**Policy Statement:**

Bryant & Stratton College will award credit to students who have completed a Bryant & Stratton College degree program and are enrolling in another degree program at the College or Bryant & Stratton College students who are former students returning (FSRs) or students who have completed specific Professional Skills Center (PSC) courses and are enrolling in a degree program at the College.

**Rationale:**

To articulate the conditions under which both Bryant & Stratton College courses and Professional Skills Center (PSC) courses can be approved for credit and applied to a student’s academic record of successfully completed courses in a degree program.

**Definitions:**

**Banner:**

Banner is an administrative software package for use in higher education. It is a highly integrated web-based system with a common database that is shared by everyone who uses Banner. Banner maintains data and consists of integrated systems for students.

**Procedures:**

1) **Students who matriculated into a program or who have completed a program at Bryant & Stratton College then return to complete a different degree program**

   a. Students who complete a program (diploma or degree) and return to the College for the completion of a different degree program will have internal articulation applied.

   b. Bryant & Stratton College will internally articulate credit for courses successfully completed under the following conditions:

      i. Credit is articulated on a course-by-course basis after evaluation and validation of applicability by the campus transfer coordinator.

      ii. Prior course credit submitted to meet degree requirements will be considered on the basis of the course’s comparability to corresponding current program courses.

      iii. Credit will be awarded for a course if its outcomes are substantially similar to the outcomes of a comparable course at the College.

      iv. In general, if at least 80% of the outcomes for the previously successfully completed course are the same as a comparable course in the student’s degree program, the previously taken course will be considered substantially similar.

   1. **Exceptions to the above mentioned item are for the Bachelor of Science Health Services Administration program only** with
respect to only the following courses where the first course listed can articulate into the second course listed. The second course listed cannot articulate into the first course listed:

I. BIOL205 (Pathophysiology) = AHLT111 (Introduction to Healthcare)

II. NURS230 (Nursing Issues and Nursing Practice) = AHLT111 (Introduction to Healthcare)

III. BIOL110 (Anatomy & Physiology I) = AHLT235 (Healthcare Reimbursement/Billing Emphasis)

IV. NURS215 (Pharmacology for Nurses) = AHLT245 (Medical Office Procedures/Electronic Records)

v. In evaluating sequential courses, special care is to be taken to ensure that no student is under-prepared because of varying academic content in a prerequisite course.

c. A student can earn a subsequent degree if the following qualifications are met:

i. All of the requirements for both degrees have been earned. All general education courses from the previous degree may be applied to the additional degree.

d. Bryant & Stratton graduates who graduated over twenty (20) years from the date of the request for articulation are exempt from the timeframe requirement; this excludes nursing and technology courses as there is a need for these courses to keep up with current advances in medicine and technology.

e. Each course internally articulated for a student enrolled in one of the College’s degree programs will have the associated grade entered. Articulated credits will be calculated into the student’s cumulative grade point average (CGPA) and will be taken into account when calculating Satisfactory Academic Progress (SAP) standards according to Policy No. 018.

f. Each course internally articulated will follow the same process as it does with Transfer of Credit; refer to Policy No. 031 as excerpted below.

i. Applicants may work with the Admissions and Academic Office to obtain a preliminary estimate of credits that may transfer to the program in which the applicant has expressed interest. The preliminary estimate is non-binding. Final evaluation of transfer credits will be completed when Bryant & Stratton College has received all of the required documentation including the official transcripts from the institutions the student previously attended.

ii. Official college transcripts and requests for evaluation must be received along with the completed transfer request by the end of the student’s first semester of enrollment at Bryant & Stratton College. Requests for transfer of credit received after this date may not be considered.
iii. All students who are admitted to the College as matriculated students are assigned an academic advisor. Matriculated students are responsible for making sure that all degree requirements are met; academic advisors should counsel their students to ensure they are aware of these degree requirements. Admitted students are encouraged to meet with their academic advisor as soon as possible for initial degree planning.

iv. The grade assigned to transfer credits accepted by Bryant & Stratton College from other educational institutions will be the grade given from the original college, except where the grade given is the equivalent of P or S.

v. Only course credit that is applicable to a student's degree requirement is acceptable for consideration for transfer to a Bryant & Stratton College program.

vi. Students who wish to request credits to be accepted for transfer for first-semester courses must ensure one of the following options is carried out:

1. Have official college transcripts received by Bryant & Stratton College and placed in the student's file prior to the start of the first term of enrollment. If transcripts are not on file, student applicants must be made aware that their first-term course schedule may be impacted adversely in terms of not being able to graduate within the timeframe the student expects.

