



Title: Transfer Credit	Policy No.: ADM 3.10	Date: 6/13/08 Rev.: 3/28/11, 8/1/12, 8/1/14, 8/1/15, 8/1/17, 8/1/19
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Areas Affected: All BSMCON Faculty & Students Page 1 of 2

POLICY STATEMENT:

The College will review successfully completed courses prior to enrollment for transfer credit.

PURPOSE

To grant students transfer credit, when applicable, for classes taken at other institutions

PROCEDURE

General Education Courses Prior to Enrollment

The College will accept transfer credits provided:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Official transcripts are received in envelopes sealed by the issuing institution
- Course content and credit was substantially similar to the required College course;
- Grade of "C" or above was achieved
- Courses other than those listed in the curriculum may be approved for transfer credit by the Provost
- Only courses taken while enrolled at the College are included in a student's GPA

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences
- BSMCON Required Upper level general education courses
- Nursing courses
- Pathopharmacology courses

Credit through Examination:

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled. Post-licensure students may receive transfer credit for National League for Nursing (NLN) proficiency testing.

Reference Policy # _____

Approved by:		
_____	Dean of Student Services _____	_____
_____	Provost/VP _____	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Registrar – 6/08, 8/08, 10/09, 3/12, 5/5/14, 7/10/15, 4/17/17		
Policy Committee – 3/28/11, 3/29/12, 5/30/14, 8/4/15, 4/17/17, 2/18/2019		
Key words: Transfer, Credit		

Specific information on acceptable exams and scores is on the College website. Additional information about NLN exams is available through the Admissions Office.

International Credit

Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course by course evaluation. All fees for such service must be paid by the applicant. The agency's evaluation must be sent directly to the College.