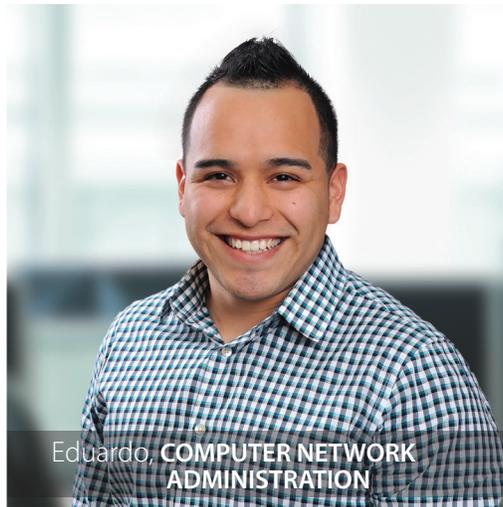


College Credit Transfer Information

A guide to completing your bachelor's degree



Carmen, **ACCOUNTING BBA**



Eduardo, **COMPUTER NETWORK
ADMINISTRATION**



Nancy, **MEDICAL OFFICE**



Joselly, **DIGITAL MEDIA**



THE COLLEGE OF WESTCHESTER
SERVING STUDENTS SINCE 1915
A BACHELOR DEGREE GRANTING PRIVATE COLLEGE

800.257.9655 | WWW.CW.EDU
325 CENTRAL AVE., WHITE PLAINS, NY 10606

“My experience at CW prepared me with the latest programs and skills. Three weeks after graduation I accepted a position as a full-time Graphic Artist.”

— Joselly
Digital Media

“I finished my Bachelor’s at CW. I had the opportunity to explore the workplace with the necessary tools and skills to succeed. I am now in management at Hertz, a Fortune 500 company.”

— Michael
Business
Administration
BBA



“My experience at CW was a positive one. Career Services is well equipped with a knowledgeable and helpful staff. With their assistance, I now work for two exceptional surgeons and a great staff in providing high quality care to patients in need. I look forward to going to work every day gaining more experience within my Administrative Medical Career.”

— Nancy
Medical Office

The College of Westchester (CW) can accept up to a maximum of 90 credits toward the requirements for program completion of the BBA as a result of prior learning. There are a number of ways a student can demonstrate college level learning. Official records should be received prior to the session in which the student plans to start in order to allow sufficient time for evaluation. If a transcript is required for a prerequisite, the student will not be allowed to take a higher level course without an official transcript. Official transcripts received after the third term or second semester will not be accepted. Exceptions may be granted by the Dean of Academic Services. Prospective students should see their admissions counselor for more information. Enrolled students should see an academic advisor.

Transfer Credits

Students who have attended another accredited college or university may obtain credit toward graduation for courses taken at that institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Credit is transferable for comparable courses in a student’s selected curriculum in which the student has obtained a grade of “C” (2.0) or higher. A maximum of 42 credits towards an associate degree and a maximum of 90 credits towards a bachelor’s degree from all combined accredited two-year and four-year institutions and training programs may be granted based on the applicability to the chosen program of study. All transcripts and other forms of training documentation must be formally evaluated by the Office of the Registrar to determine the specific credits that are applicable based upon the program for which the student registers.

Please see the Transfer Credit Policy in the Academic Standards section of the college catalog for complete information about transfer credit policies and procedures.

“As a graduate of CW, I understand the importance of keeping up with and exploring the latest technologies and being familiar with new innovative techniques to become an expert in your profession.”

— Svetlana
Digital Media



“CW has inspired me to continue pursuing a degree and has provided support along the way in helping make it happen. Thanks to the staff for all they do and for always lending a helping hand!”

— Carmen
Accounting BBA

Credit for Certification

A student at CW may earn up to a maximum of 12 academic credits (4 courses at 3 credits each) by satisfactorily completing technology certification examinations resulting in the following certifications: A+, CCNA, MCSA, Microsoft Office Specialist or Adobe. Certifications may not be older than three years from the student’s start date at CW.

The department chairperson must be notified to verify that the certification is the most current. Credits will be awarded according to the following course equivalencies in the following areas: Networking, Office Technology, and Digital Media.

