

## **TRANSFER OF CREDITS POLICY**



**BROWN MACKIE COLLEGE**  
MERRILLVILLE<sup>SM</sup>

## **Transfer Credits**

Brown Mackie College — Merrillville 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 generally not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Brown Mackie College — Merrillville.
- 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.
- Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The dean of academic affairs will make the final determination on acceptance of the credits, with input from the faculty.
- Clinical courses previously earned in an allied health program must have been completed no more than one year prior to enrollment into an allied health program at Brown Mackie College — Merrillville.
- To be eligible for transfer, clinical courses previously earned in a Practical Nursing program must have been completed no more than one year prior to enrollment into the College's Practical Nursing program.
- Official transcripts for use in determining transferability of credit must be received by the school by the end of the student's first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation, such as a course syllabus, to determine transferability.

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.

## **Block Transfer Policy**

A feature of Brown Mackie College schools' bachelor degree programs is the availability of block transfer for the program's lower level degree requirements. Block transfer is where an associate degree which was earned at an institution accredited by an agency recognized by the U.S. Secretary of Education may be accepted to meet the lower-level requirements of the bachelor degree programs offered at the institution. This block transfer option allows the college to accept the student's associate degree as a complete and certified knowledge base from which to build upon as the student pursues the upper-level (years 3 & 4) degree program requirements. Since general education competencies are built within the upper-level course work, students are prepared within a coherent source of study that combines general education and the program major.

Any earned associate degree (as described above) in the business field may qualify for block transfer into the Bachelor of Science in Business Administration degree program.

Any earned associate degree (as described above) in the legal field may qualify for block transfer into the Bachelor of Science in Criminal Justice or Legal Studies program.

Any earned associate degree (as described above) in the allied health field may qualify for block transfer into the Bachelor of Science in Healthcare Management program.

General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Deficiencies in general education requirements may require that additional credits be taken before graduation.

### **Transferability of College Credits**

Brown Mackie College — Merrillville is licensed by the Indiana Commission on Proprietary Education to confer bachelor's degrees, associate's degrees, diplomas, and certificates 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.

The mission of Brown Mackie College - Merrillville is to help you prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Brown Mackie College - Merrillville is their deliberate focus on marketable skills. The credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at Brown Mackie College – Merrillville will transfer to another school.

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 — Merrillville 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 — Merrillville does not imply, promise, or guarantee transferability of its credits to any other institution.**