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## College of Court Reporting

### Transfer of Credit Policy

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ccr.edu

### Transfer of Credit Policy

#### TRANSFER OF CREDITS REQUIREMENTS

Students enrolling in CCR with previous training may elect to have their previous college transcripts reviewed in order to determine if past courses meet CCR degree/certificate requirements and thus may be transferred in for course credit.

#### Procedure for Requesting Transfer of Credits

Students must provide appropriate documentation for transfer credit or testing evaluation. Most courses from a regionally or nationally accredited post-secondary institution will be considered for transfer based on credits earned and a letter grade of C or higher. An official transcript from the previous institution is required to document that a course or courses were passed with a C or higher. Additional documents describing course content may be requested such as the institution's catalog, course syllabi, or course outlines.

If a student has attended another college and would like to have their previous transcripts reviewed for possible transfer credit, they should follow these procedures:

1. Review College of Court Reporting's catalog requirements for the program in which you are enrolling/enrolled and identify the comparable courses you have completed at another college.
2. Reach out to your previous college(s) and either have an unofficial transcript sent to you and then forward it to Natalie Kijurna at [natalie.kijurna@ccr.edu](mailto:natalie.kijurna@ccr.edu) or, if you are in the process of completing the CCR Enrollment Application, you may upload your unofficial college transcript(s) to the appropriate section for review. Finally, you may choose to contact your previous college(s) and have an official transcript sent via email through a 3rd party processor to

[natalie.kijurna@ccr.edu](mailto:natalie.kijurna@ccr.edu) or sent via U.S. mail to College of Court Reporting, % Natalie Kijurna, 455 West Lincolnway, Suite A, Valparaiso, IN 46385.

3. Contact Natalie Kijurna at [natalie.kijurna@ccr.edu](mailto:natalie.kijurna@ccr.edu) to verify that we received either your unofficial or official transcript. We should be able to let you know at that time if a course or courses will transfer or not. Complicated transcripts or multiple transcripts may take additional time to review.
4. Review your email confirmation of the results of the transfer credit review, which will be sent once your request has been evaluated.
5. If the review was based on an unofficial transcript, you must have an official transcript sent to CCR following the directions in "B" above.

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6. Transfer credits will become part of a student's academic record when an official transcript is received, verified, and evaluated. The official transcript must be received no later than the end of the student's first semester for which they are granted transfer credit.

CCR documents the award of transfer credit in several ways. First, CCR sends an email verification of the transfer credits to the prospective or current student; that email is simultaneously recorded in their permanent electronic file. Second, transfer credits are inputted into CCR's academic records for inclusion on the prospective student or student's official CCR transcript. The documented information includes:

- Name of the student
- Name of the transferring institution
- Specific course information from the transferring college/institution
- Equivalent CCR course for which credit is awarded
- Number of credits awarded
- Date transfer credits awarded
- Name of evaluator

If you have questions about any of these policies or procedures, please call Natalie Kijurna at 866-294- 3974 ext. 229 or email at [natalie.kijurna@ccr.edu](mailto:natalie.kijurna@ccr.edu).

The following courses may not be awarded transfer credit unless a related course competency exam is passed:

- T110 – Court Reporting Transcript Production
- T210 – Introduction to Realtime Technology
- TE201 – Advanced Transcript Production
- CR110 – Introduction to Realtime Technology/CR110-V Introduction to Realtime Technology
- CR120 – Court Reporting Processes and Development
- CR200 – Court Reporting Procedures
- CR210 – Technology I/CR210-V Technology I
- CR280 – CSR/RPR Preparation/CR280-V CSR/CVR Preparation

Transfer of credits may also be awarded to students for work experience in conjunction with relevant college courses from a recognized post-high school institution. Students must have documentation of work experience as it relates to the course for which they are requesting a transfer of credits. A CCR administrator will determine the documentation requirements.

Students must submit the documentation to CCR for review prior to the start of the new semester. After review, the transfer of credits request will either be approved or denied. The administrator may also request more information and/or documentation to make their final determination.

CCR's tuition and fee summary for transfer credits and course competency exams is listed below. If a student:

1. Directly transfers a course into one of CCR's programs (course for course), no \$25 per credit hour assessment fee is charged and there is no tuition charge.
2. Passed a CCR course competency exam in conjunction with a transfer credit request based on a similar course taken at a previous institution, no \$25 per credit hour assessment fee is charged and there is no tuition charge.



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### Appealing Decisions Regarding Transfer of Credits

Students or prospective students who disagree with any portion of their transfer credit evaluation should submit a written request for review to Natalie Kijurna via email at [natalie.kijurna@ccr.edu](mailto:natalie.kijurna@ccr.edu). Students or prospective students have 14 calendar days from receipt of the academic evaluation to file an appeal. The request for review should include the following information:

- Your full name
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts, or other relevant information

Natalie Kijurna will conduct a review of the credit evaluation and respond to the student in writing via email with a decision. If the student or prospective student is still not satisfied with the decision, the student or prospective student may file a formal appeal within seven days by emailing the president the same information required previously along with any additional arguments, facts, or evidence the student or prospective student would like to add. The president may affirm, reject, modify or adjust the transfer credit evaluation as deemed appropriate and will inform the student or prospective student, in writing, of CCR's decision. The decision of the president is final and may not be appealed any further within CCR.

Transfer students must meet the Standards of Satisfactory Progress as outlined in this catalog. In addition, to be eligible for a degree or certificate, transfer students at CCR must:

1. Complete all required program requirements, including the Internship and the exit shorthand/voice speeds for their program of study, and;

2. Comply with CCR's maximum award of transfer credit and competency exam credit requirements listed below.

CCR may award a maximum of 75 percent of the credits required for a degree or certificate program as transfer credit or a combination of transfer credit and competency exam credit. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level. Credit awarded for competency exams cannot exceed 25 percent of the credits required for a degree.

***\*While the College of Court Reporting is an accredited institution there is no guarantee that credits earned at CCR will be accepted as transfer credit by any other college, university, or other educational entity located in the United States or internationally.***



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