

### **TEST OUT (CHALLENGE EXAMS) FOR CREDIT**

Students who believe they are sufficiently competent to receive clock hour credits in a subject may request credit for some classes through a Test Out (Challenge Examination) without additional charges from Asher College. Challenge Exams must be completed **prior** to enrollment. The Test Out (Challenge Exam) may contain oral, written and/or practical portions. A score of 80% or above on the exam is required to receive credit, and the decision of the examining instructor is final.

### **TRANSFERABILITY OF CREDIT TO ASHER COLLEGE (TOC)**

Prospective students may request prior obtained credits to be reviewed for possible transferability to Asher College. No more than 33% of courses from the program's content may be acceptable for transfer. For courses accepted for credit, tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for Transfer of Credit may affect financial aid.

**Exception: Any prior Asher College Courses may be accepted as a transfer from program to program.**

It is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credit requests will be reviewed by the TOC Coordinator.

Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Asher College. Transfer credits must be directly applicable to courses required in the selected Asher College program. *Official transcripts* must be on file before transfer credit can be approved.

The process to apply for a transfer of credit:

- The prospective student must request a TOC
- The prospective student must request that an **official transcript** of all coursework taken at a non-Asher College institution be sent directly to the Asher College.
- The prospective students will receive a print out of the results with a financial breakdown in within 5 school days of receiving the above information as to which courses can be accepted and which ones cannot.

If a student believes that their credit was not transferred properly, the student is encouraged to discuss the situation informally with the Admissions Advisor. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal Campus Director. All appeals will be reviewed by Senior Management and if they are found to adhere to policy, the appeal will be granted.

**Asher College reserves the right to accept or reject any or all credit hours earned at other institutions.**

**All VA beneficiaries are required to provide all transcripts of educational training that is above High School level. Asher College will retain and evaluate this documentation to determine if the VA beneficiary is eligible to transfer prior earned credits to the program of study.**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Asher College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate of Applied Science Degree or any certificate you earn in Information Technology, Health Service or Business Programs is also at the complete discretion of any institution to which you may seek transfer.

If the degree or certificate that you earn at this institution is not accepted at the institution to which you seek transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asher College to determine if your quarter credits, Associate of Applied Science Degree or certificate will transfer.