



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

**POLICY:** Transfer of Credit

**Effective Date:** August 2018

**TITLE:** Transfer of Credit

**RATIONALE:** To ensure that the transfer of credit remains consistent with accreditation requirements.

### **POLICY:**

Prospective students may wish for Princeton Rescue Squad to consider the transfer of credit from other institutions for initial education courses. In order for Princeton Rescue Squad to evaluate a transcript for credit transfer the following must be provided:

- Verification that the institution from which coursework has been completed is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation in which the program is aligned and consistent with established industry training standards recognized and accepted by the National Registry of Emergency Medical Technicians and/or the West Virginia Office of Emergency Medical Services.
- Course Syllabus
- Course Outline (including the dates of the topics covered in the curriculum)
- Documentation of a transcript or validated grade card from the previous institution indicating the scores received during the length of the program.
- A non-refundable transfer of credit evaluation fee of \$50.00.

Once the Education Department has received the above listed items, an evaluation for transfer will occur. Only modules or sections within a course that have a documented minimum score of a "C" will be considered. Courses will not be considered for transfer of credit if the last date of attendance exceeds one year to the time credit transfer is requested. Modules that are accepted as transfer credit will be deducted from the tuition on an hour per hour basis. Students will be responsible for attending any and all modules that were not considered for transfer. All policies and procedures for the program of study must be followed as indicated in the most current student handbook for the course. Students may appeal a transfer credit decision in writing to the Education Director. The appeal should include: list of credits being appealed, description detailing the student's justification for reconsideration, and any supporting documentation as deemed necessary. The appeal document will be submitted to the Advisory Board for review. The final determination issued by the Advisory Board will be considered final.

Students may wish to transfer credit from courses held at Princeton Rescue Squad to other institutions. Individuals may request necessary documentation (e.g. transcript, grade records, syllabi or course outlines) from the Education Director who will also provide guidance for his/her course of study during the credit transfer process.

### **RESPONSIBLE PERSONNEL:**

Education Director