

**TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT**

The institution reserves the right to deny or accept transfer of credits at its sole discretion. Students previously enrolled in any college accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may submit their records to CBD College for review. CBD College evaluates prior coursework for credit for general education and non-core coursework. In order to be eligible for transfer credit consideration, students must have taken and passed all General Education courses offered in Module #1. 100% of core coursework must be completed at the College.<sup>1</sup>

CBD College will evaluate prior credit for students receiving VA benefits, grant credit as appropriate, notify the student of the evaluation, and adjust the program hours accordingly.

The acceptance of any credits may affect the amount of financial aid eligibility at CBD College. Therefore, all students requesting transfer of credit are encouraged to meet with a Financial Aid representative to be advised on how their particular transfer of credit request may affect their eligibility.

If the credits are granted, the tuition will be prorated and reduced based on the number of transferable credits granted. The cost of textbooks may be reduced based on the approval of transfer credits. CBD College does not charge any fees for the review of or granting of transfer of credits.

Students requesting to have their previously earned credits reviewed must provide officially sealed transcripts and course outlines to their admissions representative prior to the start date. The admissions representative will submit the documents to the Dean of Education, who will review and provide a written result of the review to the admissions representative. The student must have a minimum passing grade of C or higher on all credits to be reviewed. **Any late submission will not be accepted and no credit(s) will be given.**

*Credit Transfer "IN" Requirements (With exception of OTA and PTA Programs):*

- GE Course and non-Core objectives and clock hours of course(s) transferred must be similar to what CBD College offers.
- GE Science Courses transferred must have been completed within the last 5 years<sup>2</sup>, and non-science general education credit must have been completed in the last 10 years. CBD accepts no credits from achievement tests, challenge examinations or experiential learning.
- Course transferred must have been successfully completed with at least a "C".
- Credit transfer request must be submitted prior to the cancellation date.

*Credit Transfer "IN" Procedure:*

Student will complete the Transfer Credit Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts in an officially sealed envelope (transcripts must describe the courses taken, with grades achieved and actual number of hours completed by category-theory/lab/clinical).
- School catalog or similar document containing the course description, objectives and hours required for the course by category (theory/lab/clinical).

<sup>1</sup> Special consideration will be given for unique circumstances upon review of transcripts, petition by the prospective student and meeting between Program Director, Director of Admissions, Dean of Education and COO (min 50% of the program has to be completed at CBD College). Students will be asked to test out.

<sup>2</sup> Special consideration will be given to students who have completed GE Science Courses within the last 10 years based on their use of or reference to select sciences in their professional background. Students will be asked to test out.

Transcripts will be evaluated upon receipt in an official sealed envelope from the accredited college the student is transferring from. The student will be advised of the school's decision within five business days.

Transcripts must be accompanied by the course descriptions, course syllabus and the actual number of hours completed by category (theory and clinical).

The documentation must be submitted to the admissions department prior to the start date. No fees will be charged for testing, evaluation or granting transfer of credit.

Transfer students will be evaluated qualitatively only on the work completed while at the College.

All students must successfully complete 100% of the Core program at CBD College in order to be eligible to receive a diploma/AAS degree from CBD College (please see footnote on the previous page).

If a student is denied credits based on his/her transcript/course description(s) and/or exam, a written appeal can be made to the Chief Operating Officer (COO) within five calendar days of being notified of the denial, outlining circumstances for reconsideration. The student will receive a written decision to the appeal within ten calendar days. The COO's decision is final.

CBD College does not provide credit based on achievement tests, challenge examinations, or experiential learning.

#### *Credit Transfer" OUT" Procedure:*

If a student chooses to transfer to another school, CBD College will provide an official transcript, syllabi and/or course outlines upon the student's request, which must be filed at the front desk. All required document(s) will be provided by the College within five business days.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at CBD College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CBD College to determine if your credits, diploma or certificate will transfer.

### **TRANSFER OR ARTICULATION AGREEMENTS**

This institution has not entered into any transfer or articulation agreements with any other college or university.