

This Addendum to Piberry Institute Catalog, School #4508, V10, Effective July 2022, located at 30356 Old Dixie Hwy, Homestead, Fl. 33033 on this 25th day of February 2023, is amended to reflect the following to Transcripts and Transfer of Hours

Transcripts:

A request for transcript must be in writing (Transcript Request Form). It must be signed by the student and requested at a minimum of 14 days before the transcript is required. The transcript request form must be fully completed with full address of the person and place where the transcript is to be sent. After the request is processed, an official transcript bearing the school's seal will be forwarded directly to other schools, colleges, employers, or other agencies as requested. Typically, other schools and colleges only consider a transcript as "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript upon graduation. All other transcripts will require a fee of \$10 to be paid with the Transcript Request Form (NOTE: All financial obligations to the School must be paid in full prior to transcripts being released)

Students that attended the institution prior to academic year 2021/2022 may have enrolled under a curriculum and grade policy that differs from the current curriculum and grade policy. If a student that enrolled prior to the academic year 2021/2022, who withdrew then reenters, upon request, that student will receive two separate transcripts, one for each of the enrollment reflecting each curriculum and grade policy.

Transfer of Clock Hour Policy:

For students that wish to enroll at Piberry Institute and transfer clock hours from courses completed at another institution, granting of such clock hours require an official transcript to be sent directly to the School. The student is responsible for having the transcripts sent to Piberry Institute. The Dean of Academics may review an unofficial copy for a temporary evaluation. However, all official transcripts for transfer of clock hours must be mailed directly by the previous institution. It is the student's responsibility to ensure that the School receives a copy of their official transcript prior to the start of their program. In order for a course to be accepted for transfer of clock hours, they must be similar in content and duration to those offered in the program for which a student has applied. Piberry Institute will make no blanket statements or promise in regard to the acceptance of clock hours from any other institution.

Transfer of clock hours is provided in writing to the student. It may be necessary for students to forfeit some previously earned clock hours in the transfer process since the school's mission, vision, purpose, philosophies, objectives of programs may differ. No more than 50 percent of transfer hours will be accepted by the school. Core nursing program courses including, Medical Surgical I and II, Pharmacology, Obstetric, Pediatrics, Mental Health, Geriatrics, Foundations, and Capstone II, are not eligible for transfer of hours. A grade "B" or better is required for all courses accepted for transfer of hours.