

TRANSFER OF CREDITS POLICY



BROWN MACKIE COLLEGE
NORTHERN KENTUCKYSM

Transfer Credits

Brown Mackie College — Northern Kentucky evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than ten years old are generally not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Brown Mackie College — Northern Kentucky.
- The grade earned in the course, which must be at least a C (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
- Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The Dean of Academic Affairs will make the final determination on acceptance of the credits, with input from the faculty.
- Clinical courses previously earned in an allied health program must have been completed no more than one year prior to enrollment into an allied health program at Brown Mackie College – Northern Kentucky.
- Official transcripts for use in determining transferability of credit must be to the school by the end of the student's first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation such as a course syllabus to determine transferability.
- The accreditation of the institution at which the credits have been earned. The accrediting body which accredits the institution must be recognized by the United States Department of Education (USCDE) or the Council for Higher Education Accreditation (CHEA).

The College does not imply, promise, or guarantee that credits earned in the College will transfer to other institutions, since such determinations are made according to the policies of the receiving institution. See "Transferability of College Credits" for the full policy concerning credit transfer.

Transferability of College Credits

Brown Mackie College — Northern Kentucky is licensed by the states of Kentucky, Ohio and Indiana to confer associate's degree programs and diploma programs, and is accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing.

Programs offered by one school within the Brown Mackie College system of schools may be similar but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Brown Mackie College system of schools, not all of the credits you earn at Brown Mackie College — Northern Kentucky may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your college credits. We encourage you to make this determination as early as possible.

Brown Mackie College — Northern Kentucky does not imply, promise, or guarantee transferability of its credits to any other institution.