

Transfer Policies Campus, Program, and External Institutions

Transfer Between DSDT Campuses and/or Programs

DSDT College currently operates as a single campus institution. As a result, transfers between DSDT campus locations are not applicable.

Students may request a change from one DSDT College program to another program when eligible. Program changes must be planned proactively to confirm course availability, prerequisite requirements, academic requirements, and financial aid or funding considerations. Program changes must be approved by the Director of Admissions and the Director of Student Services.

When a student changes programs, financial arrangements may need to be recalculated, and funding availability may change. This may include Title IV financial aid, cash payments, scholarships, veterans' educational benefits, or other forms of funding. A change in program may also affect the student's academic schedule, course sequencing, and ability to maintain a full course load.

Transfer Credit by Program Type

DSDT College's transfer credit requirements vary based on the type of program in which the student is enrolled.

For Associate Degree programs, DSDT College will only evaluate and accept eligible general education coursework completed at another postsecondary institution or through an approved alternative credit provider when the coursework meets the requirements established in this policy.

Technical coursework completed at an institution other than DSDT College will not be evaluated or accepted for transfer credit into an Associate Degree program.

For DSDT College clock-hour programs, transfer credit or clock-hour allowances, when applicable, are limited to no more than 50% of the total clock hours required for completion of the applicable program and are subject to all requirements established by DSDT College and applicable regulatory or accrediting requirements.

The 50% limitation described above applies to DSDT College clock-hour programs and does not establish a transfer credit allowance for Associate Degree programs.

Transfer of General Education Credit for Associate Degree Programs

Students accepted for enrollment into a DSDT College Associate Degree program may request an evaluation of general education coursework completed at another postsecondary institution or through an approved alternative credit provider.

DSDT College will evaluate outside coursework only when the coursework is applicable to an eligible general education requirement within the student's Associate Degree program.

Technical coursework completed at another institution or through an alternative credit provider will not be evaluated or accepted for transfer credit into an Associate Degree program.

To be considered for transfer credit, the following requirements must be met:

1. The student must provide an official transcript from the institution or alternative credit provider where the coursework was completed. The transcript must identify the courses completed, grades or completion status, credits awarded, and other information necessary to verify completion.
2. For coursework completed at a postsecondary institution, the institution must be accredited by an agency recognized by the U.S. Department of Education or otherwise meet applicable state or federal approval requirements.
3. For coursework completed through an alternative credit provider, the individual course must be appropriately accredited or recognized and must be clearly identified as such on an official transcript or other official documentation provided by the alternative credit provider.
4. The student must have earned a minimum grade of "C" (70%, 2.0) in the general education course being considered for transfer when a letter or numerical grade is assigned. For alternative credit providers that use a different completion or grading methodology, DSDT College must receive sufficient official documentation to verify successful completion and determine whether the coursework is eligible for transfer.
5. Credits earned within the past 10 years are preferred for relevance. DSDT College may evaluate older coursework when sufficient documentation is available to establish that the coursework remains applicable to the student's program requirements.
6. The student must provide sufficient course information, including course descriptions, syllabi, catalog information, learning outcomes, or other documentation requested by DSDT College, to establish equivalency to the applicable DSDT College general education course.
7. The course must have comparable academic content, learning outcomes, and units of measurement to the applicable DSDT College general education course.
8. Transfer credit must be evaluated and approved before the student begins the applicable program of study whenever possible and before the student registers for a DSDT College course that would be satisfied by the approved transfer credit.
9. Transfer credit determinations are made on a course-by-course basis and are approved by the Director of Admissions or an authorized designee.
10. Only eligible general education coursework will be considered for transfer into a DSDT College Associate Degree program.
11. Technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer into a DSDT College Associate Degree program, regardless of the institution or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Approved transfer credits will be recorded on the student's academic record using the designation "TC." Transfer credits will not be calculated into the student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned for purposes of maximum timeframe calculations as part of satisfactory academic progress determination, in accordance with applicable financial aid requirements.

When approved transfer credit satisfies a DSDT College general education course requirement, the student's academic plan will be adjusted accordingly. Any applicable tuition adjustment will be processed based on the DSDT College course or credits satisfied by the approved transfer credit.

Technical Coursework From Outside Institutions

DSDT College does not evaluate or accept technical coursework completed at another institution for transfer credit into an Associate Degree program.

For Associate Degree programs, technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer credit.

This restriction applies regardless of the outside institution's or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Students who have completed technical coursework at another institution or through an alternative credit provider must complete the applicable DSDT College technical coursework.

Previously Completed DSDT College Technical Coursework

The restriction on external technical coursework does not apply to technical coursework previously completed at DSDT College.

When a student has successfully completed an equivalent DSDT College technical course and subsequently changes into an Associate Degree program in which that course applies, DSDT College may apply the previously completed DSDT College course to the student's academic record when the course is determined to meet the current program requirement.

Previously completed DSDT College coursework may be applied based on the student's academic history and the requirements of the receiving program. The course must have been successfully completed and must be determined to satisfy the applicable current program requirement.

Alternative Credit Providers

Coursework completed through Sophia Learning or similar alternative education providers may be considered for transfer credit only when the individual course is appropriately accredited or recognized and is clearly identified as such on an official transcript or other official documentation.

Alternative credit provider coursework will only be considered for eligible general education requirements within DSDT College Associate Degree programs.

Alternative credit provider coursework will not be evaluated or accepted for DSDT College technical coursework.

Each course completed through an alternative credit provider will be evaluated individually to determine whether it is applicable to an eligible DSDT College general education requirement.

