

## Transfer Policies Campus, Program, and External Institutions

**Effective Date:** August 13, 2018

### **TRANSFER BETWEEN DORSEY CAMPUSES AND/OR PROGRAMS**

A student requesting to transfer between campuses and/or programs is required to withdraw and subsequently re-admit in the new program and/or campus. Further information regarding the readmit process is located in the “Re-Admissions for Withdrawn Students Section” of this catalog. Changing campuses and/or programs must be planned proactively to confirm course availability and can only occur during the periods illustrated in the below table.

<b>Program or Program Type</b>	<b>Allowable Transfer Point</b>
All Credit Hour Programs	Between Academic Quarters (12 weeks)
Cosmetology Program	Between Academic Courses
Massage Therapy Program	Between Payment Periods (450 hours)

Currently enrolled Dorsey School of Beauty students may transfer between campuses with no assessment exam, and are subject to a \$15 State of Michigan Board of Cosmetology fee to transfer academic records.

It is important to note that anytime a student changes campuses or programs, financial arrangements must be recalculated and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student changing campuses and/or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

### **TRANSFER OF CREDIT AND CLOCK HOURS FROM AN OUTSIDE INSTITUTION**

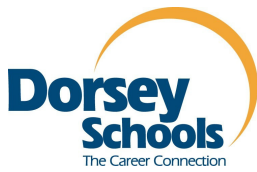
Students accepted for enrollment into Dorsey Schools will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education as outlined herein:

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 may transfer up to 50% (60% for cosmetology program) of program credits/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.
6. Transfer of credits is determined on a case-by-case basis by the Managing Director and as approved by campus support center 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. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student enrolling at Dorsey School of Beauty.



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### **TRANSFER OF CREDITS/HOURS TO OTHER INSTITUTIONS**

Programs at Dorsey Schools are designed to prepare graduates for the best possible career opportunities in each student's field of choice, without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey Schools does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at Dorsey Schools to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from Dorsey Schools.

### **RE-ADMISSION OF WITHDRAWN STUDENTS**

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey Schools will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress (SAP) status as outlined in this catalog's SAP Policy. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** detailed in this catalog.

All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

### **CREDIT HOUR PROGRAMS AND MASSAGE THERAPY**

Students who are re-admitted to Dorsey School's credit hour programs or the massage therapy program may receive credit for previously passed courses when required to complete the student's program of study. Re-admitted students may be required to retake a course that was previously taken with a passing grade to assist in the student's success at Dorsey Schools and in their future careers, as determined by the managing director. All failed courses, and all courses with earned grades of WF or WP, must be repeated.

### **DORSEY SCHOOL OF BEAUTY PROGRAMS**

Students who are re-admitted to Dorsey School of Beauty's cosmetology program after an interruption of 180 days or more 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 to determine how many hours of credit they will receive from prior enrollments. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student readmitting at Dorsey School of Beauty.

### **RE-ADMISSION FOR MILITARY SERVICE MEMBERS**

A re-admitting student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-admitting within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-admitting students will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-admit.