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MARK R. KMETZ
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PROFESSIONAL LICENSURE

TO: ACI Students Eligible to Transfer to Other Institutions
DATE: 2/4/13
RE: American Career Institute School Closure

Students who have completed **50 percent or less** of their programs may be eligible to transfer to other schools. A “transfer” is when an institution accepts some or all of a student’s coursework and the student becomes one of their own; the student will complete all institutional requirements; and, upon completion of the program, the institution will issue its certificate or degree to the student.

While all students are eligible to transfer to other institutions, students must be aware of the following:

- Some schools are offering transfer “incentives,” which will differ from institution to institution. Students are advised to ensure that any incentives are provided in writing as part of the student’s new enrollment contract.
- Some schools may require a skills assessment as part of the transfer agreement in order to accept certain courses.
- Not all ACI courses may be accepted as part of a transfer. It is always up to the receiving school what courses they accept from other institutions.
- Similarly, while ACI courses were “credit-courses,” they were not “college-level” credit, which is why there are no teach-outs available in degree-granting institutions. However, while ACI courses may not transfer into degree-granting programs, those institutions may have options available to accept the coursework through other mechanisms (e.g., credit for experiential learning, credit for prior learning, challenge exams). Please discuss these options with the new institution.

Students should consult the Description of Services Offered column on the *ACI Program Completion Options* list to identify schools providing transfer options. Students should then meet with individual schools to determine which option is best for them. As a reminder, if transfer incentives are offered, please be sure they are provided in writing.

In the meantime, DPL is providing students with any copies of their enrollment agreements, ledger cards, and transcripts that are currently available. Please note that some student records obtained by DPL are currently incomplete due to the unavailability of paper copies of these documents. However, DPL has been in contact with ACI representatives regarding this issue, and is working to obtain electronic copies of any missing student records. In order to receive these records, students must present a valid photo ID that matches the name on their records and will also be required to sign a document acknowledging they have received them. Please be advised that no one other than the student will be allowed to pick up copies of these documents.

If DPL does not have students’ transcripts, ledger cards, and enrollment contracts, but students have copies of their records at home, please mail a copy of the remaining records to DPL in the self-addressed envelope provided. If a student’s records are not available or are incomplete, DPL will inform the student accordingly, obtain their information, and provide the records at a later date. Students interested in transferring may need these documents when meeting with officials from the transfer institution.

DPL thanks students for their patience during this time of transition and we wish students the best in completing their programs of study and moving forward with their new careers.

