

The following transfer of credit policies are excerpted from the current City College Catalog. Page numbers reflect the pages that these reside on in the City College Main catalog.

Advanced Placement/Transfer Credit

Advanced Placement Through Credit by Examination

Students who have successfully completed specialized and/or advanced courses in high school, have gained certain skill competencies or have gathered significant life experiences may request advanced placement in a subject area under certain conditions.

These conditions include:

1. The course is required in the program (including elective requirements). EMS core courses are not eligible for advanced placement through credit by exam.
2. The student can document established competency and/or has the approval of the Director of Education.
3. The Advanced Placement Through Credit by Examination must be taken within the first six (6) months of enrollment. **Exceptions to this rule may be approved by the Director of Education but cannot be approved during the student's final quarter.**
4. A grade of 86% or better is scored on the comprehensive examination.
5. The advanced placement fee has been paid. The fee for the examination is \$150 for **EACH** comprehensive examination or advanced standing credit requested. This fee is charged regardless of the outcome of the examination.

Advanced Placement Through Credit for Prior Learning/Life Experience

City College offers applicants the opportunity to obtain college credit for previous employment experience. Credit is given to students who can demonstrate that the knowledge and skills they acquired from work, non-classroom study, etc. are equivalent to the learning outcomes expected for particular courses within the College.

Students who intend to obtain credit for prior learning and life experience must be in good academic standing and the course must:

- Be required for degree completion
- Not have an advanced standing/credit by examination option
- Not be an externship
- Not be an EMS core course
- Not be a general education course

Students must submit to the Director of Education an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional Life/Work Experience Request Form. The portfolio must be approved within the first six (6) months of enrollment and a student may only submit a portfolio once for each course they wish to receive credit for.

No more than 25% of core program courses may be transferred through prior learning/life experience. This 25% is part of the larger 50% of transfer credit allowed for an Associate of Science or 60% for the Bachelor of Science.

The fee for the experiential portfolio review is \$75.00. This fee is charged regardless of the outcome of the portfolio review.

Transfer Credits

City College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical and business schools.

Official transcripts from all colleges attended **must be received** no later than thirty (30) days after the start of the student's first term at City College in order to receive transfer credit.

City College will accept no more than 50% of transfer credits into an Associate degree program. 65% into the BSN program and 60% into any other Bachelors program.

Criteria for acceptance for transfer of credit are as follows:

- a. The courses for transfer are similar in objectives and content with at least 80% equivalency to those offered by City College.
- b. The credit was earned at an accredited institution as recognized by the Department of Education
- c. Credits transferred from institutions operating on quarters of ten to twelve weeks are accepted as direct equivalent credits. Semester credits are multiplied by 1.5 to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.
- d. The courses for transfer can be applied toward graduation requirements and will be calculated as part of MTF within the SAP policy.
- e. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as 70% or better). EMS core courses require a "B" or better.
 - Credits in skill or technical courses/Major Core must have been awarded no more than five (5) years prior to the student's acceptance by City College.
 - Major core courses being considered for transfer in the Emergency Medical Services program must be from a programmatically accredited school.
 - Major core courses being considered for transfer in the Veterinary Technology program must be from an AVMA-CVTEA accredited program. If essential skills are completed in the course, the student must be able to provide evidence of successful completion of those skills.

Transfer Credit for Students with Advanced Placement (AP), CLEP or IB Courses

Students who have earned the score specified below on CLEP, AP or IB courses will be accepted for transfer credit for those courses with City College equivalents. The scores required for this are:

1. A score of 4 or higher on the College Board AP Examinations
2. A score of 50 or above on the College Level Examination Program (CLEP)
3. A score of 4 or higher on International Baccalaureate (IB) Courses

Credit WILL NOT be awarded based on another institutions award of AP, CLEP or IB credit. Student must request that their official AP, CLEP or IB transcript be sent to City College. Requests for AP, CLEP or IB credit must be made within the student's first term.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript or official scores (AP and CLEP) from the institution awarding the credits is received by the Program Chair and approved by the Director of Education.

Transfer Credit for Students with Associate Degrees

Associate of Arts

Students who have earned an **Associate of Arts** Degree from a nationally or regionally accredited institution may transfer the general education on a course by course basis to fulfill the 24 credit hour general education requirement in all City College Associate degree programs. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

Associate of Science

Students who have earned an **Associate of Science** degree from a nationally or regionally accredited institution may have their credit transferred on a course by course basis provided that the courses are at least 80% equivalent in objectives and content to those offered by City College. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

Transfer of Active Florida Emergency Medical Technician License

The college will accept persons with an active Florida Emergency Medical Technician (EMT) license into the Associate of Science (AS), Emergency Medical Services program. The prospective student must meet all Admissions criteria.

Students with a Florida EMT license will receive credit for: EMS1153, EMS1154C, EMS1155C. They must take EMS1010.

Transfer of Active Florida Paramedic License

City College will accept persons with an active Paramedic License (from both unaccredited and accredited schools) into the Associate of Science (AS), Emergency Medical Services program. These students will be required to complete the following in order to earn an Associate of Science (AS) degree.

