

ADVANCED ACADEMIC STANDING

Advanced academic standing may be awarded by Academic Credit (“AC”), Certification/National Exam Credit (“CC”), Proficiency Credit (“PC”), and Transfer Credit (“TC”). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress* for more information on how advanced academic standing impacts these requirements. Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. A student cannot receive transfer credit for a course they are currently attending.

ACADEMIC CREDIT

Academic credit is awarded when a student meets the specific admissions requirements of a degree completion program.

CREDIT FOR CERTIFICATION EXAMINATION

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the *Tuition and Fees* section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Official certification exams may be taken at Charter College, if available, or at any certified testing center. Fees for official Microsoft certification exams will be assessed for every attempt of the exam.

CREDIT FOR NATIONAL EXAMINATION

Students who have taken an Advanced Placement Test within the last four (4) years may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

PROFICIENCY CREDIT

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100 per course. Students must request a proficiency exam at least ten (10) business days prior to the first day of the course and the student must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e., driver’s license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 73.5% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for AH1400, GE1105, GE1115, GE2310, GE3310, SS1001, SS1210, SS2101, or SS4900. Proficiency credit awards may not exceed more than 25% of the credits in the student’s program of study.

ASSOCIATE OF APPLIED SCIENCE IN NURSING AND BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

In addition to the information contained in the “Proficiency Credit” section of the catalog, the Nursing programs requires a proficiency examination score of 76.5% or higher in order to successfully pass. Students may not use proficiency credit for any NU or SCI prefixed course.

TRANSFER CREDIT FROM OTHER INSTITUTIONS

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one (1) course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded.

Students may not use Transfer Credit for AH1400, SS1001, and SS1210.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Charter College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

Charter College may accept credits earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. Charter College will use the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers. These agencies include the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators, Inc. (AICE).

To obtain transfer credit, the Charter College Registrar's Office must receive an official transcript directly from the other institution by one of the following methods:

1. Secured E-transcript: transcripts@chartercollege.edu
2. Mail: Charter College
ATTN: Registrar's Office
750 Sandhill Rd, Suite 100
Reno, NV 89521

If a student is unable to have their official transcripts delivered from the previous institution(s) directly to the Registrar's Office, the student may hand deliver a sealed official transcript *addressed to Charter College* to their Campus President. Transcripts marked "issued to student" will not be accepted. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

ASSOCIATE OF APPLIED SCIENCE IN NURSING AND BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

In addition to the information contained in the "Transfer of Course Credit from Other Institutions" section of the catalog, the Nursing program requires the following criteria be met when evaluating transfer credits:

1. Transfer credit will be considered for non-science, general education courses with a grade of "B" or higher
 - a. This coursework should be current and no older than five (5) years.
2. Transfer credit for previous nursing or science courses will not be accepted.

ADVANCED ACADEMIC STANDING AND SAP

ACADEMIC CREDIT

When a student receives academic credit (AC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. As the block credit is an admission requirement the total number of allowable credit hours attempted is decreased by the number of credit hours accepted by the College. For example, upon admission the college accepts 54 credit hours into a program with 90 credit hours, the number of allowable credit hours attempted will equal $90 - 54 = 36$, and $1.5 \times 36 = 54$ maximum credits hours attempted allowed.

TRANSFER CREDIT

When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 55, and $1.5 \times 55 = 82.5$ maximum credit hours attempted allowed.

CERTIFICATION/NATIONAL EXAM CREDIT AND PROFICIENCY CREDIT

When a student receives Certification/National Exam Credit (CC) or Proficiency Credit (PC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. These credits do count toward credits attempted/earned for purposes of Rate of Progress.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Charter College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Charter College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Charter College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Charter College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

ADMISSIONS REQUIREMENTS - INSTITUTIONAL

Official transcripts must be provided by a student seeking Academic Credit (AC) or Transfer Credit (TC) for any program, see *Advanced Academic Standing* for more information.

