PURPOSE:

To establish a policy and consistent practices for the evaluation and acceptance by Bryant & Stratton College of undergraduate college level course credit from other educational institutions.

AUTHORITY:

Each campus will appoint a person to serve as a transfer coordinator to assure that policies and procedures are followed.

STATEMENT:

Where the Bryant & Stratton College policy is more limiting or stringent than the policies or requirements of any accrediting or approving agency, the Bryant & Stratton College policy shall be given precedent. Should state requirements be more stringent in any specific area covered in this policy, campuses affected must adhere to the requirements defined by their state education department.

In accordance with item "A" below, Bryant & Stratton College will consider accepting credits earned from coursework it deems applicable to the transfer student's program at Bryant & Stratton College completed at a regionally-accredited institution if the grade received for the coursework meets the criteria of items "B" and "C" below.

The College will consider accepting credits earned at institutions without regional accreditation, under the procedures set forth in item "D", (Credits Earned Through Institutions Accredited by Non-Regional Accrediting Bodies).

If Bryant & Stratton College accepts credits from another educational institution, the grades the student earned for those credits transfer with the credits and are used in computation of the student's GPA at Bryant & Stratton College. Bryant & Stratton College will also apply the transfer credits when calculating progress under the SAP standards at Bryant & Stratton College. In this way, transfer credits will be taken into account for purposes of measuring both the qualitative and quantitative components of SAP.

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.

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:

- 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

- 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.

Students who are awarded transfer credits from another educational institution are known as Advanced Credit Students (ACS).

POLICY: Factors that determine the acceptability of the transfer credit:

A. Transfer of Credit from a Regionally Accredited College or International Institution Treated as Regionally Accredited College

- United States: The educational institution from which course credit is being considered for transfer must be accredited by a regional accrediting body.
- International:
  - A foreign educational institution will be treated as a regionally-accredited college if the government or provincial government agency of a foreign country formally recognizes the educational institution as one offering post-secondary school instruction leading toward a degree or diploma comparable to a degree programs offered at Bryant & Stratton College.
  - In the alternative, the College will consider accepting credits from educational institutions outside the United States upon receipt of a recommendation for credit from a recognized credit evaluation service that is approved by Bryant & Stratton College. Bryant & Stratton College is not responsible for payment of the evaluation service.

B. Determination of the level of accomplishment attained in each course

To be eligible for transfer, the level of achievement for any course must be equal to or above a grade of “C” on an “A to F” scale as determined by the sending institution. The grade of C must fall within Bryant & Stratton College’s “C” range (70-79). Grades of “P” (pass) or “S” (satisfactory) are acceptable with official college catalog descriptions (corresponding with effective date of completion) or official documentation verifying that the grade represents successful completion of a specific course at the level of “C” or better. Grades of “P” or “S” will be entered in Banner and will not be included in CGPA calculation. Credits from institutions that do not utilize one of these grading scales are reviewed individually.

C. Meeting Bryant & Stratton College criteria for content, format, and intensity

Credit is transferred on a course-by-course basis. Course credit submitted to meet degree requirements will be considered on the basis of the course’s comparability to corresponding Bryant & Stratton College courses. The campus transfer coordinator will award credit for a course if its outcomes are substantially similar to the outcomes of a comparable course at Bryant & Stratton College. In general, if at least 80% of the outcomes for the course are the same as a comparable course at Bryant & Stratton College, it will be considered substantially similar. In evaluating sequential courses, special care is taken to ensure that no ACS are under-prepared because of varying academic content in a prerequisite course.

Liberal Arts courses (psychology, sociology, communication [excluding COMM 150], philosophy, humanities, literature, history, science [specifically as an exchange for NSCI 280 only], math, and economics) that are not a Major Program Requirement will be considered for transfer credit if the institution where the credit was earned meets all criteria described in the policy. The transferred coursework does not have to have an 80% match to BSC
course outcomes. Transfer credit will be granted for coursework that corresponds to the disciplines cited above if the granting institution and corresponding credit meets all criteria within the policy and the ACS has demonstrated successful completion (C or better) of any course within the discipline. Note that English courses and COMM 150 must continue to have the 80% match to BSC outcomes for transfer credit to be applied.

D. Credits Earned Through Institutions Accredited by Non-Regional Accrediting Bodies – Credits earned at institutions accredited by non-regional accrediting bodies may be considered for transfer by the transfer coordinator, with appropriate documentation, during the admissions process or by the end of the first semester of study. To support acceptance of the credits, students must submit official transcripts. Moreover, the transfer coordinator may require students to submit additional documentation to support acceptance of the credits toward degree requirements. This may include, but is not limited to, course bulletins, catalogs, course descriptions, syllabi/contact hour determinations.

To be considered for acceptance under this section, the credits must be 1) from a degree-granting institution and 2) accredited by a regional or national accrediting body that is recognized by the Department of Education. These accrediting bodies include national institutional and specialized accrediting bodies, such as faith-based accrediting organizations, private career accrediting organizations, and specialized and professional accrediting organizations.

