

Transfer Credit Policy

Laurus College is committed to offering a fair and equitable transfer credit policy for all students. The College accepts transfer credits for prior, postsecondary academic courses, military training, professional licenses, certifications, and other relevant training. The amount of transfer credit awarded depends on the student's chosen program of study and the college's residency requirements.

There are several types of credit for prior learning available to transfer students, including:

- Academic coursework completed at other appropriately accredited institutions.
- Military training.
- Professional training (Licenses, Certifications, and Training Programs).
- Credit by examination.
- Credit through Prior Learning Assessment (PLA).

Laurus College will accept undergraduate transfer course work, credits by examination, military experience, and other non-traditional credits presuming the credits meet the following criteria:

Academic Coursework: Academic Coursework includes courses completed at other educational institutions. To be eligible for credit:

- The student completed the course(s) at an appropriately accredited institution.
- The coursework is substantively equivalent to Laurus College coursework.
- The student provides proper, timely documentation in the form of official transcripts.
- The grade awarded is equivalent to C- (1.67 on 4.00 scale) or above, or test score is equivalent to the requirement as outlined in the College Catalog.
- Core courses must be less than 5 years old and relevant to current industry practices.
- Courses taken through a foreign institution may also be eligible for transfer, following comparable guidelines. In lieu of a transcript, students must submit a course-level credential evaluation from an approved foreign credential evaluator. There is a fee of \$150 for international transcript evaluations. *Note: Laurus College will waive this fee for military veterans.* If you are applying to a program that requires completion of a prior degree, rather than seeking transfer credit, a transcript-level evaluation with GPA calculation is sufficient.

Military Training: Laurus College uses guidelines established by the American Council on Education (ACE) determine if military training and experience documented on a Joint Services Transcript (JST) warrant awarding academic credit.

Professional Training (Licenses, Certificates, and Training Programs): Laurus College uses guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates, and/or professional licenses warrant awarding academic credit.

Credit by Examination: Laurus College accepts credit by examination from the following provided the student achieves the ACE recommended score:

- Advanced Placement® & International Baccalaureate®
- College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education (DANTES)
- Excelsior College Examination
- Laurus College Proficiency Assessment (select courses only). Students may attempt Proficiency Assessments only one time. For inquiries regarding this type of assessment, please contact the Registrar's Office.

Transfer Credit Process for Students

Timelines & Fees: The Transfer Credit Evaluations Team evaluates transcripts of all previous college work to determine credit that is transferable toward the Laurus College degree program chosen by the student. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content, rigor, and degree level.

A student may send copies of transcripts or documents during the initial admission stages for evaluation. However, Laurus College will not award transfer credit until the Registrar's office receives official transcripts. It is the student's responsibility to provide official transcripts prior to registration to ensure that they do not register in courses at Laurus College for which they may receive transfer credit. A student who registers in a course that Laurus College may award later as transfer credit will not be issued a refund for that course in which the student enrolled prior to receiving official transcripts if the course proves to be unnecessary. Laurus College may ask students or their prior institution(s) for a course syllabus or similar documentation to help evaluate a particular course. Failure to provide the requested documentation may prevent Laurus College from awarding transfer credit. Laurus College will deny admission, without possibility for future enrollment, to any prospective students who provides false or altered admissions documentation to include transcripts for potential transfer credit.

There is no charge for the review of transcripts from institutions in the United States. International transcripts and portfolios are subject to a \$150 evaluation fee.

Preliminary Transfer Credit Evaluation: Students seeking transfer credit may request a preliminary evaluation by using the online form or emailing preeval@lauruscollege.edu.

