Earning Lower Division Credits

What are Lower Division Credits?

Lower division credits are credits typically earned at a community college or during your freshman and sophomore year of college. They are typically numbered as 100 and 200 level courses. At CityU you need 90 lower division credits for a bachelor’s degree in combination with your 90 upper division credits in your major degree area.

How can I earn Lower Division Credits?

Lower division credits can be earned in a variety of ways at CityU. Not all of them are traditional classroom based.

- **Boeing training.** CityU will award you 1 lower division credit for every 20 hours of Boeing training on your training transcript.

- **College Level Examination Program (CLEP).** CLEP is a testing program ([www.clep.collegeboard.org/exam](http://www.clep.collegeboard.org/exam)) offered by the College Board. Testing is available for 33 areas ranging from English to biology to business. There are a number of testing centers around the U.S. You can be reimbursed for your testing fees by LTP if you successful pass your exam. And yes – there are study guides!

- **Military Training.** Military training and rate and rank equivalencies are recognized. Credit is recommended by the American Council on Education (ACE) and all the branches of the U.S. Armed Services participate. CityU accepts all credit recommendations from ACE. Simply request your Joint Services Transcript from [https://jst.doded.mil/smart/signIn.do](https://jst.doded.mil/smart/signIn.do) [formerly called a SMART or ARTS transcript and replaced the DD295 and DD219 forms].

- **Prior Learning Assessment.** The Prior Learning Assessment program at CityU is a structured portfolio evaluation process that provides you the opportunity to document your prior experiences into college courses. Up to 45 credits can be earned in this program.

- **College Coursework.** CityU will transfer in college coursework 100 level or above with a 2.0 or better grade earned. This includes both academic transfer and technical or vocational hours. If you have formerly attended a training program that was offered in clock hours we will also translate those hours into college coursework.

What Kind of Lower Division Classes do I need?

You need a total of 90 credits, 100 level or above. You will need to have an English Composition course and a College Mathematics Course. Then, you will have to have credits distributed in the “general education” areas of humanities (i.e. philosophy, language, arts, communication), the social sciences (i.e. history, political science, psychology, sociology), and the natural sciences (i.e. environmental science, geology, biology). Then you will need elective credits. The total combination of these types of credits (general education and electives) will depend upon the degree you seek. An advisor will help you determine this as part of your admissions process.