



## **Transferring Credits/Degrees/Academic Credentials**

### **► TO THIS INSTITUTION**

Once the institution has made the determination that the education or training is substantially similar to the institution's coursework, transfer credit will be accepted on the following basis.

1. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript provided when "C" or better grades were earned at the previous institution.
2. AP credits may be accepted on the basis of a valid transcript issued by the Institution's Board reflecting a score of 3 or higher.
3. Dual enrollment credits may be accepted on the basis of a valid transcript issued by the student's high school reflecting a grade no lower than an A-.
4. Credit for military experience may be accepted for appropriate learning acquired in military service on the basis of recommendations made by the American Council of Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.
5. Unaccredited training or education – Credit may be obtained from unaccredited training or education provided the institution is able to map all the competencies from the institution's course to the training or education received by the student and the student earned a certification upon completion of that training or education.
6. Work Experience – Credit in the amount of one, four credit course may be granted for prior work experience under only the following circumstances.
  - The student meets with the Program Director prior to beginning the program. This is necessary to allow the Program Director to assess the viability of work experience credit before course scheduling begins.
  - The student will complete the Work Experience Course Credit Application. This application will include a portfolio within which the student must demonstrate competence in each of the course's learning objectives.
  - This application will be submitted to the Program Director at least two weeks prior to term in which the course would be scheduled. The Program Director will make the credit assessment. The Program Director's decision is final.
7. No more than seventy-five (75%) of the total number of a program's credit hours will be accepted as transfer credits.
8. Acceptance of transfer credits is at the Institution's discretion. The student may be asked to provide course descriptions or other pertinent information necessary to evaluate coursework for which transfer of credit is being sought. In cases where proficiency may be in doubt, the institution reserves the right to test for proficiency.
9. Nursing Program – Please refer to the nursing student handbook for additional requirements regarding transfer credits for the nursing program.

### **► FROM THIS INSTITUTION 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. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they

will be able to transfer credits. See the “Other Important Credit Transfer Information” section below for more important information.

►FROM OTHER WEST VIRGINIA JUNIOR COLLEGE CAMPUSES

Credits received from other West Virginia Junior College campuses will be accepted with a "D" or better grade. However, the receiving institution reserves the right to require the student to repeat any course for any reason if, in its sole opinion, it would benefit the student academically.

►OTHER IMPORTANT CREDIT TRANSFER INFORMATION

The Institution’s occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, this Institution offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the Institution 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 Institution’s accreditation demonstrates that it has met recognized academic and educational standards, courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferable to other educational institutions. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

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 Institution 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.

**Articulation**

As noted in the section titled “Transferring Credits/Degrees/Academic Credential”, transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials. In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the articulation agreements may be terminated at any time. Before enrolling, it is the student’s responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this institution. Check with the institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

American National University/National College  
St. Francis University – Francis Worldwide  
Salem International University

Strayer University  
University of Phoenix

Note: This list is current as of the time of printing. Check with the campus for the most updated list.