

Transfer Transcript Evaluation

The purpose of a transcript evaluation is to determine the amount of credit that is accepted from the transferring institution. The review takes place only after applicants have been admitted to the college and confirmed their enrollment.

Evaluation of a transcript is made using only official transcripts bearing the official seal of the transferring institution. Transcripts must be forwarded directly to the Office of Admissions from the transferring institution. A hand-delivered transcript is acceptable, provided it is in an officially sealed envelope. Transcripts that are faxed, marked "student copy," "issued to student," or "unofficial" are not accepted as official transcripts. The Director of Admissions determined transcripts received as official by Leighton University.

CORE (General Education) courses and elective courses are posted on the Leighton University transcripts. The department chair will determine transfer credits to determine the alignment of the courses that are accepted to a student's major. In some cases, transfer students may be required to provide catalogs or syllabi from transfer institution(s), if necessary, to determine the transferability of courses. For credit to be awarded at Leighton University, transcripts must come from an accredited institution. Transfer classes are evaluated on a course-by-course basis. A course must be equivalent to the Leighton University course with a grade of "C-" or higher to be credited as the transferred course. Courses graded on a pass/fail basis are not accepted. Transfer courses are posted with the grades earned, but the grades are not calculated in the student's Leighton University GPA. There is no limit on general education courses; however, individual departments may impose limits on the age and grade level of departmental transfer credit.

Transfer credit are not accepted from other institutions for the purpose of posting a repeat and grade change on a course already taken at Leighton University. There is no limit to the number of transfer credits that may be accepted. Students must meet the residency requirement of at least 25 percent of semester hours at Leighton University before the baccalaureate or the associate degree will be awarded. Enrichment (developmental) courses will not be awarded credit at Leighton University but may be used for appropriate course placement. The transfer credit is subject to audit and reevaluation. The cumulative average at the institution the student is leaving must be equal to or better than the average required at Leighton, as it is related to satisfactory academic progress standards and cumulative grade point average. If not, NO credits will be accepted for transfer

High School Students

Students entering from high school may receive credit for Leighton University classes via the following:

- **College Board Advanced Placement (AP)**