



POLICY OF VALIDATION AND TRANSFER OF CREDITS

Introduction

The fulfillment of the mission of Columbia Central University (CCU) depends on several factors, including the validation of courses or their transfer. It is important to establish mechanisms for those students who request the evaluation of courses approved in other institutions at the post-secondary or university level. Consequently, the Office of the Vice President for Academic Affairs has established the Policy for the Validation and Transfer of Credits.

Policy layout

Students who are or have studied at other post-secondary and higher education institutions and who wish to continue studies at CCU, must satisfy the admission requirements and, if they wish for their approved courses to be considered from the institutions of origin, they must obtain from said institutions, an official credit transcript, which must be sent by mail from institution to institution. The courses approved in the institution of origin will be considered individually for validation and/or transfer, except in case of articulation agreements with partner institutions. CCU reserves the right to accept courses approved at other institutions, for valid reasons.

Acceptance of approved courses at the institution(s) of origin will be subject to the following considerations:

1. Have filed a request for course evaluation to be validated or transferred in the Registrar's Office.
2. The courses submitted for evaluation must be equivalent or acceptable to those offered in the study program requested by the student.
3. The courses must have the same or greater value in credits, or the equivalent in contact hours.
4. In cases of graded courses, the approved course at the institution of origin must have a grade of C or above. In courses with a minimum qualification per study program policy, the same will be considered when evaluating. Ordinarily, courses with a "D" grade will not be accepted for validation. For those programs that require credit transfer, all courses approved in the institution of origin, especially in cases in which the degree has been conferred, will be accepted; this includes those rated "D".
5. In cases of courses without qualification, approved courses will be evaluated for validation through the modalities of military credits, work experience, university experience, CLEP, PNA, and DANTES exams, among others.



6. The student must submit the official certification issued by the entity offering the exam. Please refer to the minimum accepted scoring table for details.
7. In case of passing the diagnostic tests about Spanish, English, and mathematics with 70% or more, the course will be validated according to their study program.
8. Those candidates who prove that they have passed the mathematics, English and/or Spanish parts with 560 points or more in the College Board, may request validation of the applicable courses according with their study program.
9. To transfer courses from authorized international institutions in their country, the student must present the official transcript and official certification issued by an evaluation agency that is affiliated with the National Association of Credential Evaluation (NACES).
10. Remedial or continuing education courses, as well as challenge exams taken at other institutions will not be considered for validation.

The validation of the courses will be made only of the credits, but not of the qualification. That is, these courses grades will not be considered for the average computation. The credits of the validated courses will be considered as part of the credits attempted and approved to determine the Satisfactory Academic Progress (SAP) of the student. However, the average determination will be based on the courses approved at CCU.

CCU does not want to establish a specific term for the expiration of previously completed studies because we understand that not all knowledge has the same ability to expire and because the person may have been strengthening that knowledge at their work in another way. For this reason, the university will evaluate each case individually.

Procedure

1. The candidate will file an application for their credit evaluation to be validated or transferred at the Registrar's office.
2. The candidate will specify all the institutions of origin from which they will present the transcript to be evaluated, when applying.
3. The designated official will make the corresponding evaluation, taking into consideration the information described above. The original validation document is for the student and the copy will be filed in the student's academic record along with the credit transcripts that validate the validation.
4. The application for validation establishes that all validation will be considered tentative until the official transcript of each evaluated course is presented. The student has 45 days from the request day to provide the official transcript of the institution of origin. In the case of institutions that have ceased functions and therefore it is impossible to obtain an official credit transcript, the student may submit a student credit transcript, or any other



document that attests to their approved courses, for consideration by CCU, if they are supported by an "affidavit". However, CCU reserves the right to validate said knowledge through its evaluation instruments, if understood, as a previous step to their transfer acceptance. If the student does not present an official credit transcript, they may request other possible validation alternatives; like, for example, challenge exams.

5. Once the accepted courses and/or exam results have been validated, they will be recorded in the student's academic record.

Residency Requirements

Graduate Level Programs

Regardless of how many credits a student can obtain through validation, transfer, professional experience, or other methods accepted by the academic community, each student must obtain at least 21 approved credit hours in their study program in residence within CCU.

Undergraduate Level Programs

The credits that a student can obtain through validation, transfer, professional experience, or other methods accepted by the academic community will not exceed 49% of the total credits required to complete the study program. In certificate programs, a maximum of 12 credits will be accepted in validation. For certificate or associate degree programs, residency credits must include at least 12 credit hours in the student's area of specialization. Students enrolled in a Baccalaureate program must complete at least 24 credits in residency in their area of specialization or related courses, except in the Bachelor of Science program in Nursing RN to BSN, which of the 24 credits must complete at least 18 in your area of expertise or related courses.

The credits approved by challenge exams or by work experience will be considered as part of the credits approved in residence and will not be considered as part of the policy of maximum 49% credits to be validated.



POLICY ON COURSE VALIDATION BETWEEN THE NON-UNIVERSITY POSTSECONDARY LEVEL AND THE UNIVERSITY

Introduction

The fulfillment of Columbia Central University's mission depends on several factors; among them, the need to provide mechanisms for students to continue their studies until they reach their academic goals. CCU offers students enrolled in non-university postsecondary programs the opportunity to transfer courses to other non-university programs or to a college-level program. To achieve its mission, the Office of the Vice President for Academic Affairs has established the Policy for Course Validation between the Non-University Postsecondary Level and the University Level.

