

## Transfer of Credits Policy

ACOT accepts credits earned by students from appropriately accredited institutions under the following conditions:

- If ACOT receives an official transcript from the student's previous institution
- If the courses are similar to ACOT courses
- If the student's grades are not lower than 2.0 (C grade).
- If the credits have been earned within the past ten (10) years.
- If the student has successfully completed the first term with ACOT.

Admissions coordinators request official transcripts from a prospective student's previous college(s) if the admissions coordinator has indicated he will do so as part of the recruiting process. The official college transcripts are treated in the same manner as the request for official high school transcripts. Once received at ACOT, the official college transcripts are sent to the Director of Education.

A currently enrolled student must complete a transfer of credits request form and have begun at least one course with ACOT. Students request official transcripts (i.e., bear the appropriate institutional signatures, seal, date of issuance, etc.) from their previous colleges. The transcripts are to be sent directly to the ACOT Director of Education.

The Director of Education will complete a course-by-course evaluation of transfer credits after the student successfully completes his/her first ACOT course.

The courses will be compared to courses offered by ACOT. If it is determined the courses have similar descriptions and contents, credit will be given for the courses. The grade in each course must be 2.0 or higher in order for the course to be accepted by ACOT. The information recorded on the transfer credit evaluation, including the transfer of credits and the transfer cumulative grade point average (CGPA), becomes part of the student's permanent record at ACOT. Tuition for the student's program of study will be reduced by the cost of the course for which the credit has been accepted.

ACOT may request an official copy of the catalog of the college from which the transfer of credits is requested to complete the transcript review process. This transcript review process can take several weeks. Requests should be submitted as early as possible during the first term attended to ensure a timely response.

If the request for credit is rejected, the Director of Education will explain to the student why the courses were not accepted for credit. One copy of the evaluation will be sent to the student, and a second copy will be placed in the student's file by the Director of Education. The ACOT official transcript merely lists the other colleges the student attended and the total number of transfer credits awarded. Transfer grades are not included in the ACOT CGPA.

ACOT may accept credits from appropriately accredited colleges and schools of the branches of the US Military. ACOT also accepts CLEP testing credits.

**ACOT limits transfer of credits to a maximum of 75 percent of program course requirements, which means a student, must complete at least 25 percent of program requirements (courses) at ACOT in order to graduate.**

### **Appeal Procedure**

If some courses do not transfer and the student questions a decision, the student can consult the Director of Education (the individual who completed the transfer evaluation). Further appeal can be directed to the President of ACOT.

### **ACOT Credit Transfer**

At ACOT every effort is made to ensure top quality programs and courses are presented to our students. ACOT seeks to achieve academic excellence and ensure the substantial content of each ACOT course. When attempting to transfer ACOT credits to another college, the student must understand the acceptance of credits is dependent on the policy of the petitioned college. ACOT does not guarantee transfer of ACOT credits to other institutions. ACOT is nationally accredited by the Accrediting Commission of the Distance Education and Training Council, and ACOT courses and programs are approved by the Missouri Department of Higher Education.