II. ACADEMIC ADVISING

AVERAGE STUDENT COURSE LOAD
During a 14-week period, the normal full-time student course load falls between 12 and 18 credit hours. Students considering taking more than 18 credits per 14-week period are encouraged to meet with their Program Advisor to discuss their academic needs. Students should be aware that taking an overload in courses may impact their financial aid and personal and professional commitments. To determine an academic plan that is most appropriate students should consult with their Program Advisor or Enrollment Representative.

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE TRANSFER STUDENTS
Students who transfer to Peirce College with an associate degree must have completed the following General Education bachelor’s degree prerequisites: ENG 101, BIS 109, MAT Elective, SOC SCI Elective, SCI Elective, HUM/HIS Elective. If these prerequisites were not completed with a grade of “C” or above during the student’s associate degree program, the prerequisites may be completed at Peirce College.

CREDIT FOR PRIOR LEARNING
Peirce College reserves the right, in its sole discretion, to allow students to earn up to 90 credits toward a bachelor’s degree and up to 30 credits toward an associate degree through any combination of transfer credits, credit by examination, work experience, and portfolio assessment. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. Students wishing to receive a degree or certificate from Peirce College must complete a minimum of 15 credits in their concentration through courses offered by Peirce College. Students may consult with their Program Advisor or Enrollment Representative for a list of these courses. In addition, students who are solely seeking a certificate program must consult with their Program Advisor or Enrollment Representative to review Credit for Prior Learning requirements.

EVALUATION OF TRANSFER CREDITS
Peirce College welcomes students who wish to transfer credits from other institutions. Submission of official transcripts from all previous colleges attended, in which you expect to receive transfer credit for, are required within 30 days of the submission of your admissions application. Initially, the student will be provided with an unofficial transcript evaluation. After acceptance, the Office of the Registrar will evaluate each official transcript and those credits approved for transfer will be entered on the student’s academic record. It is the student’s responsibility to bring to the attention any and all courses from all other institutions the student wishes to have considered for transfer credit.

Peirce College, in its sole discretion, may permit the transfer of credits in the following instances:

• The institution where credits are earned holds regional or association accreditation or is a candidate for such accreditation. Peirce College reserves the right, in its sole discretion, to consider transfer credits from non-accredited institutions for courses that are consistent with Peirce College academic standards.

• The courses are applicable to the student’s academic program at Peirce and are equivalent to courses that Peirce offers.

• The student received a grade of “C” or above.

• The course is equivalent to at least three Peirce College credits. When converting quarter hour credits to semester credits, the earned quarter hours will be multiplied by 2/3 to determine semester credits. Each Peirce College three-credit course requires 42 contact or clock hours.

Specialized courses that are time sensitive will be considered for transfer credit. All technology and health information management courses will be reviewed by the Faculty Chair, Information Technology and the Program Manager, Health Information Management to determine if credit will be granted. Subject to the above criteria, general education and business/legal courses may be transferable regardless of age.
Courses that do not meet the above criteria may be accepted at the sole discretion of the College provided the student wishing to transfer can prove proficiency in the course through credit by examination. Developmental courses are not transferable.

Matriculated students who wish to take a course at another institution must complete and submit an Off Campus Class Form to their Program Advisor. This form is found on the Peirce College website at web portal at https://my.peirce.edu under the My Advising tab. This request must then be approved by the Manager, Program Advising prior to taking any off campus courses. Failure to do this may result in the credits not being accepted by the College.

Courses are evaluated in accordance with the American Council on Education Guides (ACE) and The Directory of National Program on Non-collegiate Sponsored Instruction (PONSI) Guide. These guides include, but are not limited to, Accredited Institutions of Postsecondary Education, The Guide to the Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs, and External Degrees in the Information Age.

When credits are transferred from another institution either at inception of the program of study or during the program at Peirce, the grade does not transfer. The grades from another institution do not impact the cumulative grade point average (GPA) for courses completed at Peirce College.

