

<b>SUBJECT:</b>	<b>Transfer Credit and Credit for Prior Learning:</b>
<b>Established:</b>	3/2014
<b>Reviewed/Revised:</b>	3/2025
<b>PURPOSE:</b>	To communicate NMC's policy and process for evaluation and validation of possible transfer credit from prior learning experiences.
<b>POLICY OWNER:</b>	Provost

---

#### **SECTION I: Transfer of Credit**

The College is committed to working with potential students to maximize transfer credit. Students are expected to retain knowledge gained from their transfer courses and apply it to their program of study. The Admissions Office will provide an initial evaluation during the application process. Applicants granted admission and in the deposited stage of enrollment, will have an official evaluation completed by the Registrar's Office. Links to transfer guides and any articulation agreements with area colleges are available on the College website. Credit for courses taken elsewhere may be accepted for transfer from another college provided:

1. Course credits are listed on the official, electronically verified or raised-seal transcript mailed to the College from the former institution.
2. The educational institution is accredited by a regional accrediting body and, where applicable, the program is approved by the state and is accredited by professional organizations.
3. Course is determined to be comparable to one required in the curriculum or is considered to be appropriate as an elective.
4. Grade of "C -" or better is achieved at the certificate and undergraduate levels and a grade of "B" or better at the graduate level. Grades earned in transfer courses will not be used in determining the student's cumulative grade point average unless the student has already matriculated and has been given permission to enroll at another institution.
5. All courses accepted for transfer will be noted on the transcript. Such transfer courses will be included in the total number of hours passed.

The Registrar is responsible for interpreting and implementing the transfer of credit policy.

1. The Registrar reviews official transcripts of the student from a regionally accredited educational institution. In consultation with the Division of Arts & Sciences, the Registrar authorizes transferability of arts and sciences courses.
2. Professional courses will be evaluated at the discretion of the Program Director for transferability.
3. Courses considered for transfer are reviewed to ensure that they are comparable to those required in the curriculum or meet requirements to be utilized as an elective.
4. Students in the Spanish for Healthcare Professionals minor may transfer in up to 9 college Spanish course credits. Students are required to take an assessment facilitated by the coordinator of the minor.
5. If partial transfer credit is granted per the Program Director, directed study may be utilized to meet deficiencies.
6. Courses recognized for transfer are noted within the student's registration portal.
7. If the student has a question about any course(s) not being recognized for transfer, such questions are to be directed to the Registrar.

## **SECTION II: Assessment and Validation of Credit for Prior Learning**

Validation of prior learning can be obtained through several methods. Credits earned by validation are not applicable toward the residency requirement. Grades of "CR" will be issued for all credit earned through these methods. In all cases, the appropriate Program Director is responsible for whether or not credit can be earned. In cases where the student is attempting to receive credit for an arts and sciences course, approval must come from both the Program Director and the Dean for Arts & Sciences. All Professional Portfolio: Credit for Life Experience must have approval of the faculty member(s) with content expertise/Program Director and the Dean of the division in which the course resides.

### **Validation Methods**

- **Placement Testing:** Nebraska Methodist College accepts the veracity of the following placement tests, provided the student achieves the minimum required score.
  - Advanced Placement Examination Program (AP). Credit will be given for a score of 3 or above.
  - College Level Examination Program (CLEP). Credit will be given for a score of 50 or above.
  - Excelsior College Examinations. Credit will be given for a grade of C or better.
  - DANTES Subject Standardized Tests (DSST). Credit will be given according to the recommendations given by the American Council on Education (ACE).
- **International Baccalaureate:** Nebraska Methodist College offers students college credit for International Baccalaureate (IB) programs on a course-by-course basis, depending on the level, subject and score achieved on the appropriate exam. Courses are evaluated on an individual basis, and credit

will be given for those exam scores for IB courses deemed equivalent to courses required for the student's chosen program at NMC. Credit is not granted until students have been admitted and the official report of exam results is received and evaluated. Students must request that an official transcript from The International Baccalaureate Organization be sent directly to NMC Admissions for consideration.

- **Professional Certification:** Students may hold certifications from professional organizations that reflect a level of competence and cognitive ability. College credit for certifications will be awarded as block credit (i.e., in one lump sum total) after completion of NMC required courses. Those certifications currently approved as valid for credit in specific programs (provided all other requirements are met) are listed below. Students with certifications potentially relevant to their area of study that are not addressed below may request a review of the certification by the appropriate Program Director to determine if the certification can be awarded credit for relevant program requirements.

- The MBA in Healthcare program may accept specific certifications toward elective course credit.
- Physical Therapist Assistant certification (Registered Physical Therapist Assistant through Federation of State Boards of Physical Therapy) as applied to undergraduate degree completion programs
- Radiologic Technology certification (Registered Technologist Radiography (R.T.(R)(ARRT)) through The American Registry of Radiologic Technologists (ARRT)) as applied to undergraduate degree completion programs
- Respiratory Care certification (Certified Respiratory Therapist (CRT) through the National Board of Respiratory Care (NBRC)) as applied to undergraduate degree completion programs. Having the RRT credential prior to admission to the Bachelors of Science Degree Completion enables students to receive 6 credits for the RRT professional certification.
- Professional License in Nursing as applied to undergraduate or graduate degree completion in designated nursing programs. In order to obtain credit, student must take and pass the National Council Licensure Examination (NCLEX-PN, NCLEX-RN).
- Sonography certification (American Registry of Diagnostic Medical Sonographers (ARDMS)-registered in at least one learning concentration from among general, ob/gyn, adult echo or vascular) as applied to undergraduate degree completion programs
- Surgical Technology certification (Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)) as applied to undergraduate degree completion programs
- Occupational Therapy (ensure all of the following are completed): Graduate from an accredited OTA Program (minimum of 72 credit hours achieved), obtain initial certification from NBCOTG (COTA), state license is in good standing, and 1 year experience as a COTA professional .

- **Course Challenge:** Students can demonstrate that they possess the necessary competence to be awarded credit for a particular course by successfully completing a comprehensive assessment for the

challenged course. The course challenge must be completed prior to the start of the semester. In the event that the challenge is not successful, the student will have the opportunity to enroll in the course. The student is required to present to the appropriate Program Director a rationale (e.g., related on-the-job learning, certification training) for why a course challenge is plausible.

The Program Director will make a determination as to the legitimacy of the request in consultation with the appropriate faculty. Where applicable, the appropriate faculty will create a comprehensive assessment designed to assess the student's knowledge of the subject matter in the challenged course. The following courses are not challengeable: 1) NMC Core required courses; 2) Professional courses at the 200- level for associate degree students; The fee for a course challenge is 25% of the current tuition rate.

- **Credit for Military Service:** Transfer credit based on military service may be awarded for equivalent courses required for the student's program of study, and in accordance with recommendations from the American Council on Education (ACE). Credit may be awarded for formal courses and occupations offered by all branches of the military, as indicated on an official transcript. Official transcripts must be received from either Community College of the Air Force (CCAF) or Joint Services Transcript (JST). JST is the Joint Services Transcript that has replaced the Sailor/Marine American Council of Education Registry Transcript (SMART), Army/American Council on Education Registry Transcript System (AARTS), and Coast Guard Institute Transcript (CGI). The Dean and/or Program Director will determine which course(s) or occupation(s) listed on the military transcript may be equivalent to required courses within the student's program of study.

- **Credit for Prior Experience**

Experiential and prior learning experiences will be considered through the examination/challenge processes identified above.