

## **TRANSFER OF CREDITS**

Miami Regional College considers transfer credits from regionally and nationally accredited institutions. Miami Regional College does not guarantee transferability of credits from any other institution. Any decision on the transferability of credits and whether the credits meet the College's criteria is solely at the discretion of Miami Regional College.

### **TRANSFER OF COURSE CREDITS TO A MIAMI REGIONAL COLLEGE PROGRAM**

Miami Regional College evaluates transfer credits according to the policies and procedures described in this section. Typically, no request will be honored after the start date of the first class. Applicants and students may appeal to the Office of Academic Affairs for consideration of transfer credits after the start of the first class. Each case will be evaluated individually. Credits are given for courses completed, not modules. The program's total cost may be adjusted for the credits awarded. Additional fees may apply. Transferred credits may not exceed 75% of the program's total number of required credits.

### **TRANSFER OF CREDIT CONSIDERATION**

Applicants requesting transfer credit consideration from previous courses taken outside of Miami Regional College must complete a Transfer of Credit Request Form (TCRF). Transfer credits typically will not be considered after the first day of class. Official transcripts must be received by the Office of the Registrar from the awarding institution by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES- or AICE- approved credentialing evaluation agency to include a course by course description, total course credits and final grade awarded. Official documents must be sent directly from the approved agency to the Office of the Registrar at Miami Regional College. Additional fees may apply. For further information on transfer of credits, please see the Transfer of Credit Policy in the catalog. 61

### **PRELIMINARY EVALUATION AND FEE FOR TRANSFER OF CREDIT ANALYSIS AND AWARD**

The program application fee covers an initial evaluation of transfer of credits requested by the applicant. Applicants are provided a preliminary evaluation and award recommendation based on information provided by the applicant. The applicant must pay the Transfer of Credit fee on enrollment for the approved credits to be accepted as "Pending Transfer Request." Upon the Office of the Registrar receiving the official transcripts from the awarding institution, the student's transcript will be updated to "Transfer Credits." See additional policies related to transfer credits and failure to receive official transcripts by required deadline.

### **TRANSFER OF CREDITS BETWEEN COLLEGE PROGRAMS**

If a graduate or former student of Miami Regional College enrolls in a new program, or an existing student transfers to a new program within the College, the Office of the Registrar will transfer applicable credits to the new program. Credits transferred from one Miami Regional College course to another

college program shall not be limited in the number of credits transferred but must meet the new program requirements as outlined in the College Catalog.

### **TRANSFER OF CREDITS FOR UNDERGRADUATE NURSING PROGRAMS**

Transfer credits for undergraduate nursing courses from a program accredited by ACEN, CCNE or NLN-CNEA may be awarded on an individual basis. Programs in “candidacy” or “pre-accredited” may be considered. The applicant may be required to demonstrate proficiency by completing an assessment of previous learning through examination and/or skill demonstration. Additional fees may apply.

### **TRANSFER OF CREDITS FOR GRADUATE NURSING PROGRAMS**

Transfer credits for graduate nursing courses from a program accredited by ACEN, CCNE or NLN-CNEA may be awarded on an individual basis. A maximum of nine (9) transfer credits may be accepted for the MSN-Direct Entry and a maximum of twenty-four (24) transfer credits may be accepted to the MSN-Family Nurse Practitioner program. The student may be required to demonstrate proficiency by completing an assessment of previous learning through examination and/or skill demonstration. Additional fees may apply.

### **EVALUATION PROCESS FOR TRANSFER OF CREDITS**

The Office of Academic Affairs conducts the evaluation of each applicant’s request for transfer of credits and all supporting documentation submitted. Each request is documented with a preliminary decision on the submitted Transfer-of-Course Credit Request Form. The Office of Admissions and Enrollment Services is notified of all decisions and will review the award or denial with each applicant. A copy of the Transfer of Credit Request Form and corresponding documentation supporting the approval or denial of transfer credits will be maintained in the applicants academic file.

### **TRANSFER OF CREDITS FROM AN ACCREDITED INSTITUTION WITHIN THE UNITED STATES**

To request official transcripts from an accredited institution within the United States, applicants must follow the published policies and procedures for the institution for which they are requesting their official transcripts. Applicants are responsible for all fees and expenses associated with their request and sending of official transcripts from the awarding institution to Miami Regional College. Official transcripts must be, official, sealed and sent directly to:

Miami Regional College  
ATTN: Office of the Registrar  
700 South Royal Poinciana Blvd,  
Suite: 100  
Miami Springs, FL 33166

Courses considered for transfer must have a minimum of 2.5 GPA (grade letter of a C) or higher. Some programs require a higher GPA or letter grade. Please see program specific transfer credit criteria in the

College Catalog for further information. Miami Regional College does not accept transfer credits from non-accredited institutions.

