Transfer of Credit/Previously Earned Credit - 6.9 - Policies & Procedures for Employees

POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Statement Title: Transfer of Credit/Previously Earned Credit

Responsible Division: Student Services

Date Approved: January 2005

1. **Transfer of Earned Credit** - Applicants to degree, diploma, or certificate programs who want credit for course work completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the Registrar's Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college, or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate, but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration if possible and in no case later than the end of the first semester of enrollment following acceptance into the program of study.

Transfer of “Credit by Exam” will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.
2. **Course Credit in Residence.** In order for an Associate Degree to be awarded, (a) a minimum of twenty-five (25) percent of total course work and (b) a minimum of twenty-five (25) percent of required major courses in the degree program must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Vice President for Instruction and Student Services.

3. **Previously Earned Credit** - Course work completed in technical areas more than six (6) years prior to beginning of a degree, diploma, or certificate, may be credited only with the approval of the respective dean. General education credit ten (10) years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at Southwestern Community College and course work being transferred into the college.