ADMISSIONS REQUIREMENTS – PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:

1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
3. A passed State-authorized examination recognized as the equivalent of a high school diploma
 - a. (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
4. A diploma or official transcripts showing the award of an associate's degree.
 - a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

- i. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - a. Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
 - b. Graduate from a Charter College business administration-related program (i.e., Business Administration, etc.).
2. The associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

1. Additionally, all students must **provide evidence** of the following for admission to the program:
 - a. Official transcripts with 67.5 quarter credit hours in a health care concentration and 22.5 quarter credits in general education courses.
2. The associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW APPLICATIONS OR ENROLLMENTS IN THIS PROGRAM AT THIS TIME.

This program is designed for licensed Registered Nursing professionals with an Associate's degree in a healthcare-related program.

In addition to the *Admissions Requirements*, all students must comply with all the following minimum requirements for admission to the program:

1. Must have 63 quarter credit hours in nursing or a health care related concentration and 27 quarter credits in general education courses.
2. A confirmed Associate's degree or coursework in nursing or a health care related specialty:
 - a. Associate's degree or coursework must be completed at an accredited institution recognized by the
 - b. U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.
4. An unrestricted Registered Nursing (RN) license issued by the Alaska Board of Nursing.

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

Additionally, all students must comply with the following minimum requirements for admission to the program:

1. **Internal applicants:** must meet the graduation requirements of the certificate-level program, including 54 quarter credit hours in an allied health care concentration (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.), prior to the first day of the first module of the Associate's program.
 - a. Certificate/diploma and coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts.
 - b. In situations where enrolling into the Associate of Applied Science in Medical Assistant is not feasible for a graduate of the College's Certificate in Medical Assistant program, the graduate may be allowed to enroll into the Associate of Applied Science in Allied Health. The determination will be made by the VP of Admissions and/or VP of Student Services. Examples of these unique situations include, but are not limited to, a graduate who is not within a reasonable commutable distance to a campus for skills lab.
2. **External applicants:** must be a graduate with a confirmed certificate/diploma with 54 quarter credit hours in an allied health care concentration (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.).
 - a. Certificate/diploma and coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - a. Official transcripts with 54 quarter credit hours in a trades or construction concentration; or,
 - b. Graduate from a Charter College trades-related program (i.e., HVAC, Welding, CAD, etc.).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - a. Official transcripts with 54 quarter credit hours in a business administration or accounting concentration; or,
 - b. Graduate from a Charter College business-related program (i.e., Business Office Administration).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

VETERANS' BENEFITS

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Charter College will inquire about each veteran's previous education and training. Veterans should request unofficial transcripts from all prior institutions, including military training, traditional college coursework and vocational training, submitting them for review. If a class is deemed to be transferable, then the Veteran would need to submit an official transcript allowing Charter College to grant the credit as appropriate.

RE-ENTRY

A student who has been voluntary or involuntary withdrawn and wishes to re-enter the College must contact the Retention Department. The Retention Department interviews the student and the College considers the student's academic and financial aid. The Retention Department contacts the student as to the re-entry decision.

If curriculum changes have occurred since the previous enrollment, all prior course work will be reviewed for transfer credit into the new curriculum.

ARTICULATION AGREEMENTS

ALASKA

Charter College and the Matanuska-Susitna Borough School District (MSBSD) have developed an articulation agreement to allow MSBSD high school graduates the opportunity to earn credit towards the following:

- Certificate in Medical Assistant
- Certificate in Medical Office Administrative Assistant
- Any program containing SS1110 Technology Fundamentals

MSBSD graduates must meet the following requirements:

1. Earn a letter grade of "B" (equivalent to 83.5%) or higher in each of the MSBSD classes identified below as evidenced through an official transcript.
2. Provide a letter from MSBSD attesting that the graduate has met all requirements for transfer of credit.
3. Meet all Charter College *Admissions Requirements* for the selected program.

After acceptance into the College, and pursuant to the *Advanced Academic Standing* policy in the Catalog, the MSBSD graduate will receive Transfer Credit (TC) for the following courses:

Charter College Course	Matanuska-Susitna Borough School District Course
MED1115 Medical Terminology Fundamentals	Medical Terminology
SS1110 Technology Fundamentals	Tech Apps 1 Tech Apps 2 Tech Apps 3

CALIFORNIA

Charter College has not entered into any articulation or transfer agreements with any other college or university.