Criteria for Considering Transfer Credit: All approved transfer credits are contingent upon receipt of official transcripts. Students are responsible for sending official transcripts and/or documents (including Joint Services Transcripts) to Laurus College. The Registrar must receive the official transcripts, prior to the end of the student's second term, to process the evaluation request. Here are the necessary steps for completing the transfer credit evaluation process:

- The student must submit a request for a transfer credit evaluation by emailing the Registrar at registrar@lauruscollege.edu.
- The student is responsible for sending official transcripts, copies of certifications, Advanced Placement® test scores, and/or other documentation of college-level learning to Laurus College.
- The Registrar will review the student's request, along with the documents provided, and prepare a Transfer Credit Evaluation Form (TCEF).
- Laurus College evaluates all potential transfer credits objectively, through fair and equitable practices and procedures, by trained staff. Criteria for acceptance include:
 - The student completed the credits at an appropriately accredited institution.
 - The credits and/or experiences are compatible in content, scope, and rigor to the appropriate course in the student's program of study.
 - The student completed the course and earned a C- or higher.
 - The potential transfer credits must not be remedial or developmental.
 - Credits for transfer do not exceed a maximum of 75% of the credits required for a degree. Credit awarded for experiential or equivalent learning cannot exceed 25% of the credits required for a degree.
 - The student completed courses for transfer within the policy timeline.
 - Laurus College will consider credits that appear as transfer credit on an official transcript, provided the course content and date of completion meet Laurus College's transfer guidelines.

Laurus College only awards transfer credit for courses that apply toward the student's current program of study. If the student's program of study changes after submitting the

transfer credit review request, the student must submit a request for program change and ask to have their transcripts evaluated again for their new program.

Trained staff complete the Transfer Credit Evaluation Form (TCEF) and make a final decision to award transfer credits.

The Registrar sends a notification email to the student informing them of the results of the transfer credit evaluation.

Appeal of Transfer Credit Evaluation: A student who does not agree with the initial transfer credit evaluation may request a secondary review through the Academic Director of their degree program. Students should send an email to appeals@lauruscollege.edu with their name, a copy of the evaluation and description of the request within 10 business days of receiving the evaluation.

Foreign Credential Evaluation Policy

Laurus College requires a credential evaluation agency that is a recognized member of either the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators to evaluate any academic transcripts earned outside the United States whether submitted for admission, transfer credit, or professional licensing.

Approved Third-Party Evaluators: Laurus College accepts foreign transcript evaluations from the following agencies that meet our standards: World Education Services (WES) ; Educational Credential Evaluators (ECE); and Scholaro, Inc.

Evaluation Report Requirements

- A course-by-course evaluation, including grade and credit equivalency.
- The evaluating agency sends evaluation reports directly to Laurus College.
- The evaluating agency has current, verifiable membership in NACES or AICE at the time of evaluation.

Notes and Verification: This list is not exhaustive. If a student chooses a different agency, the student must verify that the agency holds active membership with NACES or AICE by consulting the respective directories at www.naces.org or www.aice-eval.org

Prior Learning and Assessment Policy

Laurus College recognizes that students may have previous knowledge and experience that may translate into academic coursework. Students may receive credit for previously acquired knowledge and learning experiences by submitting official documentation.

Laurus College uses Council for Adult and Experiential Learning (CAEL) guidelines for assessing prior learning. There are two types of Prior Learning: Sponsored and Un-sponsored:

Sponsored Prior Learning: classroom-based learning and testing sponsored by an outside agency. Sponsored learning may include continuing education units and similar training.

Un-sponsored or experiential prior learning: learning that relies on demonstrating applied experiences and knowledge. Un-sponsored learning may include work-based knowledge through experience.

To earn PLA credit, a student must submit a PLA application form to the Registrar's Office. The application will identify the type of learning (sponsored or un-sponsored) and the Laurus College course for which the student is seeking credit. After completing the application, the student must submit a portfolio that includes the Laurus College course syllabus, as well as a narrative and evidence documenting a student's expertise, related to the Laurus College course description and objectives. Laurus College will assign a faculty member to review the portfolio and make a credit recommendation. There is a fee of \$150 for portfolio evaluations. It can take 2-3 weeks to complete a portfolio evaluation.

Transferability of Laurus College Credit

The transferability of credits you earn at Laurus College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the institution where you transfer does not accept either the degree or the credits you earned at Laurus College, they may require you to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at Laurus College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Laurus College to determine if your credits or degree will transfer.

Laurus College does not currently have any articulation or transfer agreements in place with other colleges or universities.