



## **TRANSFER OF CREDIT POLICY**

Credit may be given for previous training upon receipt of an official transcript from an accredited college. Transferable credits are limited to a maximum of 45% of the selected program. The College officials reserve the right to call for additional testing for the granting of credits. Only those courses in which the student has earned a grade of C or better will be considered for transfer. Only courses applicable to the program for which the student is enrolled will be accepted.

Students are advised that it is frequently difficult to transfer credit from one educational institution to another even if both institutions are accredited. Different educational institutions have different missions, so they design their curriculum, courses, and educational programs differently. As a result, classes taken at one institution will not match up very well with classes offered at another.

This College offers programs and courses with a technical emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the College does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two or four year colleges) designed to transfer. As such, although this College's accreditation demonstrates that it has met recognized academic and educational standards, courses, credits, diplomas, or certificates awarded by this college are generally not transferable to any other educational institution.

Whether or not credit can be transferred is a determination made solely by the institution at which the student desires to pursue further education. Therefore, applicants for admission to this College are responsible to contact any other institutions to which they may desire to transfer their credits to determine the transferability of credits, before beginning classes. Applicants should assume their credits are not transferable unless they have advance written approval from the institution to which the student may transfer.

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.