

ACCEPTANCE OF TRANSFER CREDIT AND PROFICIENCY TESTING POLICIES

For students with prior college-level education or training, or with skills/knowledge gained through employment or other life experiences, Stautzenberger College, Brecksville may award credit through one or both of the following methods:

- **Transfer Credit:** granted for a specific course through the recognition of equivalent course credits earned at another college or university.
- **Proficiency Testing:** granted when a student takes, and passes, a comprehensive test for a specific course. The test is administered by Stautzenberger College, Brecksville.

Please note: Stautzenberger College, Brecksville reserves the right to request that a student who has successfully completed a course at another institution take a proficiency examination to confirm that the level of proficiency meets the standards of Stautzenberger College, Brecksville. Such requests may be made at any point prior to a student's graduation from Stautzenberger College, Brecksville. In math and English, scores on the COMPASS placement examination may be used as indicators of proficiency.

Credit for Prior College Courses: Official transcripts, from each prior college attended, are used to determine the course(s) for which a student will receive credit. The student is responsible for ensuring that Stautzenberger College, Brecksville receives the official transcript(s) during the enrollment process. Transcript(s) will be evaluated according to the following criteria:

- **Equivalent Content:** the material covered in the prior course and the required Stautzenberger College, Brecksville course, must be comparable. The official course description from the prior college will be used to determine similarity between courses. If an official course description is not available online (i.e., the course was taken long ago and has now been changed or deleted), the student may be asked to provide their original college catalog for a course description.
- **Credit Hours:** credit hours earned from the prior college course must be equal to – or exceed - the credit hours awarded for the Stautzenberger College, Brecksville course when converted to quarter hour values.
- **Grade earned:** no course will be given credit if the grade earned was less than a “C.”
- **Age of Credits:** Stautzenberger College does NOT require that a prior college course be taken within a set number of years. However, some courses – due to their very nature – become irrelevant over time. (A good example is a computer course: very different technology between 1999 and 2010!). In these cases, while transfer credit may be denied, the student may be advised to take a proficiency test to determine if he/she has up-to-date knowledge.

Proficiency Testing: Proficiency tests are available for a number of Stautzenberger College, Brecksville courses, most of them in the “General Education” area (i.e., English, math, computer concepts, etc.). Proficiency tests are comprehensive and are generally similar to the “final exam” given for a specific course. Note: Proficiency tests are rarely offered for a course in the student's major area of study.

A student wishing to take a proficiency test or tests **MUST take the test(s) prior to sitting in the class(es).** There is a \$15 per credit hour charge to take a proficiency test (i.e., \$60 for a 4 credit hour class). This fee must be paid whether the student passes or fails the test. **A minimum score of 80% is required to pass.**

The student should arrange proficiency testing with their Admissions Representative as early as possible. The Representative will then work with the Dean's Office to schedule, administer, and grade the test. Test results are normally reported back the same day the test is given.