Bon Secours
Memorial College of Nursing

Policy Name:	Transfer Credit
Policy Number:	ADM 3.10
Title of Policy Owner:	Dean of Student Affairs
Policy Type:	☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1.1
Policy Status:	Approved

I. Policy

Transfer Credit

II. Purpose

This policy is established to identify the procedures for granting Bon Secours Memorial College of Nursing (BSMCON) students transfer credits, where applicable, for classes taken at other institutions.

III. Scope

All BSMCON faculty, staff, and students

IV. Definitions

Credit Conversion: Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

V. Policy Details

General Education Courses Prior to Enrollment

The College will accept transfer credits provided:
- The credits were earned at institutions accredited by agencies recognized by the United States Department of Education,
- Official transcripts are received in envelopes sealed by the issuing institution or electronically by a third-party processing service,
- Course content and credit was substantially similar to the required College course,
- A grade of "C" or above was achieved,
- Courses other than those listed in the curriculum may be approved for transfer credit by the Director of Records and Registration and/or the Campus Director, Dean of Academic Affairs

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- Only courses taken while enrolled at the College are included in a student's GPA

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences
- BSMCON required upper level general education courses
- Nursing courses
- Pathopharmacology courses

<u>Credit through Examination</u>
Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled. Post-licensure students may receive transfer credit for National League for Nursing (NLN) proficiency testing.

Specific information on acceptable exams and scores is on the College website. Additional information about NLN exams is available through the Admissions Office.

<u>International Credit</u>
Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course-by-course evaluation. All fees for such service must be paid by the applicant. The agencies must be recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Official evaluations must be sent directly to the College. The College requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation Services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at www.naces.org.

VI.   Attachments

None.

VII.   Related Policies

VIII.   Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole

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discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX.   Version Control

Version	Date	Description	Prepared by
1.0	11/23//2020	New template & Minor Edits	Dean of Student Services
1.0	4/25/2021	Revisions	Dean of Student Affairs
1.1	3/5/2024	Minor Revisions	Dean of Student Affairs