

## **TRANSFER OF CREDITS POLICY**



BROWN MACKIE COLLEGE  
ATLANTA<sup>SM</sup>

## **Transfer Credits**

Brown Mackie College — Atlanta evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than ten years old are not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Brown Mackie College — Atlanta.
- The grade earned in the course, which must be at least a C (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.

The accrediting body which accredits the institution must be recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). In addition to the College's general admission requirements applicant's enrolling in the Occupational Therapy Assistant program must document the following: High school cumulative grade point average of at least 2.50 or

- A score on the GED examination of at least 57 (if taken before January 15, 2002) or 557 (if taken on or after January 15, 2002) or
- Completion of 12 quarter hours or 8 semester credit hours of collegiate coursework with a grade point average of at least 2.50.
- These credit hours may not include the Brown Mackie College – Atlanta course in Professional Development (CF 1100).
- Students enrolling in the OTA program must have completed a biology course with a grade of at least a C (or 2.00 on a 4.00 scale).

The College does not imply, promise, or guarantee that credits earned in the College will transfer to other institutions, since such determinations are made according to the policies of the receiving institution. See "Transferability of College Credits" for the full policy concerning credit transfer.

## **Transferability of College Credits**

Brown Mackie College — Atlanta is licensed by the Georgia Nonpublic Postsecondary Education Commission to confer associate's degrees and diplomas and is accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing.

Programs offered by one school within the Brown Mackie College system of schools may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Brown Mackie College system of schools, not all of the credits you earn at Brown Mackie College — Atlanta may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your college credits. We encourage you to make this determination as early as possible.

**Brown Mackie College — Atlanta does not imply, promise, or guarantee transferability of its credits to any other institution.**