

## **TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT**

CBD College 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. The following programs are eligible for transfer credit consideration: OTA, PTA, ST, HIT, MRI and BSHS. Residency is defined as coursework completed at the College, not including transfer credit. A minimum of 25 percent of academic credits must be completed in residence. CBD College evaluates prior coursework for credit for general education and core coursework, program dependent.

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 transcripts to the school prior to the Add/Drop date of class. (Note: CBD College reserves the right to request official, sealed transcripts, as appropriate, if it deems it necessary for the purposes of conducting a transfer credit evaluation.) The requesting student will submit the documents to the Dean of Education, who will review and provide a written result of the review to the Student. The student must have a minimum passing grade of C or higher on all credits to be reviewed/transferred. Any late submission will not be accepted and no credit(s) will be given. The College's administration reserves the right to evaluate special circumstances.

### *Credit Transfer "IN" Requirements*

- General Education (GE) course's objectives and clock hours of transferable course(s) must be similar to what CBD College offers.
- Courses transferred must have been completed within the last ten (10) years, exceptions may be made if the student has completed the courses as part of a conferred degree.

### *Transferable Courses*

<b>for PTA / OTA / ST:</b>	<b>for MRI:</b>
<i>English 100</i>	<i>English 100</i>
<i>Math 100</i>	<i>Math 100</i>
<i>Medical Terminology 100</i>	<i>Medical Terminology 100</i>
<i>Psychology 100</i>	

<b>for HIT / BSHS:</b>
<i>All classes are considered for Transfer Credit</i>

### *Transfer "IN" Procedure:*

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

- Transcripts which list the courses taken, with grades achieved and actual number of hours/credits completed by category-theory/lab/clinical).
- The student will be advised of the school's decision prior to the add/drop date of class.

### *Advanced placement*

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 requested via email or phone. All required document(s) will be provided by the College within a reasonable timeframe.

### ***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 degree, diploma or certificate you earn in the educational 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, degree, 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.