



## Transferring Credits/Degrees/Academic Credentials

### ► TO THIS COLLEGE

Credits from an accredited college or other accredited post-secondary educational institution may be accepted on the basis of an official transcript provided by the student when “C” or better grades were earned at the previous institution. No more than fifty percent (50%) of the total number of a program’s credit hours will be accepted as transfer credits. Acceptance of transfer credits is at the College’s discretion. The student is responsible to provide information necessary for the College to evaluate the coursework for which the transfer of credits is being sought prior to the first week of classes. The College reserves the right to exercise its professional educational discretion regarding credit transfer matters.

### ► FROM THIS COLLEGE TO OTHER EDUCATIONAL INSTITUTIONS

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution 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 frequently 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 and 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, degrees, diplomas or certificates awarded by this College are generally not transferable** to other educational institutions. Therefore, this accredited College does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this College to any other educational institution.

**Whether or not courses, credits, degrees, diplomas or other academic credentials 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 to determine transferability, before beginning classes. **Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials 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.