- a. Meet all Admissions criteria (with the exception of Background check and Medical documentation).
- b. Register for 28 credits of General Education courses to include:
 - ENC1100 College English.
 - ENC1101 Composition.
 - MAT1030 College Algebra.
 - PSY1012 Principles of Psychology.
 - 2 additional courses. One course from each of the following disciplines: Humanities and Fine Arts, Social Science.
- c. Register for 4 credits of related requirements:
 - SLS1201 Personal Development.

Students with an active Paramedic License will receive credit for: EMS1010, EMS1153, EMS1154C, EMS1155C, EMS1671, EMS1090L, EMS2690, EMS2672, EMS2091L, EMS2691, EMS2673, EMS2092L, EMS2692, EMS2674, EMS2093L, EMS2693, EMS2675, EMS2094L, and EMS2694.

Persons with an active Paramedic License must complete 25% or more of the Emergency Medical Services Program to be granted an Associates of Science degree in EMS from City College.

Transfer of Current Certified Surgical Technologist Certification

City College will accept persons with a current certified Surgical Technologist Certification into the Associate of Science in Surgical Technology program. These students will be required to do the following in order to earn an Associate of Science degree. program will be approved if the student:

- a. Meets all Admissions criteria – (with the exception of the Wonderlic, Background Check, Medical Documents, Health Insurance or Drug test)
- b. Register for the following courses
 - BSC1085/L Anatomy & Physiology I and BCS1086/L Anatomy & Physiology II (with labs),
 - MCB2010/L Microbiology with Lab,
 - SLS1201 Personal Development
 - SLS2301 Professional Strategies
 - MEA2235 Medical Law and Ethics,General Education Courses:
 - ENC1100 College English
 - ENC1101 Composition I
 - MAT1030 College Algebra
 - Humanities (1 course)
 - Social Science (1 course)
 - Behavioral Science (1 course)
 - Transfer Credit: If they have GE credit, then they may transfer that in through the usual process.

This totals 51 credits which is 50% of the program: however, the 50% residency requirement can be waived for those who are transferring in General Education credits.

Transfer of Credit into Bachelors Program

City College has a variety of methods for students to either begin or transfer into a Bachelor's Degree

Transfer of Credits from a Previous Associates Degree or a combination of Prior Learning Credits

1. Students have earned a prior Associates Degree and can transfer at least 60 credits (inclusive of Credit for Life Experience credits) into a Bachelors program.
2. Previous City College students who earned an Associate's degree may matriculate into a Bachelors program. Previous City College students who have NOT earned an Associate's degree are NOT eligible to transfer from an AS to a BS program, without having earned a degree. Students who start in an AS program are expected to complete that AS program. Students who earned an Occupational Associates may be required to take a placement test to determine placement into Math and/or English courses.

Transfer of Active Technical and Professional Certifications to a Bachelors Health Care Administration Program

City College will accept persons with active Technical and Professional certifications (Paramedic, AT, ST and others), from both unaccredited

and accredited schools into the Bachelor of Science in Health Care Administration.

Active Technical and Professional Certifications may count towards 52 credits of transfer credit.

- Applicant may also receive an additional 8 credits in Credit for Life Experience for SLS1201 and SLS2301 provided that the applicant can provide at least 12 months of active ongoing employment. Student will be required to complete the Credit for Life Experience request and pay the fee for this evaluation.
- All other previous college coursework regardless of if a degree was earned or not will be assessed for granting of additional credits.
- Applicants may register for this either online or on-ground.

Transfer in the Bachelors of Science in Business Administration, Project Management Major

City College will accept persons with active Technical and Professional certifications (Paramedic, AT, ST and others), from both unaccredited and accredited schools, into the Bachelors of Science in Business Administration, Project Management Major.

- An Active License may count towards up to 60 transfer credits and elective credit.
- Applicant may also receive an additional 8 credits in Credit for Life Experience for SLS1201 and SLS2301 provided that the applicant can provide at least 12 months of active ongoing employment.
- All other previous college coursework regardless of if a degree was earned or not will be assessed for granting of additional credits.

Transferability of Credit

Transferability of City College credits to another college is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another college of the student's choice.

Credits earned at any City College campus are mutually transferable in common programs at the same level.

City College Junior and Senior Standing Status

An academic year is defined as a period of time beginning with the first day of classes, ending on the last day of examinations and is a minimum of 33 weeks of instruction. Applicants to the Bachelor programs must have earned an Associate of Science degree and/or be in junior standing (earned a combination of life credit, credit by examination and/or transfer credit totaling a minimum of 72 quarter credits or its equivalent).

Junior standing is the equivalent of two (2) academic years (72 quarter credits or its equivalent) earned through a combination of life credit, credit by means of examination and transfer credit.

Senior Standing status is the equivalent of three (3) academic years which is 108 quarter credits or its equivalent, earned through a combination of life credit, credit by means of examination and transfer credit.