

## Transfer Credit Policy

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### CREDIT BY EXAMINATION

At the sole discretion of the College, a student who is currently enrolled at Peirce College and pursuing a degree or certificate may apply for credit by examination (or test out) in certain subjects. In order for a student to receive credit by examination, he/she must comply with the following process:

- Before submitting a request, the student must obtain approval from his/her Academic Advisor.
- The student may take the exam to test out of a course only one time per course.
- A student may not test out of a course that he/she previously completed with a grade lower than a “C” or received a “W” (Withdrawal).
- The non-refundable fee for Credit by Examination must be paid before scheduling the test with the Academic Advising Center. If the student does not successfully test out of the course, the fee will be credited toward future tuition charges at Peirce College within one calendar year from date of test out.
- The student must complete the test within the scheduled time and follow test-taking procedures as outlined by the test administrator.

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### CREDIT FOR PRIOR LEARNING (CPL)

Peirce College reserves the right, in its sole discretion, to allow students to earn up to 102 credits toward a bachelor’s degree completion program (B.S in Organizational Leadership or B.S in Technology Management), 90 credits toward a bachelor’s degree and up to 30 credits toward an associate degree through any combination of transfer credits, credit by examination, credit for work experience, and portfolio assessment. Credit for work experience and portfolio assessment is not applicable to legal specialty courses (LGL & LAW courses). Students wishing to receive a degree from Peirce College must complete a minimum of 15 credits of the major core courses offered by Peirce College. Students may consult with their Academic Advisor or Enrollment Representative for a list of these courses. CPL requirements for each certificate program may vary; therefore, students who are seeking a certificate

program must consult with their Academic Advisor or Enrollment Representative to review Credit for Prior Learning requirements.

While resources are available to assist and inform students who are considering applying for Credit for Prior Learning, the decision to apply for credit for any particular course is ultimately the student's alone. Not all applications are successful.

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### **CREDIT BY PORTFOLIO ASSESSMENT**

At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit via portfolio assessment when job-related training and experience, non-job-related training, volunteer work, self-directed study, travel, or hobbies enable students to prepare a portfolio providing direct evidence of learning equivalent to are similar to the learning outcomes for a particular course. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may not submit for credit for portfolio assessment for a course that he/she has previously completed with a grade lower than a "C". Credit for portfolio assessment is not applicable to legal specialty courses (LGL & LAW courses).

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### **CREDIT FOR WORK EXPERIENCE**

Students who have achieved learning outcomes equivalent to those of a particular course as a part of their work-related responsibilities may, at the sole discretion of the College, apply for credit for work experience for that course.

To apply for credit for work experience, the student must comply with the following process:

- Provide a personal resume identifying the job held and specific responsibilities. Credit for Work Experience may be awarded for currently or previously held jobs.
- Submit a reference letter from the appropriate manager/supervisor documenting the nature, frequency, and duration of the work experience that is related to the course. For example, if applying for credit for work experience for ACC 101, the letter should describe duties, responsibilities, length of service, and level of competence in the accounting department.
- Write an essay that demonstrates how the learning objectives for the course have been met by the prior experience.
- Provide documentation such as job descriptions, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.

- Students should consult with their Academic Advisor, the designated Faculty Chair/Course Coordinator, and the Transfer Credit Evaluator prior to constructing the document. The completed document is to be submitted to the Transfer Credit Evaluator.

At the discretion of the Faculty Chair, students may include a course's final project as part of the Credit for Portfolio Assessment documentation that they submit, along with the learning essay required, to show that they meet the course outcomes as outlined in the syllabus.

If the Credit for Prior Learning is approved, the title of the course, credit hours, and notation of Credit for Prior Learning will be recorded on the student's permanent record. The credit hours earned for are not included in the calculation of the student's grade point average. Please see current fee schedule at <https://my.peirce.edu> under the My Finances tab, for exact fee for Credit for Portfolio Assessment.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The Credit for Prior Learning documentation may only be resubmitted once, prior to the end of the following term (fall, spring, and summer). Should the Credit for Prior Learning be denied, the fee would be applied toward future tuition charges at Peirce College within one year from date of denial. If the Credit for Prior Learning submission is denied, the student may not subsequently seek Credit for Prior Learning or test out for this same course but must enroll in the actual course for credit.