   OR

2. If official college transcripts are not received by the College prior to the start of the first term of enrollment for first-term courses, student applicants must sign a statement acknowledging that: (1) they have chosen to postpone taking the courses in question and any other courses for which the potential transfer courses are the prerequisite, and (2) they understand that postponing the course work may result in a delay in their anticipated graduation date and could impact the ability to fulfill their academic plan as scheduled.

Special Considerations for Particular Programs and Circumstances

i. Credits from non-clinical nursing and biology courses from other institutions are eligible for transfer into Bryant & Stratton College’s nursing program if they meet the requirements of this policy and meet the following additional conditions:

   1. The courses have a five-year currency; and
   2. The grade for the course is a "C" or better

ii. Technology courses from other institutions are eligible for transfer to a Bryant & Stratton College program if they have a five-year currency.
iii. Credits from non-nursing, biology and non-technology courses which were earned over 20 years from the date of the request for transfer are generally not eligible for transfer to Bryant & Stratton College. However, if the applicant has credits for courses that were completed over 20 years from the date of the request, has been working in the field of study of the course, and can demonstrate contemporary knowledge, by taking a proficiency test at no cost to the applicant. Proficiency credit will be granted if the student masters the Proficiency Exam. See Policy No. 22.

iv. Major Program Credits requested for transfer from students in the Bryant & Stratton College Medical Assisting program are eligible for transfer only if these credits were earned at a CAAHEP (Commission on Accreditation of Allied Health Education Program) accredited institution and only if they are eligible as a credit required for the student’s major.

v. Students currently enrolled at the College will not be granted formal permission to take a course at another institution for transfer to Bryant & Stratton College unless the course at the other institution is part of a Servicemember Opportunity College (SOC) agreement.

vi. Students may earn no more than 60% of the credits required for the degree for which they are enrolled and no more than 50% of their major program-area credits, through high school articulation, including both transfer of high school course content and concurrent enrollment (Policy No. 040); proficiency evaluation (Policy No. 022); college transfer credits (Policy No. 031); AP credits (Policy No. 006); and/or credits awarded by the American Council on Education (ACE), unless the student is registered as part of a SOC agreement.

vii. Bryant & Stratton College does not grant credit for life experience. The College, however, does recognize that students enter College with life experiences and therefore offer the opportunity to sit for Proficiency Exams (Policy No. 022).

g. Bryant & Stratton College currently delivers coursework on a semester system; prior to 1999, the College utilized a quarter system. The campus transfer coordinator, registrar, or designee will convert the quarter credits to semester credits. Quarter hours will be converted to semester hours using a 2/3 (.67) conversion factor. Thus, one quarter-hour credit converts to .67 of a semester credit. In many instances, a minimum of two (2) appropriately reviewed quarter credit courses will combine to equal one (1) semester-credit course. However, a six (6) credit hour course under the quarter system may articulate as a three (3) credit hour semester course.

h. Grades assigned to courses articulated will be the same as the grade originally assigned to the course.

i. The grade assigned will be a weighted average should more than one course articulate for the successful completion of a course.
Only course credit that is applicable to a student’s program requirement is acceptable for articulation consideration. Three credits is the maximum number of credits per course that is applicable to the degree for articulation.

j. Credits from non-clinical nursing and biology courses must have a five (5) year currency and a grade of “C” or better.

k. Technology courses are eligible for articulation if they have a five (5) year currency.

l. Students requesting credits to be internally articulated are not bound by the same criteria as transfer credits in that they are not limited to articulate no more than 60% of credits for the program that they are enrolled in.

2) Students who complete a program at Bryant & Stratton College then return to take PSC courses and subsequently want to articulate PSC courses into a new degree program.

a. Students who completed a program (diploma or degree) and returned to the College prior to 1999 to take PSC courses, these PSC courses were not transferred into Banner.

b. Bryant & Stratton College will internally articulate credit for specific successfully completed PSC courses as listed in the Internal Articulation Chart (attached), as long as the students balance is paid in full prior to the start of the course without the use of Title IV funds. The chart will be updated on a regular basis by the Educational Services Department and PSC.

c. Each individual campus, Online education, or PSC location is responsible to maintain a grade database of the PSC students, until such time as Banner can offer storage. The grade database will include the pass/fail for PSC grading and the number grade corresponding to the college grade of A, B+, B, C+, C, D+. The College considers grades of A, B+, B, C+, C, D+ as successful and eligible for articulation. Any other grade will not be considered for articulation. D+ grades earned from PSC courses are not considered for articulation.

