

## **Transfer Credit Policy**

Ameritech may accept transfer credit for subjects or courses completed at another accredited institution; however, 50% or more of the required program credits must be completed at Ameritech College of Healthcare. Ameritech reserves the right to accept or reject any or all credits earned at other post-secondary institutions.

Transfer credit will be applied based on the course description and the appropriateness to the specific degree program's requirements and curricula. Course quality, content, level, and amount of credit earned should be comparable to the current program's curricula. Additionally, all prerequisite requirements must be met for a course to transfer.

### **Official Transcripts**

Official transcripts are required for the awarding of transfer credit and for application to the college. An official transcript is required for each school a student attended. Ameritech College will not accept credit earned at one school that is listed on another school's transcript. A transcript will not be accepted as an official document if it meets any of the following:

- is issued to any person or institution other than Ameritech College (a transcript that states "issued to student" is not considered an official transcript for transfer credit evaluation purposes);
- was issued more than 1 year before being received in the Office of the Registrar;
- is electronically sent by anyone other than the issuing institution (i.e. sent by or forwarded from the student). NOTE: Transcripts received electronically must indicate that it is an official transcript and must include information on how to verify the authenticity of the transcript; or
- a printed (hard copy) transcript not in the original sealed envelope (with school insignia/seal) or not signed by the issuing institution.

Generally, official transcripts for the awarding of transfer of credit must be received by the Ameritech Registrar's Office within 7 days of the start of the student's program. Exceptions may be granted by the Registrar when extenuating circumstances exist. For example, if the student's completion of the course occurs so close to the 7<sup>th</sup>-day deadline, as to make it impossible for the transcript to arrive in time, an exception may be granted.

### **Institutional Accreditation**

College credit is only accepted for transfer from institutions recognized by an institutional accreditor approved by the U.S. Department of Education. The college does not accept experiential credit or credit by proficiency. The College accepts some credit recommendations from the American Council on Education. Students should note that credit is typically awarded as elective credit in a subject area, unless it directly fulfills one of the core requirements of the degree as determined by the academic unit's administration and faculty.

## **Bachelor's degrees**

Students with bachelor's degrees seeking an associate degree or second bachelor's degree have met all general education requirements, except for specific math and science courses required for the degree sought. To ensure that all possible requirements may be met, a course-by-course evaluation will be completed for bachelor's degree students upon receipt of an official transcript. Students with an Associate degree from another institution will also have a course-by-course evaluation as all general education requirements are not automatically completed by having the degree.

## **Credit for Military Training**

Students with military training should submit their Joint Services Transcript (JST) directly to the Office of the Registrar. Transfer credit is awarded based on ACE recommendations (American Council on Education) and corresponding college curriculum. Course specific credit is awarded when possible.

## **No Credit is granted for:**

- Religion courses with a missionary or evangelical basis (as opposed to analytic);
- ROTC;
- Courses determined to be developmental level, regardless of the course level from the transfer institution;
- Courses in which the grade received is less than a D;
- High School courses (except those through Dual Credit programs);
- High School equivalency test preparation courses;
- Continuing Education Units (CPU) or non-credit courses;
- Course credit awarded at another institution through demonstrated competency testing such as Advanced Placement or CLEP. Students may submit their scores to the College of DuPage for evaluation of credit;
- Course credit awarded at another institution through college entry testing (ACT or SAT) scores. Ameritech College does not award course credit for college entry testing; and/or
- Graduate level coursework, except for graduate level programs.

## **Semester, Quarter and Trimester Systems**

Ameritech College is on the semester credit hour system. Quarter hours are accepted by converting to semester hours (divide by 1.5). A Trimester of 15+ weeks is equal to a semester system not requiring conversion. A Trimester less than 15 weeks is equal to a quarter system and will be converted.

## **Undergraduate Transfer Credit Limit**

Ameritech may accept transfer credit for courses completed at another accredited institution up to 50% of the credits required for the undergraduate program.

**Graduate Transfer Credit Limit**

Ameritech will accept a maximum 9 semester hours (or equivalent) credits for transfer into its graduate programs, provided the credits align with the educational outcomes of the program.