Courses approved at the certificate level may be considered individually for transfer to other non-university or higher-level study programs. They will be considered if the non-university postsecondary level technical courses transferred are part of the student's non-university program of interest or at least one of the higher-level programs offered at the university.

Applicability

This policy applies to all students enrolled in a program that belongs to the certificate level that is part of at least one of the higher-level programs offered at the university.

Dispositions

Acceptance of approved courses will be subject to the following considerations:

1. Courses to be considered for transfer must have a "C" grade or higher. Courses with a minimum qualification per study program policy will be considered during evaluation. Ordinarily, courses with a "D" grade will not be accepted.
2. The courses to be considered must have the same or greater credit, or the equivalent in contact hours. The courses submitted for evaluation must be equivalent in content, quality, and rigor to the courses offered in the study program requested by the student.

The determination of averages will be made based on the courses approved at CCU.



The validation of any course duly approved in CCU will be accepted when it is offered in programs of different levels, but the course must be comparable in content, hours, and credits. Students graduated from a program or students who have processed withdrawal and are determined to enroll in a certificate program must pass a minimum of 12 credits of residence after validating all the applicable courses: this is for grade point average purposes. For the Associate Degree, Baccalaureate, and master's degree programs, it is required to pass a minimum of 24 credits of residency once all the courses that apply for validation have been accepted.

Students who have processed withdrawal who request readmission to finish the program from which they withdrew will have to take the necessary courses to complete it. All courses that are comparable to the current program will be validated for these students.

CCU does not want to establish a specific term for the expiration of previously completed studies, as it understands that not all knowledge has the same capacity to expire and because the person may have been strengthening that knowledge in their work in another way. For this reason, the university will evaluate each case individually.



POLICY FOR THE CHALLENGING EXAM

Introduction

The fulfillment of Columbia Central University's mission (CCU) depends on several factors. Among them, the course validation through other alternatives. To achieve its mission, CCU offers students the opportunity to validate courses, demonstrating the knowledge and skills acquired through passing challenge exams. For this reason, the Office of the Vice President for Academic Affairs has established the Policy for Challenging Exams.

Any student interested in challenging a course for it to be validated must request and take the challenge exam before registering for the course, according to the established dates. Only one opportunity to take the exam is allowed. The student must obtain a minimum of 70% to consider the exam passed.

Applicability

This policy applies to all students enrolled in CCU programs, regardless of the level of study program.

Dispositions

1. Students:
 - a. Not having previously enrolled in the course.
 - b. Have approved all requirements established for the course to be challenged.
 - c. The student will have the right to try the challenging exam for a course only once. If the exam is failed, the student will have to enroll in the course.
 - d. Once enrolled in the courses, the student will not have the right to request a challenge exam for said courses.
 - e. The challenge exam is not a substitute or alternative for completing courses or making up courses previously attempted and not approved.
 - f. The student may only challenge up to a maximum of 3 courses per semester.
 - g. Make the payment at the Collections Office.
 - h. File the challenge exam application at the Registrar's Office.
2. Registrar Officer:
 - a. Process the application for the challenging exam.
 - b. Give the student the study guide.
 - c. Notify the Academic Directors/Coordinators of the student's request to take a challenging exam.



- d. Coordinate with the Director/Academic Coordinator the date and time to offer the challenging exam.
- e. Notify the student, in writing, of the test results.



POLICY FOR THE ACCREDITATION OF COURSES BY EDUCATIONAL EXPERIENCE IN CONTINUOUS PROFESSIONAL GROWTH

As part of the alternatives that CCU grants the student to complete their study program, the university recognizes professional experience, non-academic professional training, and performance by execution of tasks as sources of knowledge. For those students who have acquired knowledge and skills through this mean and wish to have them evaluated to accredit them as part of their study program, there is the **Policy for the Accreditation of Courses by Educational Experience in Continuous Professional Growth**.

The evaluation of the experience for continuous professional growth consists of establishing judgment and academic assessment on the student's narratives on the cognitive, personal, and professional aspects, focused on their work experience, as long as it is consistent with the learning that is supposed to be acquired in private courses. The narratives must be documented with evidence, which will be requested according to the course for which accreditation is needed. The student will request the courses they wish to accredit by experience and will undergo the evaluation process correspondent. This process is carried out by evaluating professors of each discipline and according to the academic level of the study program.

The courses evaluated by this modality are not covered by the financial aid programs available at the Institution. The student must cover the cost of the courses accredited by experience at the time of the evaluation request.

Requirements:

1. Go through an interview process with the Program Coordinator.
2. Present evidence of a minimum of 3 years of experience in the specialty area or related area.
3. Go through an orientation process.
4. Approved courses will not be taken into consideration for average purposes but will be taken into consideration for attempted credits according to the Satisfactory Academic Progress Policy. Courses approved under this alternative will count as approved, but not graded.
5. The student will comply with the specific evaluation requirements of the course during the academic term in which it is requested. If the course is not completed, the student will receive notification of non-compliance and will have to enroll in the course.
6. The student will be obliged to satisfy the criteria applicable to the accreditation of all the course credit hours through the evaluation. Under this alternative, no credits representing a portion of the course will be awarded; This means that all experience evaluated must be



equivalent to the total amount of credits, knowledge, skills, and competences required for this course approval.

CCU reserves the right to accept or reject the candidate's application for any of these alternatives for validation and/or transfer of credits if, at the time of the initial evaluation, it is identified that it does not meet the requirements to proceed.