ADVANCED PLACEMENT (AP) EXAMS

Peirce College reserves the right, in its sole discretion, to award transfer credit to students who successfully complete Advanced Placement examinations when applicable to the student’s chosen program. Students must consult with their Program Advisor or Enrollment Representative to review Advanced Placement examinations and the transferability of AP credits. Transfer credits do not impact a student’s GPA.

Peirce College will use the ACE Guide’s recommended credit-granting score to determine eligibility for awarding credits for AP Exams. Official documentation of the exam(s) and score(s) must be provided to obtain credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Peirce College reserves the right, in its sole discretion, to allow any student who has passed a general or subject CLEP examination in a subject applicable to his/her program to apply the credits toward a degree or certificate program at Peirce. These credits will be handled in the same manner as transfer credits. Students must consult with their Program Advisor to review general and subject examinations and the transferability of credits. Transfer credits do not impact a student’s grade point average (GPA).

Peirce College will use the ACE Guide’s recommended credit-granting score to determine eligibility for awarding credits for CLEP exams. Official documentation must be submitted early in the degree program to avoid duplication of course work. It is in the student’s best interest to submit documentation during the student’s first 14-week period at Peirce College.

Peirce College is not a CLEP testing site; however, students may obtain information about local testing sites by contacting the College Board at 1-800-257-9558 or accessing the College Board’s website: http://www.collegeboard.com/student/testing/clep/about.html.
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES) EXAMINATIONS

DANTES offers credit by examination through standardized tests originally developed for the U.S. Armed Forces but now available for civilian use. The Chauncey Group International, a division of the Educational Testing Service (ETS), administers the DANTES exams. For more information, go to http://www.dantes.doded.mil

Peirce College reserves the right in its sole discretion to award transfer credits for DANTES credits when applicable to a student’s chosen degree program. Transfer credits do not impact a student’s GPA.

A student’s eligibility to receive credit for courses based on other standardized tests will be reviewed and evaluated on a case-by-case basis based on ACE standards.

CREDIT BY EXAMINATION

At the sole discretion of the College, a student who is currently enrolled at Peirce College and pursuing a degree or certificate may apply for credit by examination (or test out) in certain subjects. In order for a student to receive credit by examination, he/she must comply with the following process:

- Before submitting a request, the student must obtain approval from his/her Program Advisor.
- The student may take the exam to test out of a course only one time per course.
- A student may not test out of a course that he/she previously completed with a grade lower than a “C” or received a “W” (Withdrawal).
- The non-refundable fee for Credit by Examination must be paid before scheduling the test with the Program Advising Center. If the student does not successfully test out of the course, the fee will be credited toward future tuition charges at Peirce College within one calendar year from date of test out.
- The student must complete the test within the scheduled time and follow test-taking procedures as outlined by the test administrator.

CREDIT FOR WORK EXPERIENCE AND PORTFOLIO ASSESSMENT

Credit for Work Experience

At the sole discretion of the College, students may seek academic credit for work experience obtained prior to enrollment at the College when job responsibilities are similar to the learning outcomes for a particular course. Students may not submit for Credit for Work Experience for a course that he/she has previously completed with a grade lower than a “C”. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. To apply for credit for work experience, the student must comply with the following process:

- Provide a personal résumé identifying the job held and specific responsibilities. Credit for Work Experience may be awarded for currently or previously held jobs.
- Submit a reference letter from the appropriate manager/supervisor documenting the nature, frequency, and duration of the work experience that is related to the course. For example, if applying for credit for work experience for ACC 101, the letter should describe duties, responsibilities, length of service, and level of competence in the accounting department.
- Write an essay that demonstrates how the learning objectives for the course have been met by the work experience.
- Provide documentation such as job descriptions, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.
• Consult with the designated Faculty Chair/Program Manager prior to constructing the work experience document. The completed document is to be submitted to the Manager, Program Advising. Students must submit documentation during his/her first 14-week period at Peirce College.

For IT Courses
Most of the IT courses in the Peirce College curriculum have an industry standard test equivalent. Students should consult with their Program Advisor or Enrollment Representative if they would like to apply an industry test or certification for IT course credit.

