

TRANSFER CREDIT REQUEST FORM

Student Name (print): _____

Student ID: _____

Program Name: _____

Program Start Date: _____

I am electing to apply for transfer credit to be evaluated for related previous education completed within the last five years. I have completed the following courses within the last five years:

- Accredited Vocational or Practical Nurse course(s)
- Accredited Registered Nurse course(s)
- Armed Services Nursing course(s)
- Other courses/experience BVRP determines are equivalent to courses in the program.

I have attached official original transcripts and detailed course outlines. I have read and understood BVRP's policy on Transfer Credit and confirm that this application and all accompanying documentation is accurate and complete.

Student Signature: _____

Date: _____

NOTE: Submission of this form does not guarantee approval.

REQUEST FOR WAVING CREDIT

I, the undersigned, hereby request that my previous training, relevant knowledge and skills be waived. I understand that by waiving my credits, I am expected to attend all theory and clinical classes to meet the requirements of the Vocational Nursing Program.

Student Signature: _____

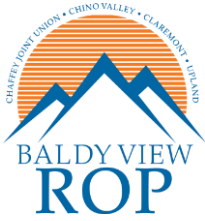
Date: _____

FOR OFFICE USE ONLY									
#	Course Code	Course Title	Grade	Year Completed	College Attended	BVRP Course	Course Hours	Granted	Reason Denied
1								<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
2								<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
3								<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
4								<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
5								<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____

Evaluated By: _____

Date: _____

Comments: _____



TRANSFER CREDIT REQUEST FORM

This form is to be completed by new applicants requesting to transfer coursework completed at other institutions.

- All requests must be made **prior** to signing the enrollment agreement for complete and timely review and assessment.
- All requests submitted through email may be accompanied with unofficial transcript for initial review. Transfer credit acceptance will only be granted upon receipt of **official transcript** from the institution(s) which the course(s) was completed. Third-party transcripts **will not be accepted** as official transcript for transfer credits.
- All requests must be **accompanied by course or programmatic description** from originating school.
- Students are required to have received a **grade of C or better** in the course. (75% for VN courses)
- All coursework considered for transfer must have been **completed within the last five years**.
- The maximum transfer credit hours allowed is up to 25 percent of any total program required hours.

Transfer Credit Process:

1. Submit this form.

Please submit this form along with all supporting documentation to:

- TransferCreditRequest@bvrop.org

Note: unofficial transcripts will be allowed for initial review however transfer credit will not be granted until receipt of official transcript(s)

Or

- Mailing to Baldy View ROP 1501 S. Bon View Avenue Ontario, CA 91761 **ATTN: Transfer Credit Request**

NOTE: Course outlines, official transcripts and other documents become the property of BVROP and will not be returned. It is recommended that students make a copy of all submitted documents prior to submission for their own records.

2. Check email for transfer credit review updates.

Once you have submitted your Transfer Credit Request and all supporting documents to the BVROP, ATTN: Transfer Credit Request, the transfer credit review process begins. You will be contacted if any additional information is required to conduct the review process. You will be notified by email of the course evaluation outcome within 5 business days.

3. Schedule course evaluation assessment.

If the course evaluation results in acceptable BVROP course(s) content, the program lead/director will schedule a written and/or practical examination.

4. Receive transfer credit decision.

Upon completion of the evaluation assessment, you will be notified by email of course credit decision within 3 business days. If course(s) credit is granted, the student will be contacted by the financial aid office to review the adjusted program cost and funding eligibility.