### **TRANSFER OF CREDITS FROM FOREIGN INSTITUTIONS**

To transfer credits from foreign institutions, applicants must submit, prior to enrollment, a Transfer of Credits Request Form along with the corresponding documentation that must comply with the following: Evaluation and translation of the diploma and transcripts by an approved NACES or AICE organization to include a course by course description, grade and credits awarded. It is well documented that there are some nations where student applicants face unsurmountable obstacles to provide the College with written, detailed evidence of their degrees. Typically, these nations include those identified by the federal government as terrorist states, enemy states, or nations suffering great natural or other disasters. The College realizes that it is beyond the capacity of a typical student applicant to produce acceptable documentation from institutions in those areas. On a temporary basis, until those identified national issues are resolved, the College will accept alternative documentation of educational transcripts, program outlines and similar documentation. If the College or a recognized transcript translator/evaluator have documentation from an institution in those special areas and a new applicant can prove that they attended the same institution in the same general timeframe, the College may utilize the existing documentation when evaluating the new applicant. Considering that these institutions are foreign with significant cultural and language differences, when evaluating the content of courses in transcripts or program outlines, MRC personnel may use all tools and information available to establish the content of courses taken by applicants. Specifically, the College may refer to the “Programa de Estudio” (Curriculum, Study Plan) from a college in an affected country which has been certified by the Ministerio de Salud Publica (Ministry of Public Health), Ministerio de Relaciones Exteriores (Ministry of External Relations), and the Ministerio de Finanzas (Ministry of Finance) and any other comparable document which explains the curriculum studied in those countries in question. 63 The applicant must still comply with the College’s policy to have their diplomas and transcripts translated and evaluated by an NACES or AICE approved credentialing agency, but in this case using the secondary transcript in its place, for course identification purposes only.

### **CREDIT FOR PREVIOUS TRAINING AND EDUCATION AT MIAMI REGIONAL COLLEGE**

Transfer of credits from previous training at Miami Regional College may be granted for applicable courses. Requests for credits earned previously at Miami Regional College must be made to the Office of Academic Affairs before enrolling in a new program. Typically, no request will be honored after the start of the first class. Credits are given for courses, not modules.

### **TRANSFER OF CREDITS BY EXAMINATION**

The College Level Examination Program® (CLEP) is a cost-effective and convenient method for applicants and students to demonstrate competency in select course work. Applicants can have credits applied to their graduation requirements from CLEP. Applicants must present a CLEP certified document granting the CLEP credits and certifying CLEP exam results. All documentation must be sent directly to the Office of the Registrar at Miami Regional College. For more information, visit: <http://clep.collegeboard.org>.

Currently enrolled students may request the consideration of CLEP for courses within the degree plan after enrollment through the Office of Academic Affairs. Each request will be evaluated on an individual basis. Students should speak with the Offices of Financial Aid and the Bursar prior to requesting consideration. Students may be responsible for transfer of credit fees and/or course tuition, fees and services charges.

### **VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

United States veterans may receive credit for previous education or training. Such veterans must report all previous post-secondary education and training. The College will then maintain a written record that clearly indicates that official transcripts have been obtained from all post- secondary institutions that the applicant has attended, that those transcripts have been reviewed and evaluated, that appropriate credit has been granted toward the applicant's current program, with training time shortened and tuition reduced proportionately, and that the veteran has been notified of the status of his credits.

Miami Regional College does not guarantee transferability of credits to another institution. Applicants and students are encouraged to contact each institution they wish to transfer to discuss their transfer of credit policy and the acceptance of Miami Regional College's credits to their institution.

### **Transfer of Credit Policy Graduate and Doctoral Transfer Students**

#### **Credits-in-common between University graduate degrees**

- a. A maximum of 24 graduate course credits may be counted in common between two University master's degrees.

#### **Transferring graduate course credits from outside the College**

Graduate course credits earned at other accredited institutions may be transferred to master's plans subject to approval by the University's Office of Academic Affairs and the limits described below. In the case of a transfer from a non-United States institution, graduate course credits to be transferred must have been earned in a program judged by a NACES approved agency to be comparable to a graduate degree program of a regionally accredited institution in the United States.

- **For master's degrees** – A minimum of 50% of total course credits required for a specific master's degree must be taken at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status.

#### **Applying graduate credits across University graduate programs**

- a. Graduate course credits earned while enrolled in one University graduate program may be applied to another University graduate program.

° The number of graduate course credits applied is determined by the graduate program to which the student is applying.

A maximum of 15 graduate course credits from other University registration categories, such as non-degree seeking or non-admitted students, may be considered for transfer once the student is admitted and enrolled in a graduate program.

**There are a number of financial considerations students should keep in mind. Students are responsible for paying the difference between undergraduate and graduate tuitions.**

#### **APPEAL PROCESS FOR TRANSFER OF CREDITS**

An applicant who has not been granted transfer of credit as requested may appeal the decision by writing a letter addressed to:

Miami Regional College  
ATTN: Office of Academic Affairs, Appeals  
700 South Royal Poinciana Blvd, Suite: 100  
Miami Springs, FL 33166

The Office of Academic Affairs will work directly with the appropriate Offices and Individuals within the decision process. Applicants will receive a written response within 15 calendar days after receipt of the appeal letter.