



TRANSFER CREDITS

I. Purpose:

In order to accommodate a student's request to have credits transferred either for work place experience and education credits or from another school, a policy is in place to ensure fair and consistent consideration.

II. Policy:

The student who is requesting credits to be transferred must meet with the Director of Education prior to signing a contract. Qualified proof of credits received at another institution must be sent from that school. Credit may be applied if university college credits have successfully been achieved.

A student which is currently certified as a Certified Nurse Assistant and the certification is verified by the LA Nurse Aide Registry credit may be given for Nursing 1 and Nursing 2.

A student which is currently certified as a Phlebotomist by ASPT or NPA and the certification is verified may be given credit for Phlebotomy 1 and Phlebotomy 2.

A Certified transcript must be provided to the Director of Education for review and approval of specific classes prior to enrollment at Compass Career College. The time must be no more than three (3) years since courses were taken.

Up to and only fifty (50%) percent of the courses on any transcript will be accepted.

III. Procedure:

- A. The student will make an appointment with the Director of Education after the school has received all evidence of course credits from another institution.
- B. The Director of Education will review supplied documents. The Director of Education will review official transcripts and proof of licensure or certification as related to the above stated criteria for transfer credit and determine if it is appropriate for transfer credit to be applied. This will be according to the Director of Education's discretion and documented on the Transfer Credit Form and reflected on the student's working transcript as "Tr" for transferred.
- C. It is up to the Director of Education's discretion whether to have the student prove proficiency, for example computer literacy, by asking the student to complete our skills competency test.