

## **HACIENDA LA PUENTE ADULT EDUCATION**

### **TRANSFER POLICY**

HLP AE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The HLP AE Transfer Policy is published in the school brochure, Student Handbook and on the website.

#### ***TRANSFERRING WITHIN HLP AE PROGRAMS***

The Hacienda La Puente Adult Education's policy on the transfer of students between programs within the institution is that at the time of registration, students must meet the requirements of the program in which they are enrolling (to include testing, pre-requisites, physical requirements etc).

Student transfers within HLP AE must be approved by the instructor of the program to which they are transferring and by administration. If the student is receiving assistance from an agency, the student may need to get permission from that agency. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program.

#### ***TRANSFER OF CREDIT EARNED AT ANOTHER INSTITUTION***

Students who transfer from other institutions are evaluated to meet the requirements of the program and receive advanced placement approval from the Executive Director of the Adult School or the Career and Technical Education Director.

Any new student enrolling in a HLP AE CTE program and wishing to transfer hours/competencies for courses completed at a different school must show proof of:

1. The course was taken at an accredited school
2. The student received a "C" grade or higher
3. The course is approved or meets state licensure requirements if applicable
4. Individual HLP AE CTE programs may add additional requirements before granting the transfer.