

# TRANSFER OF CREDITS POLICY



BROWN MACKIE COLLEGE  
FINDLAY<sup>SM</sup>

## **Transfer Credits**

Brown Mackie College – Findlay evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than ten years old are generally not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Brown Mackie College – Findlay.
- The grade earned in the course, which must be at least a C (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
- Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The dean of academic affairs will make the final determination on acceptance of the credits, with input from the faculty.
- Clinical courses previously earned in an allied health program must have been completed no more than one year prior to enrollment into an allied health program at Brown Mackie College – Findlay.
- To be eligible to transfer, clinical courses previously earned in a Practical Nursing program must have been completed no more than one year prior to enrollment into the College's Practical Nursing program.
- Official transcripts for use in determining transferability of credit must be received by the school by the end of the student's first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation, such as a course syllabus, to determine transferability.

The College does not imply, promise, or guarantee that credits earned in the College will transfer to other institutions, since such determinations are made according to the policies of the receiving institution. See "Transferability of College Credits" for the full policy concerning credit transfer.

## **Transferability of College Credits**

Brown Mackie College — Findlay is licensed by the Ohio State Board of Career Colleges & Schools to confer associate's degrees and diplomas and is accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing.

The mission of Brown Mackie College — Findlay is to help you prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Brown Mackie College – Findlay is their deliberate focus on marketable skills. The credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at Brown Mackie College – Findlay will transfer to another school.

Programs offered by one school within the Brown Mackie College system of schools may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Brown Mackie College system of schools, not all of the credits you earn at Brown Mackie College — Findlay may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your college credits. We encourage you to make this determination as early as possible.

**Brown Mackie College — Findlay does not imply, promise, or guarantee transferability of its credits to any other institution.**