



Student Catalog Addendum

This catalog addendum updates and replaces the school's Transfer of Credit Policy and corrects the formatting of the Transferability Disclosure in the 2025 Student Catalog.

Transferability Disclosure

This addendum updates and replaces the Transferability Disclosure in the current catalog with the following information:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at IBT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn in the educational program at IBT is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 the Institute for Business & Technology to determine if your diploma or degree will transfer.

Advanced Standing - Transfer of Credit Policy

This addendum updates and replaces IBT's Advanced Standing/Transfer of Credit Policy in the current catalog with the following information:

Advanced Standing

Upon a student's timely request, IBT will conduct an evaluation of all previous education and training, including prior experiential learning, and grant course/module credit where IBT deems it appropriate. The Director of Education (in consultation with the Program Director when appropriate) will evaluate all previous education based on supporting documentation, such as original transcripts. Please refer to the *Advanced Standing by Transfer Credit* section below for more information. The Director of Education (in consultation with the Program Director when appropriate) will evaluate all previous training and/or experiential learning through examinations of skill and subject matter. Please refer to the *Advanced Standing by Proficiency Testing* section below for more information.

Any course/module credit awarded by the school may result in a change of a student's program completion time and the total student charges for the program will be adjusted accordingly. Note: Any changes to a student's course load and/or total student charges may impact their financial aid status and award package. No more than forty-nine percent (49%) of the total clock hours may be credited by advanced standing. All previous education credit evaluation, and proficiency testing must be completed prior to the end of the first module/term of attendance. IBT does not charge any fees for evaluating or accepting transfer credit or for conducting proficiency testing. VA students need to provide copies of all prior postsecondary transcripts, including the Joint Services Transcript, to the School for evaluation. Copies of the transcripts and the evaluation will be kept in the student's VA file. Documents submitted for evaluation will not be returned to the student.

Advanced Standing by Transfer Credit

In general, IBT considers the following criteria when determining if transfer credit should be awarded:

- All previous education credit evaluation must be completed prior to the end of the first module/term of attendance.

- Courses must be from a nationally accredited institution.
- The comparability of the scope, depth and breadth of the course to be transferred. IBT may require students to provide a course catalog and/or syllabus from their previous school in order to make this determination.
- A letter grade of C (70% or above) or better is required for transfer credit to be awarded.
- The course is not considered remedial, pre-college, or developmental.
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- The course does not duplicate a core course that is offered as part of the one of the school's Associate degree core programs, with the exceptions noted below.
- All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE).
- IBT accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the Director of Education for the current list of approved exams and minimum scores required for transfer.
- Academic Time Limits, Unless Otherwise Specified:
 - General Education courses – indefinite, with the following exceptions:
 - Anatomy and Physiology I & II with lab – Courses must have been completed no more than two (2) years prior to the date the student signs the enrollment agreement. Students may be able to receive transfer credits for courses taken more than two (2) years prior to the date the student signs the enrollment agreement if they meet the grade requirement and pass an additional examination as determined by IBT.
 - Computer Concepts and Applications - Courses must have been completed no more than five (5) years prior to most recent admission to IBT with a grade of C or better.
 - Core Courses for Term-Based Programs – IBT does not accept transfer credit for these courses, with the exception of Medical Terminology I & II in the CVS program, as noted under Program Specific Requirements below.
 - Modules for Clock Hour Programs – IBT does not accept transfer credit for clock hour program modules because schools divide their curriculum into modules differently. However, students may be able to receive credit for previous education by passing a proficiency test. Please refer to the *Advanced Standing by Proficiency Testing* section below for more information.
- Program and Course Specific Requirements:
 - CVS Program: Upon review and approval from the CVS department, Students enrolling in the CVS program may receive transfer credit for Anatomy and Physiology I & II with lab and Medical Terminology I & II. Courses must have been completed no more than two (2) years prior to the date the student signs the enrollment agreement and the student must have received a grade equivalent to a C or greater. Students may be able to receive transfer credits for courses taken more than two (2) years prior to the date the student signs the enrollment agreement if they meet the grade requirement and pass an additional examination as determined by IBT.

Advanced Standing by Proficiency Testing

Students requesting course/module credit based on previous training or experiential learning (e.g; work experience, military experience, or previous education that does not meet the criteria described in the *Advanced Standing by Transfer Credit* section above) must submit their request in writing to the Director of Education. All requests must be accompanied by documentation of the student's previous training/experiential learning, such as a resume, military discharge paperwork, or transcripts. If the Director of Education accepts the student's documentation, the student will take a proficiency test determined appropriate by the Director of Education (in consultation with the Program Director when appropriate).

- Clock hour program students may attempt to receive advanced standing by proficiency testing for no more than two non-externship modules in their program. Some modules in some programs are not available for Advanced Standing by Proficiency Testing. Consult the Director of Education for more information.
- Term-based program students may attempt to receive advanced standing by proficiency testing for the following general education courses only:

- College Algebra
- Composition I
- Composition II
- General Psychology
- Conceptual Physics
- Computer Concepts and Applications
- Proficiency test options include, but are not limited to IBT's final exam or midterm exam for the course in question.
- To receive credit for a proficiency exam, the student must receive a grade of 70% (C) or above.
- All proficiency testing must be completed prior to the end of the first module/term of attendance.
- Students may only attempt to receive advanced standing by proficiency testing for any specific course once. No repeated attempts will be granted.

Advanced Standing Appeal Procedures

Students who disagree with the Director of Education's decision concerning course/module credit may submit an appeal to the Campus Director. These procedures apply to both Advanced Standing by Transfer Credit and Advanced Standing by Proficiency Testing.

All appeals must be submitted in writing within five working days of the Director of Education's decision. Appeals may be submitted to the Campus Director by email to campusdirector@ibt.edu or delivered to the office of the Campus Director at 91 East Tasman Drive, San Jose, California 95134. The Campus Director may take whatever steps are deemed necessary to review and attempt to resolve the matter. All course/module credit decisions made by the Campus Director are final.