Networking Certifications:

PC Technology (A+)
Cisco Networking Basics
Cisco Switching Basics
Windows Client Administration
Active Directory Services
Operating System Tech (A+)
Cisco Routing Basics
Cisco WAN Technologies
Windows Server Administration
Network Infrastructure Implementation
Microsoft Office Certifications:
Microsoft Word
MS PowerPoint
MS Access
MS Excel

Adobe Certifications:

Digital Illustration (Illustrator)
2D Web Animation (Flash)
Digital Imaging (Photoshop)
Digital FX & Motion Graphics (After Effects)
Publishing Design & Layout (InDesign)
Web Page Dev. I (Dreamweaver)
Digital Video and Sound (Premiere Pro)

Allied Health Certifications:

Electrocardiography
Hematology/Phlebotomy

Military Experience

Military training and experience can translate to college credit through military occupations, credit-by-exam programs, and certification programs. CW will accept up to 49 credits in transfer toward an associate degree and an additional 41 credits toward a bachelor’s degree for a total of 90 transfer credits for members of the US Armed Forces, including veterans. The ACE Military Guide Online contains credit recommendations for formal courses and various military occupations. Please visit: www.militaryguides.acenet.edu/index.html to search the database. Veterans or members of the US Armed Forces can request their transcripts through Joint Services Transcripts (JST). JST is for all branches of the military except for the Community College of the Air Force (CCAF). For JST please visit <https://jst.doded.mil/official.html>. Members of the Air Force should contact their service branch. Military transcript and/or discharge papers should be submitted to the Office of the Registrar for review.

Credit Awarded through Portfolio Evaluation

CW will award academic credit for learning that occurs as a result of career or personal experiences. A fully documented experiential learning portfolio must be completed for faculty evaluation by the end of the first semester in the Day Division or by the end of the second term in the Adult/Online Divisions. The student must be able to discuss and document the knowledge gained, as well as demonstrate the college-level quality of their work and its applicability to their academic goals and degree program. A total of fifteen (15) academic credits will be awarded toward an associate degree and a maximum of fifteen academic credits (15) will be awarded toward a bachelor’s degree for a maximum of thirty (30) credits.* There is a fee of \$100 for reading the learning portfolio and a fee of \$100 for each 3 credit course that is awarded for experiential credit. Please see an Academic Advisor for more information if you are interested.

*Note: Through advisement, students are informed that CW cannot guarantee that credits earned through this program would be accepted in transfer to another institution.

“I had already been working in the medical field for about five years when I decided to finally go to college. I was a front desk secretary, with the duties of an office manager, but without pay or title. I decided to go to CW at the suggestion of my cousin, a fellow CW alum. Shortly after I graduated, my job gave me a promotion, as well as a raise.”

— Sabrina
Medical Office



“CW has great classes, great teachers and I landed a great job. I think everyone deserves a great education especially one that offers you a great future.”

— Eduardo, Computer Network Administration

Two-Year Transfer and Online Programs

Students will receive a transfer credit evaluation to determine transferable credits. CW will accept up to 90 credits into the BBA degree. A total of 120 credits are required to earn a bachelor's degree at CW. BBA students will also focus and develop their newly acquired skills and knowledge during a required Internship. Online degree students take a project based, senior-level capstone course versus the internship requirement in the campus based studies.

Business Administration, BBA (offered online also)

The Bachelor of Business Administration (BBA) Degree offers students a strong job specific curriculum and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, the BBA program includes a unique project management focus that provides specialized skills often desired by employers.

Business Administration, BBA with concentration in Digital Marketing & Design

In addition to the curriculum overview listed above, Digital Marketing & Design students take Typography Essentials, Interface Design & Usability, Social Media for Marketing & Advertising and Publishing for the Web courses to strengthen their knowledge in their specific career field of choice.

Bachelor of Business Administration in Health Care Administration, BBA (offered online also)

The Bachelor's Program in Health Care Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in business management, public policy, health law and ethics, and healthcare delivery systems operation. This program also includes instruction in the current healthcare system including managed care and the administration of long term care for the aging population.

Bachelor of Business Administration, Accounting, BBA

The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge and provides students with a solid business foundation through an advanced curriculum in accounting and complementary courses in finance, technology, marketing and business law. In addition, critical business skills such as strategic planning, team building, problem solving and decision making are developed.



“The qualified instructors at CW have real experience. They not only helped me to develop my technical and ethical skills, they also inspired me to become a better professional. After graduation I interviewed and landed an Audit Assistant position at a Big Four auditing firm.”

— Deyanira
Accounting BBA

For consumer information and other program disclosures, please visit www.cw.edu/programdisclosure.
For more extensive information please see college catalog at cw.edu/cwcatalog.



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