



## **TRANSFER OF CREDIT POLICY**

First Institute does not guarantee credit transfer in to or out of First Institute. Individuals may apply for a Petition for Transfer of Credit for prior education (at another college or institution) and must be submitted and reviewed prior to beginning attendance at First Institute. First Institute may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.

### **PERSONNEL AND/OR DEPARTMENTS INVOLVED**

Senior Management, Education, Financial Aid, Student Services

### **TRANSFER OF CREDIT**

Transcripts, syllabi and/or course descriptions are required to determine transferability of credit, and must be provided by the applicant. The documentation provided will be reviewed to determine if the curriculum meets the educational objectives for comparable courses offered in the program at First Institute. The applicant will be notified in writing of the decision regarding the petition for Transfer of Credit. The following guidelines apply when courses are considered for credit transfer at First Institute:

- The credits or clock hours must be earned at an accredited institution within the last 24 months to be considered by First Institute.
- A minimum grade of “C” or its equivalent will be considered.
- A student must complete at least seventy-five percent (75%) of First Institute’s program in order to receive a Certificate of Completion except in cases of institutional closure or teach out.

If First Institute approves a transfer of credit for prior education, the current tuition and any financial aid to be awarded will be adjusted to ensure a pro-rated tuition reduction for transfer of credit and will be proportionally reduced by the number of credit/clock hours approved for transfer into First Institute.

### **Institutional Fees Assessed for Testing, Evaluation or Granting Transfer of Credit**

First Institute does not charge any fees for evaluating transfer of credits. Additionally, First Institute does not offer any options for earning credit through examination, with the exception of an institutional closure or teach out.

### **Institutional Closure or Teach Out**

In the case of an institutional closure either via a transfer or teach out agreement, the percentage of transfer credits taken by First Institute will be at the sole discretion of the administration at First Institute. First Institute may offer options for earning credit through examination on a case by case basis.

## RE-ENROLLING & TRANSFER OF CREDIT

Applicants who were previously enrolled at First Institute but did not complete their program may apply for re-enrollment. Any credits earned during a previous enrollment may be eligible for a Transfer of Credit. Applicants requesting reenrollment may be required go through an assessment process for the courses they completed in the prior enrollment. The assessment will determine if the applicant has retained the information in the completed courses or if the applicant will need to review courses before re-enrolling in the program. The following rules apply when courses are considered for Transfer of Credit within First Institute:

- The course(s) must have been completed within the last 24 months.
- The course(s) must have been successfully completed by obtaining a grade of “C” or its equivalent.
- For completed courses, the student **may be required to** take content **specific assessment reviews** to ensure **retention of** the educational material in **the completed courses**.
- If an applicant scores less than 70% on an assessment review, the applicant may be required to complete a review of the course as a condition of acceptance to the application for reenrollment.

Upon completion of the assessment review, the applicant will be notified in writing of the decision regarding the petition for Transfer of Credit. If First Institute approves a transfer of credit for prior courses completed, the current tuition and any financial aid to be awarded will be reduced proportionally by the number of credit/clock hours approved for transfer.

## TRANSFER OF CREDIT DETERMINATION APPEAL

The only grounds on which a formal transfer of credit appeal can be entertained are instances in which there is evidence of a factual error on the part of the administration at First Institute. Mere disagreement with the administration’s professional judgment does not constitute sufficient grounds for an appeal. Students who wish to pursue an appeal of their petition for transfer of credit must make their request in writing, and provide a rational as to why the decision should be overturned.

Any appeal by an applicant shall be initiated no later than one week after the formal denial notice of transfer of credit is dated. The appeal will be reviewed by the CEO and the grounds of the appeal will be investigated to ensure that the initial determination was accurate and factual. At the conclusion of the investigation, the CEO will make a final determination in writing within 10 business days. At that point the decision will be final.

## CREDIT TRANSFER TO OTHER INSTITUTIONS

Credits earned at First Institute may not transfer to another institution. Transferability is always at the discretion of the receiving institution. The certificate programs at First Institute are terminal in nature and designed for the student’s employment upon graduation. Individuals seeking assistance transferring First Institute credits to another institution should contact Student Services for a copy of course syllabi, course descriptions, and official transcripts. There is a \$10.00 fee for an official transcript.



## PROCEDURES FOR PETITION FOR TRANSFER CREDIT

Applicants who wish to request transfer credits for their enrollment at First Institute should contact their Admissions Representative and complete the Petition for Transfer Credit form in First Institute Application & Document Management (ADM) and upload transcripts, syllabi, etc. to support the transfer credit request. Admissions will print and submit the uploaded documents to the IDL Coordinator or designated faculty for evaluation of course content. Once the petition has been evaluated, it must be reviewed and signed off by the Director of Financial Aid and Associate Executive Director. Upon review and approval, the applicant will be notified in writing by the Associate Executive Director. The Director of Financial Aid will reduce the tuition for the credits approved for transfer and any financial aid to be awarded will be adjusted to ensure a pro-rated tuition reduction for transfer of credit which will be proportionally reduced by the number of credit/clock hours approved for transfer into First Institute.

Student Services will maintain the completed Petition for Transfer Credit approvals and document the transfer credits in the student information system when the student starts the program. Students with transfer credits are not enrolled into courses which they receive transfer credit, however they may audit the class at no additional charge.