The College maintains an updated list of industry certifications that students can use to verify work experience. Students may use their industry credentials that may not apply directly, as documentation, to prove proficiency in a lower level course, as long as the test credentials and objectives match the course outcomes and the student completely addresses them in the learning essay.

At the discretion of the Faculty Chair/Program Manager, students may include a course’s final project as part of the Credit for Work Experience documentation that they submit, along with the learning essay required, to show that they meet the course outcomes as outlined in the syllabus.

If the Credit for Work Experience is approved, the title of the course, credit hours, and notation of Credit for Work Experience will be recorded on the student’s permanent record. The credit hours earned for work experience are not included in the calculation of the student’s grade point average. Please see current fee schedule at https://my.peirce.edu under the My Finances tab, for exact fee for Credit for Work Experience.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The Credit for Work Experience documentation may only be resubmitted once, prior to the end of the following 14-week period. Should the Credit for Work Experience be denied, the fee would be applied toward future tuition charges at Peirce College within one year from date of denial. If the Credit for Work Experience submission is denied, the student may not subsequently seek Credit for Work Experience or test out for this same course but must enroll in the actual course for credit.

Credit for Portfolio Assessment
At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit for job-related training and experience, non-job-related training, volunteer work, travel, hobbies, etc. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may seek portfolio assessment credit for experiences that are similar to the learning outcomes for a particular course. Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses) or to health information management courses. To apply for portfolio assessment credit, the student must submit a binder including the required documentation organized into four sections as follows:

Section 1: Cover or Title Page, Table of Contents, and Degree or Certificate Planning Sheet
Section 1 provides the organizational framework for the portfolio. In preparing this Section, the student should clearly identify the course for which Portfolio Assessment Credit is requested.

Section 2: Current Resume and Autobiography
(5 to 10 pages, double-spaced)
The resume provides the evaluator with insight into the student’s experience and training. The autobiography is a self-portrait that serves as a means for the evaluator to get to know the student. The autobiography should highlight personal and professional experiences that support the learning that will be addressed in the learning essays.
Section 3: Peirce College Course Syllabus and Learning Essay

The learning outcomes described in the Course Syllabus must be used as the model for the learning essay. In the learning essay, the student must clearly articulate the learning related to the course outcomes that he/she acquired as a result of life experiences.

Section 4: Labeled Documentation

The provided documentation validates the experiences described in Section 3. Documentation may include job descriptions, letters from supervisors, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm prior learning.

Students should consult with the designated department’s Faculty Chair/Program Manager prior to constructing the portfolio. Credit for Portfolio Assessment binders are submitted to the student’s Program Advisor who forwards it to the Manager, Program Advising, who forwards it to the appropriate faculty member for evaluation. It is in the student’s best interest to submit the portfolio during his/her first 14-week period at Peirce College. Please see current fee schedule at https://my.peirce.edu under the My Finances tab for the exact fee.

If Credit for Portfolio Assessment is approved, the title of the course, credit hours and notation of Credit for Portfolio Assessment will be recorded on the student’s permanent record. The credit hours earned for portfolio assessment are not included in the calculation of the student’s grade point average.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The portfolio may only be resubmitted once, prior to the end of the following 14-week period. If a portfolio is officially denied credit, it may not be submitted again. Should Credit for Portfolio Assessment be denied, the fee will be applied toward future tuition charges at Peirce College within one calendar year from date of denial.

INDEPENDENT STUDY

Independent Study allows students to undertake well-defined course work, research, or study projects, conducting their work under the guidance of an instructor in the chosen area, without regular class meetings. The Faculty Chair/Program Manager from the specified department must give academic approval for Independent Study requests. Independent Study will be approved at the discretion of the College and should not be considered the “norm.”

Request for Independent Study forms are available at web portal at https://my.peirce.edu under the My Advising tab and should be submitted to the student’s Program Advisor. The following conditions must be met:

- Independent Study may only be requested when the course is a required course or a prerequisite for a required course for graduation and there are no other course options.
- If the course has been canceled and that course is a required course or a prerequisite for a required course for graduation and there are no other course options, then an Independent Study may be requested.
- The student must have a minimum 2.0 cumulative grade point average to qualify for Independent Study.
- The student may enroll in a maximum of two Independent Studies per 14-week period.
- The request for Independent Study should be submitted no later than two weeks prior to session start, except when a course has been canceled.

