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| POLICY:<br><br><b>Credit Transfer/Exemption Policy</b> |   | POLICY NUMBER:<br><b>AC-010-A1</b>                  |
|  |   | PREVIOUS/REPLACES:<br><b>Updated March 16, 2022</b> |
| APPROVED BY:<br><b>Academic Council</b>                | EFFECTIVE DATE AS OF:<br><b>April 1, 2022</b> | PRIOR VERSIONS:<br><b>February 1, 2022</b>          |

## 1. Policy Statement

Herzing College believes that students should have flexibility in their educational needs. As such, Herzing College has created a credit transfer and exemption policy that is designed to consider the needs of students with previous education and/or experience.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Policy Content

### 1. Transfer of credits to Herzing College

- a. Applicants desiring to transfer credits to Herzing College from other colleges must have a transcript as well as provide a course syllabus. Only official transcripts will be accepted for transfer credit consideration.
- b. Applicants must apply for any transfer credits prior to beginning the program. Transfer credits will not be applied after the student has started the program itself.
- c. Only transfer credits for courses completed within the last five years will be accepted as transfer credits. Students may still use education older than five years for exemptions, however. See below.
- d. At a minimum, 50% of the credits required for a diploma or degree must be taken at Herzing College. Therefore, the College will not allow a student to transfer in more than 50% of the credits required for a diploma or degree. Also, the total number of credits transferred to Herzing College plus course exemption credits must not exceed 50% of the credits required for a diploma or degree.
- e. Courses for which credit is given receive a mark of “TR” which is not calculated in the grade point average.

**WARNING: Transferring in credits (or exemptions - see below) can result in a gap in the educational program of a student in a diploma program since most of those programs are on a sequential basis of one course at a time.**

**Unless the transferred courses are at the beginning or end of such a program, the length of the program will not change, and the student will have interruptions due to the transferred courses. For students on financial aid this can have serious consequences. Such students should consult with the Education Funding Department.**

- f. To receive credit for any course taken elsewhere, the following applies:
  - i. The course for which credit is being sought must have been taken at an accredited/registered or approved post-secondary institution and must be comparable to the course at Herzing College for which transfer credits are being sought (comparability is assessed based on contact hours, breadth, and depth of content, as well as scope).
  - ii. The student must have earned a grade of at least a “C” or better in that course.
  - iii. The proper authorities at Herzing College must receive the official transcript. A catalogue or official description of the course from the previous college is needed. As always, the acceptance of transfer credit is entirely up to the discretion of the receiving college. In addition to the grade received, the length of time since the course was taken will be considered.
- g. In addition, programmatic third-party accreditor requirements and standards regarding transfer credits will be enforced. This may include shorter time frames for acceptance of past courses or higher final grade requirements before the transfer.
- h. There is a processing fee for each course accepted for transfer.

## 2. Transfer of Credits to Other Colleges

- a. Other institutions may accept some or all courses or transfer credit, but such decisions are entirely at the discretion of the receiving institution. In the absence of an articulation agreement between Herzing College and another institution, no one at Herzing College can represent that particular credits will transfer anywhere. Students can review a list in the administrative office of institutions, if any, with whom Herzing has articulation agreements or have given assurances to Herzing College that they will accept transfer credits from Herzing College, or by practice have done so in the past.

## 3. Exemptions

- a. A course exemption may be requested by applicants that do not meet the transfer credit requirement, but present documentation of work experience<sup>1</sup> and/or training that aligns with the learning objectives of a course.
- b. If it is deemed that an applicant’s previous work experience/training qualifies for an exemption, the applicant will be administered an exam to evaluate their level of knowledge in the subject matter.

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<sup>1</sup> Applicants may not be able to apply experience for exemptions to degree programs.

- c. Requests for exemptions must be submitted prior to the start of the program.
- d. A grade of Exempt (EX) will be given to a student for a course in which he/she scores at least 85% on a comprehensive examination. No more than 50% of the student's credits toward their diploma may be exempted and in combination with transfer credits may not exceed 50% of the credits toward a diploma.

**Refer to the above warning about transferred and exempted courses.**

- e. There is a fee for each course for which an exemption is given, irrespective of the reason.

#### 4. Gaps in program of study

- a. An applicant that is awarded a transfer credit or exemption will have the course removed from their schedule.
- b. Class schedule Interruptions resulting from transfer credit and/or exemptions may result in the loss of government students loans.

**See warnings provided above.**

## 4. Administration

The Campus President will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Academic Council in 2026.

## 6. References

- Herzing College Student Manual