Completion of coursework through an alternative credit provider does not guarantee that the coursework will satisfy a specific DSDT College course requirement.

The student is responsible for providing official documentation necessary for DSDT College to verify the provider, course completed, completion date, credit or equivalent awarded, accreditation or recognition applicable to the individual course, and other information necessary to complete the transfer credit evaluation.

The Director of Admissions or an authorized designee will make the final determination regarding the acceptance and application of alternative credit provider coursework.

Sophia Learning

DSDT College may evaluate coursework completed through Sophia Learning for transfer into eligible general education requirements within DSDT College Associate Degree programs.

Sophia Learning coursework will not be evaluated or accepted for transfer into technical coursework.

To be considered for transfer credit, Sophia Learning coursework must meet the following requirements:

1. The student must provide an official Sophia Learning transcript or other official documentation that allows DSDT College to verify the course completed, completion date, and applicable course information.
2. The individual Sophia Learning course must be appropriately accredited or recognized and clearly identified as such on the official transcript or other official documentation.
3. The Sophia Learning course must correspond to an eligible general education requirement within the student's DSDT College Associate Degree program.
4. The student must have successfully completed the Sophia Learning course and provide documentation sufficient for DSDT College to verify completion.
5. DSDT College may request additional course information, including course descriptions, learning outcomes, syllabi, or other documentation, when necessary to determine whether the coursework is equivalent to the applicable DSDT College general education requirement.
6. Sophia Learning coursework is evaluated on a course-by-course basis.
7. Sophia Learning coursework will not be applied toward DSDT College technical courses.

Completion of a Sophia Learning course does not guarantee that the course will satisfy a specific DSDT College general education requirement. The final determination is made by the Director of Admissions or an authorized designee based on the student's program requirements and the documentation provided.

Transfer Credit for Clock-Hour Programs

For DSDT College clock-hour programs, transfer credit or clock-hour allowances may be considered when permitted by the applicable program requirements, accrediting requirements, and regulatory requirements.

The maximum amount of transfer credit or clock hours accepted toward completion of a clock-hour program may not exceed 50% of the total clock hours required for the applicable program. The 50% limitation applies only to clock-hour programs. It does not apply to DSDT College Associate Degree programs.

Each transfer request must be evaluated individually, and DSDT College is not required to accept transfer credit or clock hours up to the maximum permitted amount.

Transfer Credit Evaluation Timeline

Transfer credit evaluations are conducted based on the student's intended enrollment term. DSDT College prioritizes evaluations for students approaching their scheduled program start date.

The designated transfer credit evaluation periods are as follows:

- Winter enrollment: Transfer credit evaluations begin in November.
- Spring/Summer enrollment: Transfer credit evaluations begin in February.
- Fall enrollment: Transfer credit evaluations begin in June.

Transcripts and transfer credit documentation received before the applicable evaluation period will remain on file and will be reviewed once transfer credit assessments begin for the corresponding enrollment term.

Students are responsible for submitting official transcripts and all required supporting documentation in sufficient time for DSDT College to complete the evaluation before the applicable coursework begins.

Students should submit all required transfer credit documentation at least 10 business days before their scheduled program start date whenever possible.

A transfer credit request is considered complete when DSDT College has received the required official transcript and sufficient supporting documentation to evaluate the requested coursework.

Once the applicable transfer credit evaluation period begins, DSDT College will complete the transfer credit assessment within 5 business days after receiving a complete transfer credit request, provided that no additional documentation or verification is required.

If additional documentation or verification is required, the assessment period will begin upon receipt of the requested information.

Transfer credit should be evaluated and approved before the student begins the applicable program and, when applicable, before the student registers for a DSDT College course that may be satisfied by the transfer credit.

Requests submitted after the recommended deadline may not be completed before the student's program start date. DSDT College may require the student to remain enrolled in the scheduled course until the transfer credit evaluation has been completed.

Transfer credit approved after the student's enrollment has begun will be applied in accordance with DSDT College academic and financial procedures. Any applicable changes to the student's academic schedule or tuition will be processed after the transfer credit determination has been finalized.

Other Forms of Prior Learning

DSDT College does not automatically award academic transfer credit for certifications, licenses, work experience, military training, or portfolio assessment.

Certifications and Licenses

Industry-recognized certifications and licenses may be considered only when specifically authorized by an applicable DSDT College program or policy. Official documentation is required for verification.

Work Experience

Work experience does not automatically qualify for academic transfer credit. When a separate DSDT College policy or program requirement permits consideration of prior work experience, the experience must align with applicable program learning outcomes and require appropriate employer verification and supporting documentation.

Military Training

Military training does not automatically qualify for academic transfer credit. When military training is eligible for consideration under an applicable DSDT College policy or program requirement, documentation such as a Joint Services Transcript (JST) or equivalent official documentation is required.

Portfolio Assessment

Portfolio assessment is not automatically available for transfer credit. When specifically permitted by an applicable DSDT College program or policy, students may submit a portfolio demonstrating prior learning for review by designated DSDT College personnel.

Transfer of Credits/Hours to Other Institutions

Programs at DSDT College are designed to prepare graduates for employment and career advancement in their chosen fields. DSDT College does not guarantee the transferability of credits or coursework completed at DSDT College.

The transfer, recognition, or acceptance of academic credits or coursework by another educational institution is determined solely by the receiving institution.

DSDT College does not promise or guarantee that credits or coursework earned at DSDT College will be accepted by another educational institution.

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Students are responsible for contacting any postsecondary institution they may consider attending to determine whether DSDT College credits or coursework will be accepted toward that institution's program requirements.