### **For IT Courses**

Many of the IT courses in the Peirce College curriculum have an industry certification standard test equivalent. Students should consult with their Academic Advisor or Enrollment Representative if they would like to apply an industry test or certification for IT course credit.

The College maintains an updated list of industry certifications that students can use to verify work experience. Students may use their industry credentials that may not apply directly, as documentation, to prove proficiency in a lower level course, as long as the test credentials and objectives match the course outcomes and the student completely addresses them in the learning essay.

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## **TRANSFER INFORMATION FOR PARALEGAL STUDIES STUDENTS**

The following requirements apply to students enrolled in any of the paralegal studies programs:

- Credit by examination is not applicable to legal specialty courses.
- Credit for prior learning is not applicable to legal specialty courses.
- Credit for work experience is not applicable to legal specialty courses.
- Credit by portfolio assessment is not applicable to legal specialty courses.

- Transfer of **legal specialty courses** only apply to programs approved by the American Bar Association (ABA).
- Students may transfer credit for courses offered in-person (LGL 100, LGL 102, LGL 113 and LGL 117) from ABA approved institutions only and those courses must have been completed in-person.

Students **must complete a minimum of 15 credit hours in legal specialty courses (including any required capstone course) at Peirce College.** Students enrolled in the bachelor's degree program may transfer no more than 90 credits, students enrolled in the associate degree program may transfer no more than 30 credits and students enrolled in the post baccalaureate program no more than 6 credits.

Please refer to the Evaluation of Transfer Credits section of the college catalog for additional transfer requirements.

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## EVALUATION OF TRANSFER CREDITS

Peirce College welcomes students who wish to transfer credits from other institutions. Submission of official transcripts from all previous colleges attended, in which you expect to receive transfer credit for, are required within 30 days of the submission of your admissions application. Initially, the student will be provided with an unofficial transcript evaluation. After acceptance, the Office of the Registrar will evaluate each official transcript and those credits approved for transfer will be entered on the student's academic record. It is the student's responsibility to bring to the attention any and all courses from all other institutions the student wishes to have considered for transfer credit. Peirce College, in its sole discretion, may permit the transfer of credits in the following instances:

- The institution where credits are earned holds regional or association accreditation or is a candidate for such accreditation. Peirce College reserves the right, in its sole discretion, to consider transfer credits from non-accredited institutions for courses that are consistent with Peirce College academic standards.
- The courses are applicable to the student's academic program at Peirce and are equivalent to courses that Peirce offers.
- The student received a grade of "C" or above.
- The course is equivalent to at least three Peirce College credits. When converting quarter hour credits to semester credits, the earned quarter hours will be multiplied by  $\frac{2}{3}$  to determine semester credits. Each Peirce College three-credit course requires 45 contact or clock hours.

Specialized courses that are time sensitive will be considered for transfer credit. All technology and health information management courses will be reviewed by the course coordinator to determine if credit will be granted. Subject to the above criteria, general education and business/legal courses may be transferable regardless of age. Courses that do not meet the above criteria may be accepted at the

sole discretion of the College provided the student wishing to transfer can prove proficiency in the course through credit by examination. Developmental courses are not transferable.

Matriculated students who wish to take a course at another institution must complete and submit an Off-campus Class Form to their Academic Advisor. This form is found on the Peirce College website at web portal at <https://my.peirce.edu> under the My Advising tab. This request must then be approved by the Transfer Credit Evaluator prior to taking any off-campus courses. Failure to do this may result in the credits not being accepted by the College.

Courses are evaluated in accordance with the American Council on Education (ACE) Guides and The Directory of National Program on Non-collegiate Sponsored Instruction (PONSI) Guide. These guides include, but are not limited to, *Accredited Institutions of Postsecondary Education*, *The Guide to the Evaluation of Educational Experiences in the Armed Services*, *The National Guide to Educational Credit for Training Programs*, and *External Degrees in the Information Age*. At the College's discretion, the College will accept evaluated credit by the National College Credit Recommendation Service (NCCRS).

When credits are transferred from another institution either at inception of the program of study or during the program at Peirce, the grade does not transfer. The grades from another institution do not impact the cumulative grade point average (GPA) for courses completed at Peirce College.