



Transfer from Outside Institutions Policy

Effective Date: April 4, 2016

REVISED: October 2, 2017

TRANSFER OF CREDIT AND CLOCK HOURS

Students accepted for enrollment into Dorsey Schools will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education (outside institutions) as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the outside institution.
2. For all programs except Practical Nurse, the student must have earned at least a grade of "C" (70%, 2.0) for each course accepted for transfer credits and/or hours. For Practical Nurse students, the student must have earned at least a grade of "B" (83%, 3.0) for each course accepted for transfer credits and/or hours.
3. The transfer of credit process must be completed prior to the student starting his/her program of study at Dorsey Schools.
4. The course must have had course content and units of measurement similar to those in Dorsey Schools' program.
5. The student's last date of attendance at the outside institution must be within two years of enrollment at Dorsey Schools.
6. The student may transfer up to 50% (60% cosmetology) of program courses/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the Vice President, Education and Career Services.
7. Transfer of courses is determined on a case-by-case basis by the Managing Director and as approved by corporate educational management.

For students meeting this criteria, credits will be reflected in the student's academic record as a transfer credit "TC" but will not count towards a student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

COSMETOLOGY ONLY

Students transferring from other institutions may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology. Transfer hours granted and any tuition adjustment must be determined by the Managing Director prior to the student attending Dorsey School of Beauty.