A campus(es) NOT accredited by a regional or national body and not identified on the DOE site, will be considered for transfer of credit on a case by case basis. Credits will be considered for transfer in consultation with a representative from the educational services department. Specific course materials (i.e. course outline, syllabi, documentation of standardized curricula) must be obtained prior to consulting with the educational services department representative.

E. Credit by Examination – The following standardized examinations which test postsecondary school knowledge are recognized for transfer credit consideration by Bryant & Stratton College.
   a. The Advanced Placement Examination of the College Board (AP)
   b. The College Level Examination of the College Board (CLEP)
   c. The Defense Activity for Non-Traditional Educational Support (DANTES)
   d. Excelsior College Examinations (formerly Regents College Examinations)
   e. U.S. Air Force Institute (USAFI)

To be accepted as transfer credit, the nature and scope of the material tested by these examinations must be comparable to courses offered at Bryant & Stratton College. Bryant & Stratton College generally follows the American Council on Education's (ACE) recommendations for determining minimum examination scores and the number of credits to be accepted. However, Bryant & Stratton College reserves the right to set a higher standard for some examinations in order to establish equivalency to Bryant & Stratton College courses. Credit for examination cannot be evaluated from a college or high school transcript. An official score report issued directly from the examination program or organization or an official ACE Credit Recommendation transcript is required. In general, credits by examination are comparable to freshman/sophomore level credits numbered 100-299 at the College.

Transfer credit is granted institution to institution. Any other process (credit by examination) that led to the attainment of credit is considered prior learning and subject to a processing fee, including credits previously reviewed and accepted by another institution.

F. Articulation Agreements – The College will accept courses completed under a secondary or postsecondary articulation agreement that was approved by a Campus Director with approval by the appropriate state director
and a Director within the Educational Services Department and authorized by an Educational Services Director or the Chief Academic Officer. In addition, to serve as a valid articulation agreement under this section, the agreement must be retained at the System Office, in current effect, and written in adherence to Policy No. 040.

Articulation and/or transfer agreements between Bryant & Stratton College and degree granting institutions that offer diplomas and/or certificates must be approved by a work team comprised of the campus dean of instruction, campus director and/or state director and representative from educational services.

**PROCEDURES AND SPECIAL CONDITIONS**

**Required Documentation for Transfer Credit Conversion**

All course credit presented for transfer must appear on an official transcript sent directly from the original institution to Bryant & Stratton College. Copies, facsimiles or student carried transcripts will not be accepted. Documents sent and received through a pre-approved secure vendor will be accepted as an official document; however, the campus registrar must be registered and approved through the vendor and the Bryant & Stratton College’s system office as an “official representative” of the College prior to accessing the Docufide system.

**DOCUMENTATION**

The following documentation for course credit transferred from **regionally accredited institutions** to be considered:

- Official transcript
- Course description with similar course title and prefix as set forth in the official transcript

The following documentation for course credit transferred from institutions accredited by a non-regional accrediting body.

- Official transcript
- Course description with similar course title and prefix as set forth in the official transcript
- Verification of institution’s accreditation
- The Registrar may require students to submit additional documentation to support acceptance of the credits toward degree requirements. This may include, but is not limited to, course bulletins, catalogs, course descriptions, syllabi, contact hour determinations, and/or faculty credentials.
- Note: when official documentation is not available because of extenuating circumstances, an e-mail or documented phone conversation between the campus registrar and/or transfer coordinator and an official from the sending institution or authorized oversight body, such as a State Education Agency, is acceptable.

**Credit Conversion**

Bryant & Stratton College delivers coursework on a semester system. All academic coursework accepted for transfer will be converted into semester hours of credit by the person appointed to serve as the campus transfer coordinator. 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 semester-credit course. However, a 6-credit-hour course under a quarter system may transfer as a 3-credit-hour semester course at Bryant & Stratton College, where a course is combined with another course or courses to fulfill a semester course requirement. The grade awarded for transfer of credit should be the same as the grade assigned to the higher level course. For example, if ENGL 100 with a grade of “C” and ENGL 101 with a grade of “B” combine to fulfill a full semester English requirement, the grade awarded should be “B” because ENG 101 is the higher level course.

**PROCESS:**
Applicants may work with the 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.

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.

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.

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

Documentation authorized by the campus transfer coordinator must be retained in the ACS' academic files.

**Special Considerations for Particular Programs and Circumstances**

- 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:
  - The courses have a five-year currency (ADN and BSN degrees only); and
  - The grade for the course is a “C” or better

- Technology courses from other institutions are eligible for transfer to a Bryant & Stratton College program if they have a five-year currency.

- 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.

- 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 Service member Opportunity College (SOC) agreement.

- Students may earn no more than 75% of the credits required for the degree for which they are enrolled 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.

- 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).
Transferability of Bryant & Stratton College Credits

Many institutions accept Bryant & Stratton College credits. However, credits earned at Bryant & Stratton College are transferable at the discretion of the receiving institution.