

# **TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS**

## **TRANSFER OF CREDITS TO OTHER COLLEGES**

The College does not control the transferability of its credits to any other institution unless there is a written agreement with the other institution.

The number of credits or hours accepted in transfer is determined on an individual basis by the receiving institutions in keeping with their requirements and standards. If a student is interested in transferring credits earned at the College to another institution, it is the student's responsibility to determine if the credits will transfer before enrolling at the other institution.

## **TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

An official transcript should be received by the Registrar no later than 6 weeks from the student's start date in order to verify and grant transfer credit from another institution. Acceptable credits will be posted to the transcript upon receipt. Monetary credit, for funding purposes only, will be recognized at midpoint or at the end of the first academic year, depending on the length of the program. Actual dollar credit will be granted upon completion of the program.

A student may be granted up to 50% of transferable credit from an accredited institution and the remaining 50% of their program must be completed at IntelliTec College. A student transferring from one IntelliTec College location to another IntelliTec College location may be granted up to 75% of transferrable credit and the remaining credits, of no less than 25% of their program credits, must be completed at the IntelliTec College location granting the applicable graduation credential.

Credit considered for transfer must have been earned within 5 years prior to the student's actual start date.

The school maintains a written record of the previous education and training of the student and clearly indicates that appropriate credit has been given for previous education and training.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

## **TRANSCRIPTS FROM OTHER SCHOOLS**

For transfer credit purposes, an official transcript is required for any post-secondary institutions previously attended. All official transcripts must be sent directly to IntelliTec College and must be received in accordance with the established deadlines. These documents become a part of the student's permanent record. By law, these documents cannot be released to any third party.

