

Brown Mackie College Transfer Credit Policy

Revision Effective Date: 1/26/16

The Policy:

TRANSFER CREDIT POLICY APPLICABLE FOR ALL CAMPUSES EXCEPT, SALINA, KANSAS CITY, BIRMINGHAM AND OKLAHOMA CITY.

1. Transferability Criteria.

Brown Mackie College evaluates credits for transfer from colleges and universities, accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). The following criteria are applied in examining credits for transfer:

1. The accreditation of the institution at which the credits were earned.
2. The age of the credits earned, as an indication of the persistence of the skills or knowledge.
 - a. Credits more than ten years old are generally not accepted and no credits for science courses older than 10 years will be accepted.
 - b. Clinical courses previously earned in nursing programs must have been completed no more than one year prior to enrollment into the College's Nursing programs.
3. The compatibility of the course description and objectives with those of appropriate courses in the student's program at Brown Mackie College.
4. The grade earned in the course, which must be at least a *C* (or 2.00 on a 4.00 scale). For any nursing courses being transferred in, the grade in the course must be at least a *B/80%* (or 3.00 on a 4.00 scale).
5. The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
6. Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The dean of academic affairs will make the final determination on acceptance of the credits, with input from the faculty.
7. To transfer composition, literature or math courses previously earned, a student must achieve the college-stated minimum threshold on the academic assessment.
8. A student who does not meet the college-stated minimum threshold on the academic assessment may have that requirement waived and transfer in composition, literature, or math courses previously earned if that student has completed a progressively challenging math and/or composition and literature sequence as demonstrated by performance and the minimum award of at least a "*C*" (or 2.00 on a 4.00 scale).
9. Official transcripts for use in determining transferability of credit must be received by the school by the end of the student's first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation such as a course syllabus to determine transferability. See the "Transcript Evaluation for Transfer of Credit" section below.
10. Appeals to decisions regarding transfer of credit must be submitted in writing to the dean of academic affairs within seven (7) days of receipt of the decision.

2. Transcript Evaluation for Transfer of Credit

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Transcripts faxed directly from the sending institution are acceptable forms of official transcripts. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits from institutions or colleges outside of the College are applied to the student's program, but carry no grade and are not computed in determining the student's grade point average. It is the responsibility of the student to ensure that the College receives all official transcripts, and the transcripts provided become the property of the College.

3. Other Sources of Credit

A. Credits Earned at the College

Credits earned at any Brown Mackie College are acceptable at the College with the following provisions:

- Credits earned for coursework in previous program versions must be equivalent to the course objectives in the current program version.
- Credits approved are applied, with the grade earned, to the student's current program, and are subject to application of the College's standards of satisfactory progress.

THE COLLEGE DOES NOT IMPLY, PROMISE, OR GUARANTEE THAT CREDITS EARNED AT THE COLLEGE WILL TRANSFER TO OTHER INSTITUTIONS, SINCE SUCH DETERMINATIONS ARE MADE ACCORDING TO THE POLICIES OF THE RECEIVING INSTITUTION.

B. College Level Examination Program (CLEP) and Prior Learning Assessment (PLA)

Students may be permitted to have credit applied to their graduation requirements from the following sources: College Level Examination Program[®] (CLEP)[®], education programs sponsored by the military, Prior Learning Assessment (PLA), as well as other methods of proficiency testing. Questions regarding such policies should be addressed to the Academic Affairs Office. Students seeking credit for *life experience* may do so based *only* on work experience, military experience or a combination of the two as validated through CLEP[®] testing. Students who have completed approved sponsored learning programs (i.e. state required police academy training) may earn credit by submitting a PLA portfolio. Contact the Academic Affairs department for information on Prior Learning Assessment to determine if a sponsored learning program in your area has been assessed for college credit. You will be directed to the PLA department to determine if you meet eligibility requirements. Students are required to prepare a portfolio of documentation that will validate the learning attained through the sponsored learning program. Crediting of any course through such options is indicated in the student's transcript by a grade of *Proficiency (PR)*, which is not computed in determining the student's grade point average. Unless otherwise limited by a state or regulatory agency, no more than 30% of the student's program's credits may be awarded through Proficiency credit options. Of the 30%, no more than 22 quarter credits can be awarded to Associate Degree students, and no more than 45 quarter credits can be awarded to Bachelor's degree students for Prior Learning Assessment.

C. University Credit for Military Experience and Training

Brown Mackie College is proud to be a military friendly college and may exempt those attending on Department of Defense or Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

In order for students to have their military experience and training evaluated for credit, requested forms must be submitted to the appropriate campus contact. The College may accept as transfer credit completion of military courses as recommended through a Joint Services Transcript (JST) or Community College of the Air Force transcript. The Joint Services Transcript is an official education transcripts tool for documenting the recommended college credits for professional military education, training courses, and occupational experiences of Services members across the Services. The Joint Services Transcript incorporates data from documents such as the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, and the Coast Guard Institute transcript. The Community College of the Air Force transcript is the equivalent of the JST and is only utilized by the Air Force.

4. Residency Requirements

A. Degree Programs

Though credits may be applied to a student's degree program through transfer from institutions other than another Brown Mackie Colleges and through other means, the total number of these credits cannot exceed 75 percent of the credits in the student's degree program. In addition, the student must complete the final 25 percent of a degree program's credits or 50 percent of a degree program's concentration credits in-residence at any Brown Mackie College, whichever is the greater benefit to the student.

Note: Active-duty military and their immediate family members are not required to complete the final 25 percent of a degree program's credits or up to 50 percent of a degree program's concentration credits in-residence.

B. Non-degree (diploma or certificate) Programs

Students must complete the final 50 percent of the non-degree program's credits in-residence at any Brown Mackie College.

5. Advanced Placement

Some baccalaureate degree programs provide an opportunity for persons who already have an associate degree in a related technical area to complete a bachelor's degree focused in the same area. Transfer credits may be accepted if the credits at issue otherwise meet the requirements of this *Transfer of Credit Policy* and the following requirements:

- 1) General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Questions that are raised about the appropriateness or equivalence will be directed to the Dean of Academic Affairs in consultation with Program Directors and faculty as necessary for final determination. Deficiencies in general education requirements may require that additional credits be taken before graduation.
- 2) The total number of transfer credits cannot exceed 75 percent of the credits required to complete the program.

3. Minimum quarter credits (or their equivalent) necessary to complete these programs are broken down into the following categories:

General Education	24 Quarter Credit Hours
Area of concentration courses credits	46 Quarter Credit Hours
Other (general education, technical or core course credits)	20 Quarter Credit Hours
Total credits	90 Quarter Credit Hours

NOTE: Some programs may have additional requirements for admission as well as different credit hour disciplinary requirements. Please see the specific program for details.

Transferability of Credit To Other Institutions

Brown Mackie College does not imply, promise, or guarantee transferability of its credits to any other institution.

In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

This program is designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school's graduate degree program.

Additionally, programs offered by one school within Brown Mackie College system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within Brown Mackie College system, not all of the credits you earn in this program may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College or an unaffiliated school, it is your responsibility to determine whether that school will accept your Brown Mackie College credits. We encourage you to make this determination as early as possible.

TRANSFER CREDIT POLICY APPLICABLE FOR SALINA, KANAS CITY, BIRMINGHAM AND OKLAHOMA CITY CAMPUSES.

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In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution's credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.