

TRANSFER OF CREDIT

PCI ensures the fair and equitable treatment of students relative to the transfer of credit to and from the institution. The institution provides clear, complete, factual, and timely information regarding its transfer policies and practices. Upon request, PCI will provide certified copies of transcripts and program descriptions to facilitate transfer for a nominal fee.

PCI evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or business schools. Official transcripts from all colleges attended must be received prior to the start of the student's first term at PCI to receive transfer credit. Transfer credits are not included when calculating the CGPA.

Prism Career Institute (PCI) may grant transfer of credit to new students for previous education, subject to certain specific conditions:

- a) The courses being considered for transfer of credit were completed at a nationally or regionally accredited college, university, technical or business school prior to the program start date.
- b) Medical Assistant Program applicants may not request transfer credits for more than 50% of the Medical Assistant program
- c) For the Practical Nursing Program, transfer credits will only be considered for Term 1 courses and those courses must have been completed within 6 months of the request for transfer of credit.

Acceptance of transfer of credits:

- The courses for transfer are similar in objectives and content to those offered by PCI.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- No official evaluation of transfer of credit is made until the student has been accepted by PCI, and an official transcript from the institution awarding the credits is received by the registrar and approved by the Director of Nursing (DON) or Campus Director.
- If a student does not agree with the DON or Campus Director's decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal to the campus. The student will be required to provide reasonable material in writing to support their case, such as the course description or syllabus in question.
- Once all required information is received, the DON or Campus Director will provide a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, the DON or Campus Director will notify the student and will see that the changes are made to the student record.
- There is no fee for evaluating transfer of credit.
- Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Director to discuss their requirements.
- Transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE).

- Approvals granted for transfer of credit will also shorten the maximum time frame in the program, and those courses for which transfer credit is granted are not counted in the program completion rate or calculated into the cumulative grade point average.
- Tuition and fees will be adjusted to ensure a pro-rated tuition reduction for transfer credit awarded.

WITHDRAWAL AND RE-ADMISSION

Students who wish to withdraw should meet with the Campus Director to review their progress and options for completing their education at Prism Career Institute later. Approval for return to the program will be determined based on available classroom space, course schedule and other factors at the discretion of the school. Students must also meet with a financial aid representative to review their account for refunds or remaining balance owed to the school.

All students seeking to return to school must be in good financial standing, including payment of prior balances that were due at the time of withdrawal or dismissal from the school. Some returning students may be eligible to establish a new payment plan for prior financial obligations. For further information, please speak to a financial aid representative.

Returning students will be responsible for any differences in tuition and fees between the original enrollment period and their return.

TRANSFER BETWEEN PROGRAMS

Students transferring from one program into another are required to have approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising because of the program-to-program transfer. The Program Director will evaluate transfer of credit, and credit shall be awarded for common coursework that has been successfully completed, provided that the courses were completed with a grade of at least C (75%).

COURSE AUDIT

Students who complete a program of study are entitled to audit any part or parts of their program at no additional charge. This must be arranged with the Campus Director and is limited to one year from the date of program completion. The right of any graduate to repeat any course is subject to (1) continued availability of the course, (2) available space in the course and (3) good standing with all financial obligations to the school. Any textbooks or supplies required to audit a course will be charged to the student directly.

CREDIT TRANSFERABILITY

Prism Career Institute cannot guarantee that credits earned at Prism will be accepted by another educational institution. Students are advised to contact the educational institution of their choice to determine whether it will allow transfer of credit for courses completed at Prism and if so, how many credits will be accepted. Upon request, Prism will provide certified copies of transcripts and program descriptions to facilitate student transfer for a nominal fee. The student must be current on any financial obligations with the institution.