

# TRANSFER OF CREDITS AND TRANSCRIPTS

## TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Beckfield College applies two principles in its evaluation of credits earned at other institutions:

1. A student should not be placed under an unnecessary academic or financial burden by having to repeat courses which he or she has substantially and successfully completed at another appropriately accredited institution;
2. A student should not be placed in an academic or financial risk by placement into courses for which he or she is not academically prepared;

The College will evaluate courses for transfer if those courses have been earned at postsecondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Only courses that can be applied to the student's program are accepted. In evaluating credits for transfer, the College must consider:

- The age of the credits earned;
- The compatibility of the course with a comparable course in the student's program at Beckfield College, the grade earned in the course, which must be at least a C (at least 70%, or 2.00 on a 4.00 scale);
- The number of credit hours awarded by each eligible course, a semester credit hour converting as 1.5 quarter credit hours; and
- The number of credit hours eligible for transfer as a proportion of the number of credit hours required by the student's program (see RESIDENCY REQUIREMENT in ADMISSION section).

The transfer of technical or program-specific courses may be restricted, and applicants or students may be required to qualify by testing in order to transfer

certain other courses, as determined by the appropriate academic department.

All transcripts submitted for transfer credit evaluation must be received by Beckfield College before the end of the student's first term. Students applying for nursing programs MUST submit any transcripts for transfer credit evaluation before the Nursing Admission Committee reviews their initial application.

Evaluation of a collegiate transcript is conducted only after an official transcript has been received directly from the institution at which the courses under consideration were originally earned. Unofficial or hand-delivered transcripts will be evaluated under the following exception:

**Exception** - Beckfield College will only accept and evaluate hand-delivered transcripts under the following conditions:

- 1) Beckfield College must receive the transcript in an official, sealed envelope that has not been opened or tampered with in any way and dated no more than 45 days before submitting to Beckfield
- 2) The registrar of the prior institution must have signed or marked the envelope across the closure seal
- 3) The envelope is opened by the proper, designated officer at Beckfield College
- 4) Transcripts marked "Issued to Student" are acceptable only if all of the above criteria are met
- 5) Transcripts marked "Unofficial" are NOT acceptable even if all of the above criteria are met

Transferred courses are applied to the student's program with a grade of TC (transfer credit), which is not computed in determining the student's grade-point average. Only graded courses taken for collegiate credit will be evaluated for transfer. Courses ineligible for transfer include

- Courses taken for personal development or non-academic skills.
- Courses graded under a pass/fail

system.

- Courses for which credit was not awarded.
- Remedial or developmental courses.
- Courses for which non-evaluative grades were assigned.
- Courses indicated on only one institution's transcript as transferred from another institution.
- English courses completed at institutions in which the curriculum is not delivered in English.

It is the responsibility of the applicant or student to ensure that the College receives all necessary transcripts. If transfer of a course is denied and the applicant or student wishes to appeal the denial, he or she will be asked to provide further information about the course. In most cases, this will consist of at least the published course description and/or the course syllabus. All course information submitted must have been in effect when the student completed the course. Appeals must be submitted to the Academic Dean or Director of the department offering the course in question. The Academic Dean or Director will make the final determination and advise the Registrar of that determination.

Once it has been determined through placement testing that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. A student who has attempted a Beckfield College course for credit is no longer eligible to have that course credited by transfer from another institution.

### ***CREDITS EARNED IN PREVIOUS ENROLLMENTS***

If a student has interrupted his or her enrollment or is returning for an additional credential, credits earned in previous enrollments at Beckfield College remain applicable, with the following provisions:

- 1) Courses earned under a previous catalog must be compatible with the program requirements of the catalog in effect upon the student's return.
- 2) Older credits, especially in technical areas, may be denied, regardless of the grade, if the content of the course has changed significantly since the course was originally completed.
- 3) Older credits may be denied if the grade

originally earned was below a C.

- 4) Final determinations of applicability are at the discretion of the Academic Dean or Director of the department offering the course(s) in question.
- 5) If a student wishes to resume enrollment in a program and the program has been modified during the student's absence, some credits previously earned may no longer be accepted.

