A student is responsible for contacting the institutions of higher education which have been attended to request that official transcripts be sent to Dixie State College.

Transcripts accepted as official by Dixie State College admissions office are automatically sent to the transcript evaluator for evaluation and posting of transfer credits on the Dixie State College transcript.

Dixie State College’s academic departments will evaluate transfer credits to determine courses acceptable toward a student’s major.

The transcript evaluator may require a student to supply the course descriptions and/or syllabi from previous colleges attended to help in determining the transferability of courses.

Transfer classes will be evaluated on a course-by-course basis.

Transfer courses are posted with the grades earned, and the grades are included in the cumulative GPA calculation.

**Conditions:**

- A student must be admitted as a matriculated student and have confirmed his/her intent to enroll at Dixie State College before transcript evaluation will occur.
- The evaluation is made using only official transcripts sent directly to the college from each one of the previous colleges attended or hand delivered in an original, sealed envelope which bears the official school seal. Transcripts that are faxed, marked "student copy," “issued to student," or "unofficial" are not accepted as official transcripts.
- The transcript must come from a regionally accredited college or university for credit to be awarded at Dixie State College.
- The course must be substantially equivalent to a Dixie State College course with a grade of C- or higher.
- Individual departments have the right to impose limits on the age and grade level of transfer credit.
- There is no limit to the number of transfer credits which may be accepted.
- Transfer courses may be accepted from other institutions (for which we have an articulation agreement) for the purpose of posting a grade change repeat on a course previously taken at Dixie State College.
- Developmental or remedial courses, usually numbered under 100 (quarter system) or under 1000 (semester system), will not be awarded credit at Dixie State College but may be used for appropriate course placement.
- Dixie State College does not accept transfer credit from non-accredited institutions.
- The transfer credit evaluation is subject to audit and reevaluation.

**TRANSFER CREDITS/ARTICULATION AGREEMENTS WITHIN THE UTAH SYSTEM OF HIGHER EDUCATION**

An associate of arts or an associate of science degree earned at other regionally accredited colleges or universities may be considered as meeting the general education requirements of any institution in the system. When the general education requirements of a USHE (Utah System of Higher Education) have been met, a registrar’s certification that the transferring student has completed baccalaureate-level general education requirements at the sending institution will be accepted by the receiving USHE institution in lieu of the AA/AS degree. In the latter case, the registrar at the sending institution will forward to the receiving institution an up-to-date description of the general education requirements.

Credit other than that intended wholly to meet the general education requirements of the receiving institution will be applied on the basis of appropriateness of credit to a particular institution’s specific degree program requirements as determined by the receiving institution. General education course work from a USHE institution shall be applied to assure the best possible fit with Dixie State College’s general education requirements.
For questions about the transferability of courses from other institutions to Dixie State College, an advisor may be contacted at the advisement center for general education questions. An academic departmental advisor can be contacted for questions concerning major-related courses.

**International Transcripts.** International students requesting transfer of credit from foreign institutions of higher education, must present school records in the original language accompanied by a certified English translation of all non-English transcripts. Translations must be literal and complete. Faxed documents are not accepted. Course evaluations must be obtained through an approved foreign credential evaluation service. Information about these services is available from the international student office.