



TRANSFER OF CREDIT POLICY AND PROCEDURE

POLICY:

Prism Career Institute (PCI) ensures the fair and equitable treatment of students relative to the transfer of credit to and from the institution. The institution provides clear, complete, factual, and timely information regarding its transfer policies and practices. Upon request, PCI will provide certified copies of transcripts and program descriptions to facilitate transfer for a nominal fee.

PCI evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or business schools. Official transcripts from all colleges attended must be received prior to the start of the student's first term at PCI to receive transfer credit. Transfer credits accepted are not included when calculating the CGPA.

Prism Career Institute (PCI) may grant transfer of credit to new students for previous education, subject to certain specific conditions:

- a) The courses being considered for transfer of credit were completed at a nationally or regionally accredited college, university, technical or business school prior to the program start date.
- b) Medical Assistant and Medical Assistant-Hybrid Program applicants may not request transfer credits for more than 50% of the Medical Assistant or Medical Assistant-Hybrid program.
- c) For the Practical Nursing Program, transfer credits will only be considered for MT101 Medical Terminology, TTS 100 Test Taking Strategies, AP101 Body Structure and Function, PR103 Personal and Professional Relationships, PH100A Med Math and PY101 Growth & Development through the Lifespan. Those courses must have been completed within 6 months of the request for transfer of credit to qualify.

Acceptance of transfer of Credits:

- The courses for transfer are similar in objectives and content to those offered by PCI.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "B" or better (provided the "B" grade is defined as average or better).
- No official evaluation of transfer of credit is made until the student has been accepted by PCI, and an official transcript from the institution awarding the credits is received by the registrar and approved by the Director of Nursing (DON) or Campus Director.
- If a student does not agree with the DON or Campus Director's decision on the granting or placement

of credit earned at another institution, the student has the right to submit an appeal to the Campus Director. The student will be required to provide reasonable material in writing to support their case, such as the course description or syllabus in question.

- All required must be submitted no later than the start of the Term, the DON or Campus Director will provide a written determination within 15 business days. If the decision is reversed, the DON or Campus Director will notify the student and will see that the changes are made to the student record.
- There is no fee for evaluating transfer of credit.
- Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Director to discuss their requirements.
- Transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE).
- Approvals granted for transfer of credit will also shorten the maximum time frame in the program, and those courses for which transfer credit is granted are not counted in the program completion rate or calculated into the cumulative grade point average. A Grade of TC will be applied to each approve course.
- Tuition and fees will be adjusted to ensure a pro-rated tuition reduction for transfer credit

CREDIT TRANSFERABILITY/ ARTICULATION AGREEMENT:

Prism Career Institute cannot guarantee that credits earned at Prism will be accepted by another educational institution. Students are advised to contact the educational institution of their choice to determine whether it will allow transfer of credit for courses completed at Prism and if so, how many credits will be accepted. Upon request, Prism will provide certified copies of transcripts and program descriptions to facilitate student transfer for a nominal fee. The student must be current on any financial obligations with the institution.

As of the date of this policy PCI does not have an established articulation agreement with any school. No student should enroll with the expectation that completed courses or Clock Hour/Credits earned at PCI are transferrable. This is clearly outlined in our Catalog and also the Enrollment Agreement.

TRANSFER BETWEEN PROGRAMS:

Students transferring from one program into another are required to have approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising because of the program-to-program transfer. The Program Director will evaluate transfer of credit, and credit shall be awarded for common coursework that has been successfully completed, provided that the courses were completed with a grade of at least C (75%).



Transfer of Credit Checklist

The following items are required to be demonstrated in order to enter a transfer of credit for courses granted to incoming students.

1. A copy of an official transcript from the prior school completed no later than six months previously and the school is a nationally or regionally accredited institution. _____
2. A copy of sufficient documentation such as course syllabus and/or catalog description evidencing that the course is similar in objective and content to the course for which transfer of credit is requested. _____
3. The Practical Nursing course for which credit is requested is one of the following: MT101 Medical Terminology, TTS 100 Test Taking Strategies, AP101 Body Structure and Function, PR103 Personal and Professional Relationships, PH100A Med Math and PY101 Growth & Development through the Lifespan. _____
4. The Medical Assistant and Medical Assistant -Hybrid Course does not exceed 50% of the program length. _____
5. Financial Aid has adjusted any tuition and/or fee adjustments. _____
6. The Transfer has received the approval of the Director of Nursing, Director of Education or Campus Director. _____

(A copy of the checklist should be placed in the student's file and uploaded to Campusvue)

Effective 11/1/22