

## Transfer Policies Campus, Program, and External Institutions

**Effective Date:** April 3, 2023

### **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. 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 (clock hour only) | Between Payment Periods (450 hours)  |

Currently enrolled cosmetology 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.

Currently enrolled EMS students may transfer between campuses if the campus receiving the student is at an earlier point in the same course. Transfer must occur within one year from withdrawal, and clinical hours completed in the initial course expire on a rolling 12-month calendar.

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 College will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education only, 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 their program of study at Dorsey College.
4. The course must have had course content and units of measurement similar to those in the Dorsey College 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 must be approved by Campus Support Center Transfer Committee.

For students meeting these 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.

### **ADDITIONAL PROGRAMMATIC TRANSFER POLICIES**

#### ***Associate of Applied Science Programs Only***

Students accepted for enrollment into Dorsey College's Associate of Applied Science in Nursing, Radiologic Technology, and Surgical Technology programs may request transfer credits for BIO, CHM, ENG, MTH, PSY, and SOC courses. Transferability will be evaluated and approved on a case-by-case basis by the Campus Support Center Transfer Committee.

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### ***Cosmetology Career Programs Only***

Students transferring from other institutions may receive credit for hours previously earned at the discretion of Dorsey College, 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 College.

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

Programs at Dorsey College 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 College does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at Dorsey College 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 College.