

Delaware Area Career Center
CREDIT FOR PREVIOUS LEARNING/TRANSFER POLICY

Credit for Previous Learning

Students who possess skills and knowledge that they have gained through experience on the job or previous training may request that their experience and/or previous training be evaluated and credit awarded for courses in their program.

Because programs at DACC differ markedly from each other, students may not earn advanced standing in their program for previous training earned at DACC. Requests for credit for previous learning or transfer of hours to a similar program will be reviewed and approved or denied on a case by case basis by the program coordinator. Transferring may also be regulated by the occupationally specific accreditation body.

The following information will be used to evaluate whether the student will receive advanced standing in the program:

1. The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, course outlines, copy of certifications, or other relevant documentation.
2. The applicant may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam would be required.
3. The applicant must meet all other admission criteria set for the program.

Program Transfer from another Institution

Students currently enrolled at another institution may request to transfer to a program at DACC. Requests for transfer of hours will be reviewed and approved or denied on a case by case basis by the program coordinator. Transferring may also be regulated by the occupationally specific accreditation body.

The information listed above will be used to evaluate whether the student will receive advanced standing in the program. Some programs have additional requirements regarding the transfer from another institution. Students should refer to the program specific information in the Catalog and on the website.

Program Transfer within DACC

Students currently enrolled in a program at DACC may request to transfer to another program. Requests for program transfers will be reviewed and approved or denied on a case by case basis by the program coordinator.

The following information will be used to evaluate whether the student will be eligible to transfer. .:

1. A review of completed program course work and relevance to the course work in the new program.
2. The student may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam would be required.
3. Student must meet all admission criteria set for the program for which they want to transfer.

As mentioned above, no advanced standing in a new program will be granted for internal transfers. Some programs have additional requirements regarding the transfer to another program. Students should refer to the program specific handbook supplements for additional information and requirements.

Policy Review

The DACC Credit for Previous Learning/Transfer Policy will be reviewed no less than annually by the Adult Operations Director and program coordinator.