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TRANSFER POLICY:

COE Conditions of Accreditation
Updated: April 2021/DPW

Students who attend Ben Franklin Career Center are not allowed to transfer between programs within the institution during the school year.

A student can request consideration of previous earned credits. If a student does so, they must provide certified documentation of the earned credit(s); and, the credits must be from an accredited institution. The documentation provided will be reviewed by the program instructor; and, if approved, the student may be allowed credit toward program completion if they are able to demonstrate an appropriate level of skills and knowledge. Ben Franklin Career Center's administration leaders will make the final decision regarding awarded credits. It is highly encouraged that students participate in the entire course from beginning to end so as to reinforce and enhance their skill levels.

Transfer of Credits Policy is as follows;

- The student must have transferred from an accredited institution,
- The student must show proof (certified transcript) of at least a "B" or a numerical grade at or above 80%,
- The student must show certified proof of clock hours earned at previous institution,
- The student must demonstrate to the program instructor an acceptable skill level at the time of transfer,
- The course curricula must be similar to the school from which the student is transferring,
- The final decision for the awarding of credit is made by the school administration, and
- The student must understand that the letter/numeric grade upon transferring in will become part of the student's permanent record at Ben Franklin Career Center.

Students must understand that even if transfer credit is granted, Ben Franklin Career Center's program tuition and fees will not be pro-rated. Their cost of attendance will be the same as any other student in the program.