

Admission to the College p.12

- Admission may be granted to other individuals by special permission, but applicants are subject to the requirements of specific programs or courses. The College reserves the right to advise applicants whether they meet these requirements

***If the Registrar determines that a diploma, GED or high school transcript may have been tampered with, the registrar will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents.**

*Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its education, admissions or employment policies.

Transfer of Credit p.13

- The institution previously attended must be accredited by the Higher Learning Commission or a comparable regional accrediting association.
- The student must submit an official transcript from each institution.
- Credit may be transferred only in college-level courses in which a grade of “D” or above has been earned (Most receiving institutions will not accept a “D” for transfer). A “C” is required in ENG 101 and ENG 102 or course equivalents in all transfer degrees (A.A., A.S., A.F.A.).
- A maximum of six semester hours of credit may be transferred in religion courses.
- Transfer credit will be granted for course work for which a passing letter has been earned. However, individual course grades will not be included in the computation of the GPA at Morton College.
- Credit from countries outside the United States may be considered. A certified evaluation by Educational Credential Evaluators, Inc., or by World Education Services, Inc., is required before acceptance of credit is determined.
- The student must submit an official transcript from each institution. Transcripts are only considered official if sealed envelope has not been opened or electronically if received directly from the institution from which they were requested.
- Degree seeking students wishing to have their official transcripts evaluated, should complete a transcript evaluation form with their Academic Advisor. Financial Aid eligible students should notify the Financial Aid department once official transcripts have been submitted to the Office of Admission and Records.

- Evaluation of credits may take up to 6 weeks to complete. Once completed, any credits awarded will be reflected on a student's Morton College transcript. Questions regarding the evaluation can be addressed by the student's Academic Advisor or Credential Analyst in the Office of Admission and Records.
- Credit from each transferring institution is evaluated separately. Awarding of credit, including graduate level credit, is left to the college's discretion.
- If the Registrar determines that a diploma, GED, or high school transcript may have been tampered with, the registrar will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents.
- If the Registrar determines that a diploma, GED or high school transcript may have been tampered with, the registrar will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents.

VA Pending Payment Compliance

Beginning August 1, 2019 and despite any policy to the contrary, Morton College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending:

- Prevent enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

PAGE No.	SECTION	DATE CORRECTED	DESCRIPTION	REVISION/ADDITION
122	Certificate - CDC	12/13/21	CAD 3D Certificate	Missing from Catalog