



<b>Title:</b> Transfer Credit Policy	
<b>Written by:</b> Registrar	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2009; 4/2012; 4/2015; 7/2017
<b>Approved by:</b>  _____ Chancellor	<b>Governing Board Approval:</b>  _____ Date
 _____ Date	 _____ Date

**PURPOSE**

Academic credit is accepted only from institutions that are accredited by one of the regional institutional accrediting organizations. The Dean of Nursing & Health Sciences and/or the Registrar must approve transfer credit. Only those credits that are applicable to the student’s curriculum at the College will be accepted for transfer. All transfer credit will be equated to semester hours of credit. All transcripts become the official property of the College and will not be returned or issued to another institution.

**DEFINITION**

A transfer student is defined as a student who has earned college credit at a postsecondary institution and who desires to transfer or use that credit at another post-secondary institution. Applicants who wish to transfer into the College will be considered for admission after they complete the application process. Transfer students follow the same application schedule as all other students in applying for admission to the College.

**POLICY AND PROCEDURE**

Credit that is acceptable for transfer will not impact the student’s cumulative grade point average at the College. The student’s transcript will indicate the institutions where the approved transfer courses were taken and the semester hours that were earned. Transfer credit is indicated on the College transcript as credit (CR). Only courses with a grade of C or above (2.0 GPA on a 4.0 scale) will be considered for transfer credit.

### **Evaluation of International Transcripts Policy**

Academic records obtained outside the U.S. must be evaluated by a company recognized by the National Association of Credential Evaluation Services (NACES). Applicants will be asked to submit their transcripts directly to an approved member of NACES, and pay the evaluation fee directly to the NACES member. Please visit [www.naces.org](http://www.naces.org)

Trinity College reviews transcript reports on a case by case basis. Credit may be granted provided the NACES approved evaluation report is detailed enough that evaluators can determine appropriateness of transfer credit.

### **CLEP and DSST Credits**

CLEP (College Level Examination Program) and DSST (Dantes Subject Standardized Tests) are both credit-by-examination programs. CLEP and DSST subject level exams test the student's comprehension of the material presented in an equivalent college-level course. Official transcripts for CLEP or DSST credit by examination must be submitted to the Registrar's office for transfer credit evaluation. For more information contact the Registrar at Trinity College of Nursing & Health Sciences or you may visit the websites. The website for CLEP is [clep.collegeboard.org](http://clep.collegeboard.org); and the website for DSST is [getcollegecredit.com](http://getcollegecredit.com).

### **Advanced Placement Credits**

Advanced Placement (AP) is a Program designed to recognize high school students who take college-level courses in secondary school. Participating students may opt to take the subject Advanced Placement Exam. Trinity College of Nursing & Health Sciences accepts scores of 3 or higher on placement exams. Official transcripts for CLEP or DSST credit by examination must be submitted to the Registrar's office for transfer credit evaluation.

### **Transfer credit shall be determined on the following basis:**

Recognizing that each College Program is separate, College credit shall only be transferred into the student's program of study. As applicable, additional credit will be transferred upon acceptance into another College Program. In general, college-level courses in which grades of "C" (2.0) or above are acceptable for transfer to Trinity College.

Current students seeking transfer credit advisement for an additional program must request a review of transcript(s). Transcripts will be reviewed for relevant transfer credit. This process can be initiated through the Registrar.

## **General Education Courses and Cooperative Agreements**

General education courses are required and necessary to mold students into diverse, productive citizens of the world. General education courses provide a well-rounded education and the opportunity for students to explore a variety of topics.

The College maintains cooperative agreements with other colleges to provide general education courses for the College's academic programs. Registration, billing, and financial aid for all coursework are completed through Trinity College once accepted and registered as a Trinity College student. General education courses are not offered at Trinity College, and thus are evaluated to determine how each course fulfills the College's general education requirements. Trinity College uses course descriptions and syllabi from Black Hawk College (BHC) and Eastern Iowa Community College (EICC) to measure general education course standards for general education transfer credit. To be eligible for transfer, a course must be substantially equivalent to a similar BHC or EICC course in terms of content and rigor. Course descriptions and syllabi from the institution the student attended, are used to determine whether courses are suitable for transfer.