### ***CREDITS EARNED AT OTHER INSTITUTIONS DURING ENROLLMENT***

Once enrolled, a student who wishes to enroll in a course at another institution in order to transfer the course to his or her program at Beckfield College must first have the course approved by the Academic Dean or Director of the Beckfield College department offering the comparable course. The following conditions apply:

- 1) The student must submit a written request for the course, which must be approved by the Academic Dean or Director of the department offering the course in question.
- 2) The request must include sufficient course information provided by the other institution.
- 3) The College will evaluate courses for transfer if those courses have been earned at postsecondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. The student must not have attempted the equivalent course at Beckfield College.
- 4) The student must have satisfied all prerequisites to the course, as prescribed by Beckfield College.
- 5) The transfer of the course must not violate Beckfield College's residency requirement (See RESIDENCY REQUIREMENT).
- 6) The student must be in good academic standing when the request is submitted and when the course is entered into the student's Beckfield College transcript.
- 7) All other requirements pertaining to credit transfer must be met (see TRANSFER OF CREDITS FROM OTHER INSTITUTIONS).

## **FOREIGN TRANSCRIPTS**

An employment applicant, or a student, who wishes to submit a foreign transcript for credits consideration by the College, must first have the transcript evaluated by a member of the Association of International Credentials Evaluators (AICE), or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. Transcripts, in languages other than English, must be translated into English. The college will not accept foreign transcripts that are hand-carried by the student. The evaluation must provide a course-by-course analysis of the transcript, including grade and credit hour equivalencies for each course. If the transcript represents an earned credential, the analysis must indicate an equivalent U.S. credential. The applicant or student is responsible for any fee charged by a credential evaluation service. Further information about credential evaluation services is available from the Office of Admissions. This policy does not apply to foreign high school transcripts sent to the college for enrollment and admissions requirements.

## **TRANSFER OF CREDITS TO OTHER INSTITUTIONS**

Beckfield College is a nationally accredited professional college whose mission and objectives are directed to educating students for careers in the professions they have chosen, and providing services that assist students and graduates in obtaining careers appropriate to the objectives of their academic programs (see MISSION AND OBJECTIVES).

The College has no transfer mission and can therefore make no assurances regarding the transfer of its courses to any other institution. Students should never assume that credits earned at one institution will transfer to another, and no institution can guarantee that its credits will transfer to other institutions. Colleges and universities apply their own policies for evaluating and accepting credits, and many regionally accredited institutions do not accept credits from nationally accredited institutions. Applicants who may wish to transfer Beckfield College credits to another institution must contact that institution to inquire about its transfer policies and should do so before signing any enrollment agreement. Transferring credits earned at Beckfield College is done at the discretion of the receiving institution.

## **ARTICULATION**

The Department of Nursing maintains an articulation agreement with Northern Kentucky University's College of Health Professions whereby graduates of Beckfield College's associate degree program in nursing (pre- RN) may apply for admission to the University's Bachelor of Science program in nursing. Specific academic and licensure requirements must be met in order for the graduate to be considered for acceptance into the University's program. Further information about this articulation agreement is available from the Beckfield College Department of Nursing.

## **PROFICIENCY CREDIT**

Students may have credits applied to their programs through professional certification or training, education provided by the military services, and such sources as the College Level Examination Program (CLEP). Advance Placement Test results from The College Board may also be considered. Crediting of a course through proof of proficiency is indicated in the student's transcript by a grade of PC (proficiency credit), which is not computed in determining the student's grade-point average. It is the student's responsibility to ensure that the College receives acceptable documentation of proficiency. Students may receive credit for certain courses through examination administered by the College. A student who has attempted a Beckfield College course is no longer eligible to have that course credited by proof of proficiency.

## **TRANSCRIPTS**

The student's academic transcript records every course for which the student has registered, as well as any credentials awarded by the College. A sealed, dated, and signed copy of this record constitutes an official transcript. An official transcript will not be provided to or for any student who has unresolved obligations to the College, and will not be released to third parties without the student's or graduate's written authorization. A transcript request form is available in the Registrar's Office or on line at [www.beckfield.edu](http://www.beckfield.edu). No fee is charged for a transcript provided to a student upon his or her graduation. Otherwise, a fee is charged for each official transcript issued (see TUITION AND FEES). Transcripts are normally processed within five business days of the student's or graduate's written request.

Records Retention: For students who have transferred credits or have supplied an official transcript to Beckfield College for any reason, the

official transcript from the other institution will be discarded after five years after student's last date of attendance.

### ***ACCEPTING ELECTRONIC TRANSCRIPTS***

Beckfield College will accept electronic transmission of transcripts **ONLY** in the following manner:

- **POTENTIAL STUDENTS** wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the college only at ***transcripts@beckfield.edu*** (Florence Students) and ***transcripts2@beckfield.edu*** (Tri-County Students).
- **POTENTIAL EMPLOYEES** wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the college only at ***compliance@beckfield.edu***

