



Transfer of Credit	Student Policies
	Effective Date: January 28, 2020
	Approval Date: January 28, 2020

- (1) Transfer Between College Programs
 - (a) Students wanting to transfer between College Programs are required to complete the application process to the College program to which they wish to transfer. After completing the application process and receiving an acceptance notification to the new program. Previous coursework will be reviewed by instructors and Student Services personnel to determine which competencies may be transferred, if any.
 - (b) A program change may affect a student's educational and career goals, lengthen the time required to complete a program, and/or impact financial aid or sponsorship. Students are responsible to meet with an academic advisor and/or financial aid personnel to discuss possible effects of the transfer, and notify any sponsor or sponsoring agencies.
- (2) Transfer from External Sources
 - (a) Transfer from external sources requires alternate documentation. Alternate Documentation is documentation provided by individual students that may be accepted in lieu of the completion of course work or the demonstration of competency. Documentation may include: official transcripts of prior course completion along with course descriptions, specific industry examinations or licensing and/or demonstration of competency through prior knowledge, skill or experience. Additional information may be required before approval can be granted.
 - (b) Course Work Completed at other Educational Institutions
 - (a) Students must provide an official transcript to Student Services for evaluation.
 - (b) Students must submit a request detailing which course(s) to evaluate for transfer.
 - (c) Courses to be considered must have been completed in the previous three years.
 - (c) Alternate documentation may allow student courses to be signed off in the College student information system.
 - (d) Students requesting alternate documentation must have the documentation approved by Student Services. The documents are then submitted to the program instructor(s) for evaluation.
 - (e) If the instructor approves the documentation, the coursework will be recorded in the College student information system. The official documentation will be included in the student record.
 - (f) Industry Certification
 - (a) Industry certifications that may be eligible as alternate documentation must be approved by the program instructor(s) and be the equivalent to content represented in the course(s).
 - (b) Students must provide documentation to the instructor that includes an official copy of current industry certification and license.
 - (g) If accepted, courses will not include a grade.

- (h) Students must complete at least 50% of their program course requirements (as measured by defined program hours) while enrolled at the College. Partial course credit will not be granted.
 - (i) Students enrolling in College programs must meet defined program admission and application requirements. Program specific requirements can be found online or in Student Services.
- (3) Demonstration of Competency
- (a) Students who believe they have sufficient knowledge, skill or experience to meet course performance requirements may request to prove their competency in lieu of participation in a course.
 - (b) Students may not request to demonstrate competency in programs and/or courses with state licensure attendance requirements.
 - (c) In order to successfully prove competency, students must meet or exceed the performance requirements of the regular College course by taking written tests and/or demonstrating competency at the standards defined in the course curriculum.
 - (d) Students are required to fill out and submit a Demonstration of Competency form to Student Services prior to the scheduled course start date. The student must pay the designated, non-refundable tuition and fees associated with the course and schedule a competency demonstration with the program instructor(s).
 - (i) If the student successfully demonstrates competency, the coursework will be recorded in the College student information system.
 - (ii) If the student fails to demonstrate competency, no completion information will be recorded and the student will be required to complete the course.