The faculty member is responsible for contacting the student as early as possible in the first week of the
session. The faculty member will inform the student of course responsibilities and expectations and provide textbook information. If the student does not respond to messages, the faculty member will notify the Office of Academic Operations, and the student may be dropped from the Independent Study.

Independent Study follows the same drop/add/withdraw procedures as any other course. The student has seven calendar days after the first contact by the faculty member to drop the class to receive 100% tuition reimbursement. If the course is dropped after the seventh day, full tuition is charged for the course. The student must formally drop the class during this period or receive an "F" if she/he does not follow through with course obligations. For related information, please refer to the Drop/Add and Withdrawal policies, which appear in SECTION I of this Handbook.

The effective drop/add/withdraw date is determined by the date the student phones, faxes, emails, or submits online or in person the request to drop, add, or withdraw from an Independent Study.

PREREQUISITE COURSES
A prerequisite is a course or group of courses that must be taken and successfully completed before another course is taken. Example: ACC 101 is a prerequisite for ACC 201.

Students must have met all prerequisite course requirements prior to the first day of class. While students may preregister for classes that have prerequisites that are not yet met, it is the student’s responsibility to be certain that all prerequisites have been successfully completed. If a student learns that she/he has not successfully completed a prerequisite course, it is the student’s responsibility to drop the course for which the prerequisite is required. For example, a student may pre-register for ACC 101 in session 1 and ACC 201 in session 2 at the same time. However, if the student does not successfully complete ACC 101, it is the student’s responsibility to drop ACC 201.

If at any time during the session the College learns that a student has not successfully completed a prerequisite, he/she will be contacted to drop the course.

Students must earn a grade of “C” or above in some prerequisite courses. See the current College Catalog for a list of courses, prerequisites, requirements, and descriptions. The College Catalog may be accessed at https://my.peirce.edu under the My Advising tab.

COURSE REPEAT
When courses are repeated, the highest grade received for a course is used to calculate student GPAs. The lower grade(s) are not included in the GPA calculation. Grade reports and transcripts will reflect all courses attempted and earned. Retired courses cannot be repeated. For questions regarding retired courses, students should contact their program advisor.

In accordance with the Grading policy, found in SECTION I of the Student Policy Handbook, please note the following:

- Courses in which grades of F, D-, D, D+, or C- (includes grades under a “B-” for ACC 101 and ACC 201) are earned may be repeated.
- Courses for which a grade of “C” or above has been earned may not be repeated. For ACC 101 and ACC 201, students who earn a “B-” or above may not repeat the course.

Repeating Failed or Withdrawn Courses
Students can repeat a course in which they earned a grade of “F” or “W”. Financial Aid will only pay for a course taken up to 3 times. Any special circumstances should be communicated directly to the Supervisor, Financial Aid.

Meeting Course Grade Requirements
Students who have not failed or withdrawn from a course but need to repeat a course due to a “C” or above (or “B-” or above for ACC 101 & ACC 201) requirement not being achieved, can repeat the
course a second time utilizing Financial Aid funds (if available).

In instances where a student has not been successful after completing a course for a second time, in consultation with the Program Advisor, the student must submit a request to take a course for a third time or more. **Financial Aid will not cover the cost of courses taken for a third time or more (with the exception of courses in which the student has earned a grade of “F” or “W”)**. The request is made by completing a Repeat Course Request form. To access the form, go to https://my.peirce.edu under the *My Advising* tab. A letter of appeal, addressing the reasons why an exception to the course repeat rule is requested, should be completed. The appeal letter must also include a plan for succeeding in the course if the request is approved. The completed Repeat Course Request form and appeal letter are submitted to the Supervisor, Financial Aid for academic approval.

Students requesting to take a course for a third time should plan to repeat the course in the next upcoming session. All financial obligations must be satisfied in order to register. All balances must be paid by the end of the session. Students should contact the business office to make these payment arrangements.