

TRANSFERRING CREDIT POLICIES

EVALUATION OF CREDIT FOR TRANSFER

POLICY

Joint Program

Non-nursing courses are evaluated for transfer of credit by the Registrar's Office at Culver-Stockton College or Quincy University. All nursing courses are evaluated by the College's Registrar's Office.

Second Degree BSN, RN to BSN, RN-MSN, MSN, and Respiratory Care Programs

All courses are evaluated by the College's Registrar's Office.

Student's Responsibility

It is the responsibility of the student to provide any syllabi and/or course descriptions that are requested for the purpose of evaluation by the College's Registrar and/or the Registrar of Culver-Stockton College or Quincy University.

OFFICIAL TRANSCRIPTS

POLICY

Students who attended other institutions of higher learning must submit official transcripts from these institutions before credits are transferred, validated, or evaluated and to receive state or federal aid.

Second Degree BSN, RN-BSN, RN-MSN, MSN and Respiratory Care Students

Advanced placement and RN-BSN students must submit official transcripts from all colleges previously attended to be considered for admission into the program. Transcripts are considered official when they are sent directly from the institution in a sealed envelope, the envelope is unopened, and the school seal with the Registrar's signature is on the document. Transcripts marked "Issued to Student" are not official transcripts and therefore cannot be used to transfer, validate, and evaluate credit. Paper grade reports, faxes, and online grade downloads are not official documents and cannot be used to transfer, validate, and evaluate credit. Official electronic transcripts are accepted if sent by secure electronic delivery system (ex: e-SCRIP-SAFE).

Basic, Transfer, and LPN Students

Students attending Culver-Stockton College or Quincy University submit official transcripts to the partner institution before enrolling in the program and the College will use these documents as official transcripts.

TRANSFER OF CREDIT POLICY FOR THE COLLEGE

POLICY:

Academic credit for a course earned at a regionally-accredited institution prior to enrollment in the College will be accepted if:

- The work is relevant and equivalent to the College's curriculum.
- The grade for the course is "D" or better. However, the College does not accept a grade of "C-" or below for support and nursing courses.
- The course does not repeat any course taken at the College.
- Only 6 hours or less will be accepted at the "D" level.
- Only credits are transferred.
- Grades are not transferred and therefore are not part of the cumulative GPA.
- Courses transferred as support courses will be calculated into the support course GPA.
- Courses that are transferred are applied towards degree requirements when their content is equivalent to the College's curriculum.
- All transfer students must meet all program requirements for the Bachelor of Science in Nursing degree. It includes specific general education prerequisites for nursing courses.

VALIDATION TESTING FOR CREDIT

POLICY

Recognition of credit for prior knowledge may be obtained by successful completion of subject College Level Examination Program (CLEP) tests, Advanced Placement (AP) Tests of the College Board, and Regents tests. Students may take CLEP tests in areas in which they have already achieved proficiency. Performance at or above the designated level of achievement is accepted for credit.

PROCEDURE

Arrangements to take specific CLEP tests are to be made with the Registrar's Office at Culver-Stockton College or the Office of Academic and Support Services at Quincy University. Arrangements to take specific Regents tests are to be made with the Regents and Sylvan Technology Centers. Registration information is available from the College's Registrar's Office.