

### ***Transfer Credits (Policy 4.05A)***

Credit transfer is the process of receiving academic credits towards a degree or certificate program at Quincy College based on work completed at another recognized institution of higher education. Students are eligible to transfer credits in accordance with the regulations contained in this guide.

### ***How to Transfer Credits to Quincy College***

Students who have earned credits at other colleges or universities are required to submit an official academic transcript to the Admissions Office as part of the application process. The transfer credits do not appear on the student's record until the student has registered for and completed 12 credits. The transcript review is done based on the declared major of the student. A copy of the transcript report is mailed to the student at the address on file at the college. Enrolled students who have not transferred credits to Quincy College can do so by contacting their former colleges/universities to request official transcripts. Transcripts may be sent to the following address: Quincy College, Admissions, ATTN: Transcript Evaluation, 150 Newport Avenue Ext., Quincy, MA 02171.

### ***Principles of Transfer***

#### *1. Institutions*

Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. New England Association of Schools and Colleges). Classes from institutions not accredited by a regional accrediting association but by other national, professional and specialized accrediting agencies and associations are considered on an individual basis depending on the institution's general reputation, known academic strength, academic format and on the individual performance of the transferring student. Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts may be first evaluated by an Educational Credential Evaluator, which will send the transcript to Quincy College. Any fees involved in such evaluation are paid by the student.

#### *2. Grades and Courses*

A course must be graded a "C" or better to transfer into Quincy College. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially non-academic content and courses that are basically secondary school or pre-college level taken in high school are not transferable. Quincy College does not grant credit for professional certificate programs.

#### *3. Subject Matter Equivalency*

Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course outline from the other institution. A maximum of 30 credits may be transferred for an associate degree program and a maximum of 15 for a certificate.

#### *4. Quarter-Semester Credit Conversion*

All credits accepted by Quincy College are transposed to semester credit hours. One-quarter credit is equal to two-thirds of a semester credit.

#### *5. Time Limit*

For Nursing, Natural & Health Sciences programs, science courses must have been taken within the last five years and Computer Science courses within the last seven years. For all other programs, science courses must have been taken within the last 10 years and computer courses within the last seven years.

#### *6. Alternative Means of Earning Credits*

Credits for College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted, if the student scores at or above the American Council on Education's (ACE) recommended score for the exam question. Quincy College does not accept CLEP general exams. Quincy College accepts credits from military training based upon proper documentation of the student's military education, namely Form DD 214 and/or DD 235. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program. Experiential Learning credits are accepted based on committee approval.

*7. Residency Requirement*

The following must be completed at Quincy College: A minimum of 30 credit hours for an associate degree program or 15 credit hours for a certificate program.

*8. GPA Calculations*

Transfer credits are not included in GPA calculations.

*9. Appeal Process*

Students have the right to appeal decisions made by the Admissions Office with regard to their transfer credit. An appeal should be made in writing at the Enrollment Office. The appeal will be forwarded to the Vice President for Academic Affairs for a decision.

*10. Questions*

Any questions on transfer procedures, policy, or individual transfer situations should be directed to the Admissions Office.

**EXPERIENTIAL LEARNING CREDITS (Policy 4.05B)**

Experiential learning credits, also known as "Life Experience Credits," are credits that are awarded for already acquired college level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College coursework. All credit earned must be approved by the Experiential Learning Review Committee.