of credit process must be completed prior to the student starting their program of study at DSDT College.
4. The course must have had curriculum and units of measurement similar to those in DSDT’s student handbook for the corresponding course.
5. The student may transfer up to 50% of the program’s credits/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the main campus School Director.
6. Transfer of credits is determined and approved on a case-by-case basis by the Director of Admissions at the main campus.

For students meeting these criteria, credits will be reflected in the student’s academic record as a transfer credit “TC” but will not count towards a student’s cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

Other Forms of Transfer Credit Assessed For Credit/Clock Hours

Certifications & Licenses:

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- Must be industry-recognized and directly relevant to the program.
- Requires official documentation for verification.

Work Experience:

- Must align with program learning outcomes.
- Requires employer verification and detailed documentation.

Military Training:

- Evaluated based on **Joint Services Transcript (JST)** or equivalent documentation.

Portfolio Assessment:

- Students may submit a portfolio demonstrating prior learning for faculty review.

Transfer Of Credits/Hours to Other Institutions

Programs at DSDT are designed to prepare graduates for the best possible career opportunities in each student's field of choice, without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution.

Therefore, DSDT does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at DSDT to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from DSDT.