# Transferring Credits

During the admissions process, your credits will be evaluated. Once you are enrolled, an official determination is made by the Office of Registration and Records in consultation with the academic departments and approved by the vice president for academic affairs. Capitol College will consider credit for transfer from coursework completed at a regionally accredited institution, an ABET-accredited program or, in special cases, other qualified institutions acceptable to the standards of the college. We'll consider transfer credit for courses taken at an unaccredited institution on a probationary status, pending your completion of a minimum of 24 credits at Capitol with a cumulative grade point average of 2.0.

Coursework must also meet the following requirements:

- Courses must be relevant to the Capitol College curriculum.
- Only a grade of C or higher will be considered for transfer (courses are evaluated and transferred individually). A grade of D will not be accepted for credit even when it is part of a degree.
- Capitol College credit requirements are based on the semester credit system. Transfer credits from other institutions operating on other academic calendar systems will be converted to semester credits.

**Articulation Agreements**

Capitol College has articulation agreements with the following two-year colleges, and accepts all credits of students who have earned associate degrees at these schools. Students who have taken courses at these colleges without earning an associate degree are likely to have all credits accepted.

- Anne Arundel Community College
- Baltimore City Community College
- Community College of Baltimore County
- Hagerstown Community College
- Montgomery College
- Prince George's Community College
- College of Southern Maryland
- Wor-Wic Community College

Discover more about our academic partnerships and transfer credit.

**Non-college Sources of Credit**

Capitol College can award credit for educational and life experiences that have occurred outside a college environment. Generally, we will transfer a maximum of 70 semester-credit hours from any combination of the following:

**Military Credits**

Capitol College will award credit for military courses based on the American Council on Education's Guide to the Evaluation for Educational Experiences in the Armed Forces. Applicants must present a certificate of completion or an official DD214 or DD295 to Capitol's Office of Registration and Records.

**Two-year Programs**

Successful coursework completed at a community college is transferable to Capitol with a grade of C or better. Call the Office of Registration and Records at 301-369-2800, ext. 3012 or 3013 and ask to speak to a transfer specialist for specific course transfer information.

**College Level Examination Program (CLEP)**

Students may receive transfer credit through CLEP exams and should coordinate these with the Office of Registration and Records.

**Advanced Placement Tests**

Capitol awards credits for Advanced Placement tests. To receive credit, students should have a score of 3 or higher. See your high school counselor for more information.

**Work/Life Experience and Validation Credit**

If you can demonstrate competence in a subject without having completed the specific coursework, you may take a validation examination. The appropriate department chairperson and academic dean will assist you through the validation process.

Students who pass the validation examination receive a "V" on their transcript and the appropriate number of semester credits. No quality points are awarded with validation credit.