



# College of Court Reporting

## Transfer of Credit Policy

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### Transfer of Credit Policy

#### **TRANSFER of CREDITS REQUIREMENTS**

College of Court Reporting (CCR) students may elect to schedule courses at another institution and transfer the credits to CCR in order to meet degree/diploma/certificate requirements. Before a student schedules course work at another institution, he/she should have the credits approved for transfer and should work with the appropriate administrator to determine how the credits will apply to his/her academic program.

#### **PROCEDURE FOR REQUESTING TRANSFER OF CREDITS:**

All applicants must have all documentation of transfer credit or testing. Most courses from a U.S. regionally or nationally accredited post-secondary institution will be considered for transfer based on credits earned and a letter grade of C or higher or demonstration of course competency.

If a student has already taken a course at another college, then he/she should follow the following procedure:

- A. 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.
- B. Contact the appropriate person at your previous college and ask them to send either an unofficial copy of your transcript via email to Natalie Kijurna at [Natalie.kijurna@ccr.edu](mailto:Natalie.kijurna@ccr.edu) or ask them to send an official academic transcript of your coursework via U.S. mail to Natalie Kijurna, 455 West Lincolnway, Valparaiso, 46383.
- C. Contact Natalie Kijurna to verify that we received either your unofficial or official transcript. We should be able to let you know at that time if a class will transfer or not and how it will transfer. Complicated transcripts or multiple transcripts may take additional time to review.
- D. After your request has been evaluated, we will send you an email confirmation of the results.
- E. Transfer credits will not become part of a student's academic record until an official transcript is received, verified, and evaluated.
- F. Transfer credits will count toward a student's Standards of Satisfactory Academic Progress for credits earned.

CCR documents the award of transfer credit several ways. First, CCR sends an email verification of the transfer credits to the prospective student or student; that email is simultaneously recorded in their permanent electronic file. Second, a copy of the paper transfer credit evaluation is kept in the student's permanent physical file. Finally, transfer credits are inputted into CCR's academic database for inclusion on the prospective student or student's 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
- Name of evaluator

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

The following courses may not be transferred unless a related course competency exam is passed:

1. T110 – Court Reporting Transcript Preparation (Court Reporting - A.A.S. Degree program)
2. T210 – Introduction to Realtime Technology (Court Reporting - A.A.S. Degree program)
3. CR110 – Introduction to Realtime Technology (Court Reporting - Diploma program)
4. CR120 – Court Reporting Processes and Development (Court Reporting - Diploma program)
5. CR200 – Court Reporting Procedures (Court Reporting - A.A.S. Degree program)
6. CR210 – Technology I
7. CR280 – CSR/RPR Preparation
8. CR290 – Courtroom/Court Reporting Practicum
9. SH240 –Skill Development VII
10. VT200 – Computerized Voice captioning III (Voice-to-Text Captioning - Certificate program)
11. VT290 – Voice Captioning Practicum (Voice-to-Text Captioning - Certificate program)

Students enrolling with previous training will be tested and placed in the appropriate level of proficiency. Academic requirements will be accepted upon the receipt of an official transcript from accredited schools previously attended. Tuition fees will be adjusted accordingly or students will not be charged for a course that is transferred from another institution. 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.

Transfer of credits may 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. The Executive Director and the instructor of the course for which the transfer of credits has been requested 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 Executive Director and the instructor may also request more information and/or documentation to make their final determination.

#### **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 with Jay Vettickal, Executive Director, by emailing the same information required previously along with any additional arguments, facts, or evidence the student or prospective student would like to add. He 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 Executive Director 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. To be eligible for a degree, diploma, or certificate, transfer students must complete the following requirements with the College of Court Reporting:

1. Complete all required program requirements within the allowable time frames for the program of study. The allowable time frame for the Voice-to-Text Captioning - Certificate program of study is 12 months minimum, 24 months maximum. The allowable time frame for the Court Reporting - Diploma program of study is 16 months minimum, 32 months maximum. The allowable time frame for the Court Reporting - A.A.S. Degree program of study is 20 months minimum, 44 months maximum.
2. At least fifty percent of the required credits for their program of study must be taken at CCR;
3. Exit shorthand speeds for voice captioning and court reporting;
4. Internship for voice captioning and court reporting.