d. Each course internally articulated for a student enrolled in one of the College’s degree programs will have the associated letter grade entered. Articulated credits will be calculated into the student’s cumulative grade point average (CGPA) and will be taken into account when calculating Satisfactory Academic Progress (SAP) standards according to Policy No. 018.

e. Each course internally articulated will follow the same process as is used with Transfer of Credit; refer to Policy No. 031.

f. Courses will be internally articulated at the completion of the student’s first term of enrollment at Bryant & Stratton College.

g. Credit is articulated on a course-by-course basis. Prior course credit submitted to meet degree requirements will be considered on the basis of the course’s comparability to corresponding program courses. Credit will be awarded for a course if its outcomes are substantially similar to the outcomes of a comparable
course at the College. In general, if at least 80% of the outcomes for the PSC course are the same as a comparable course in the student's degree program, the PSC course will be considered substantially similar. In evaluating sequential courses, special care is to be taken to ensure that no student is under-prepared because of varying academic content in a prerequisite course.

h. Bryant & Stratton College currently delivers coursework on a semester system; prior to 1999, the College utilized a quarter system. The campus transfer coordinator, registrar, or designee will convert the quarter credits to semester credits. Quarter hours will be converted to semester hours using a 2/3 (.67) conversion factor. Thus, one quarter-hour credit converts to .67 of a semester credit. In many instances, a minimum of two (2) appropriately reviewed quarter credit courses will combine to equal one (1) semester-credit course. However, a six (6) credit hour course under a quarter system may articulate as a three (3) credit hour semester course.

i. Grades assigned to courses articulated will be the same as the grade originally assigned to the course.

j. Only course credit that is applicable to a student’s program requirement is acceptable for articulation consideration. The maximum number of credits per course that is applicable to the degree for articulation is a three (3) credit course.

k. Credits from non-clinical nursing and biology courses must have a five (5) year currency and a grade of "C" or better.

l. Technology courses are eligible for articulation if they have a five (5) year currency.

m. Students requesting credits to be articulated are not bound by the same criteria as transfer credits in that they are not limited to articulate no more than 60% of credits for the program that they are enrolled in.

3) Students enrolled in selected PSC courses as of fall 2009 term who want to enroll in a Bryant & Stratton College degree program.

a. Students enrolled in PSC courses are not entitled to Financial Aid.

b. Bryant & Stratton College will internally articulate credit for specific successfully completed PSC courses as listed in the Internal Articulation Chart (attached). The chart will be updated on a regular basis by the Educational Services Department.

c. Credits from non-nursing and non-technology courses which were earned at the College over twenty (20) years from the date of the request for articulation are generally not eligible for articulation. However, if the applicant has credits for courses that were completed at the College over twenty (20) years from the date of the request, has been working in the field of study of the course, and can demonstrate contemporary knowledge by taking a proficiency test, credit will be awarded at no cost to the student. Proficiency credit will be granted if the student masters the Proficiency Exam. See Policy No. 022.

d. Each individual campus, online education, or PSC location is responsible to maintain a grade database of the PSC students, until such time as Banner can offer
storage. The grade database will include the pass/fail for PSC grading and the number grade corresponding to the college grade of A, B+, B, C+, C, D+. The College considers grades of A, B+, B, C+, C, D+ as successful. Any other grade will not be considered for articulation. D+ grades earned from PSC courses are not considered for articulation.

e. Each course internally articulated for a student enrolled in one of the College’s degree programs will have the associated letter grade entered. Articulated credits will be calculated into the student’s cumulative grade point average (CGPA) and will be taken into account when calculating Satisfactory Academic Progress (SAP) standards according to Policy No. 018.

f. Each course internally articulated will follow the same process as is used with Transfer of Credit; refer to Policy No. 031 as defined above in 1f.

g. Courses will be internally articulated at the completion of the student’s first term of enrollment at Bryant & Stratton College.

i. Students will be required to submit documentation of their completed PSC course and/or program they wish to be reviewed for internal articulation.

ii. The transfer coordinator as per Policy No. 031 will ensure the internal articulation is applied correctly to the student’s academic record.

h. Students requesting credits to be internally articulated are not bound by the same criteria as transfer credits in that they are not limited to articulate no more than 60% of credits for the program that they are enrolled in.

i. According to Policy No. 007, Classification of Students, a PSC student enrolling in a degree granting program will be classified as a New Student.

j. PSC medical program certificate completers who are not eligible for internal articulation will be offered one attempt to successfully complete a proficiency exam within the intended degree program, if available, with a waived fee.

i. Upon successful completion of the proficiency exam, internal articulation will apply.