

### **Statement regarding Arkansas Department of Higher Education Certification**

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

### **Transfer of BHCLR Credits**

The student should be aware that BHCLR courses, certificates and degrees may not transfer. The transfer of a BHCLR course/certificate/degree credit is determined by the receiving institution.

### **Transfer of Credits or Advanced Placement into BHCLR**

Transfer of credits or advanced placement requests will be reviewed on an individual basis by the Registrar and the appropriate Academic Program Director/Coordinator. In evaluation of transferability of credits the following will be considered: the currency, comparability, relevancy to program, calculation of credit hours used by the institution, and grade earned for the course. In addition, the accreditation status and academic strength of the transferring institution are considered. Credits accepted for transfer will be recorded on the student's transcript. Transfer credit is used in calculating the cumulative grade point average for a student. Transfer courses must have a minimum grade of "C" or higher to be accepted. Total credit hours for the respective program of study may vary depending on accepted transfer credits.

### ***General Education Courses***

General Education courses at BHCLR are taught through Pulaski Technical College. Accordingly, Pulaski Technical College's course descriptions and credit hours are the basis for comparison when evaluating general education coursework from other institutions. A course transfer guide is maintained on the BHCLR website, listing all transferable courses for institutions located in the state of Arkansas. The Arkansas Course Transfer System is the basis for this transfer guide. Courses not appearing on the Arkansas Course Transfer System are evaluated by the Registrar for transferability.

### ***Professional / Technical Courses***

The Registrar will work with the appropriate Academic Program Director/Coordinator to evaluate courses for transferability into the programs of study. BHCLR will review transfer credit from institutions accredited and recognized by the United States Department of Education or the Council for Higher Education Accreditation. Course content must be substantially equivalent to required courses to be considered for transfer. Applicants requesting to transfer courses from other institutions must provide an official transcript and course descriptions to the school.

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