



## **Transferring Credits/Degrees/Academic Credentials**

### **► TO THIS INSTITUTION**

Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript when "C" or better grades were earned at the previous institution. No more than seventy-five percent (75%) of the total number of a program's credit hours will be accepted as transfer credits. Acceptance of transfer credits is at the Institution's discretion. The student is responsible to provide information necessary for the Institution to evaluate the coursework for which the transfer of credits is being sought prior to the first week of classes. The Institution reserves the right to exercise its professional educational discretion regarding credit transfer matters. There may be additional limitations/requirements for some programs.

### **► FROM THIS INSTITUTION TO OTHER EDUCATIONAL INSTITUTIONS**

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution even if both institutions are accredited. Different educational institutions have different missions, so they design their curriculum, courses and educational programs differently. As a result, classes taken at one institution frequently will not match up very well with classes offered at another. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they will be able to transfer credits. See the "Other Important Credit Transfer Information" section below for more important information.

### **► FROM OTHER WEST VIRGINIA JUNIOR COLLEGE CAMPUSES**

Credits received from other West Virginia Junior College campuses will be accepted with a "D" or better grade. However, the receiving WVJC campus reserves the right to require the student to repeat any course if, in its sole opinion, there are substantial deficiencies in the student's knowledge of the course subject matter.

### **► OTHER IMPORTANT CREDIT TRANSFER INFORMATION**

The Institution's occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, this Institution

offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the Institution does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two and four year colleges) designed to transfer. As such, although this Institution's accreditation demonstrates that it has met recognized academic and educational standards, courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferable to other educational institutions. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

Whether or not courses, credits, degrees, diplomas or other academic credentials can be transferred is a determination made solely by the institution at which the student desires to pursue further education. Therefore, applicants for admission to this Institution are responsible to contact any other institutions to which they may desire to transfer to determine transferability, before beginning classes. Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials are not transferable unless they have advance written approval from the institution to which the student may transfer.

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

\*Nursing student should refer to the Nursing Program Student Handbook for additional information and requirements.

## **Articulation**

As noted in the section titled "Transferring Credits/Degrees/Academic Credential", transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials. In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the articulation agreements may be terminated at any time. Before enrolling, it is the student's responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this Institution. Check with the Institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

American National University/National College

Salem International University

Capella University

Strayer University

Chamberlain College

University of Phoenix

Note: This list is current as of the time of printing. Check with the campus for the most updated list.