

## Bachelor of Professional Studies | Unofficial vs. Official Evaluations

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Most of the time, a student's official transfer evaluation will be identical to any unofficial assessment they received prior to applying; however, sometimes the courses accepted or the total number of transfer credits can be different.

There are several things that could account for this:

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**We do not have the student's official transcripts, test scores, etc.**

More often than not, missing credits mean missing documents. We can only award official transfer credit for courses or tests for which we have the official record. We cannot award transfer credit for courses or tests listed as transfer credit from another institution on the student's transcript.

To ensure greater accuracy of your official transfer evaluation, be sure to send us official transcripts for ALL of the previous institutions that you attended.

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**Coursework on the student's transcript is listed as in progress.**

We can only award official transfer credit for completed coursework. Once the student finishes their in progress courses, they will need to request an updated copy of their official transcript to be sent to us. When we receive the official copy of the transcript, we can then assess and apply any additional eligible credits.

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**The student's official transcript or ECE evaluation revealed different information than their unofficial copy.**

This can be anything from a different course title, a different completed grade, a difference in credits earned, or a difference in level.

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### **Different Major**

Each major has a different set of requirements, therefore, if you are admitted to a different major than the one you were initially assessed for in your unofficial transfer evaluation, the courses which transfer and the total number of transfer credits will likely be different.

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### **A Special Note on Berklee Online Credits:**

Unofficial evaluations will often include completed and/or in progress Berklee Online coursework. Please note, however, that completed Berklee Online courses will not appear on a student's official transfer evaluation until their Intent to Enroll Form has been received and processed. In complete or in progress Berklee Online courses will not appear on the student's record until the end of week 2 their starting BPS semester.

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*Please bear in mind that unofficial transfer assessments are only an estimate and never a guarantee of transfer credit.*