

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

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**TITLE:** TRANSFER OF STUDENT CREDITS AMONG  
TECHNICAL COLLEGES

**POLICY  
REFERENCE NUMBER:** 3-5-101

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

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**DATE OF LAST REVISION:** September 13, 2007

- I. Applicants for transfer credit must submit an official transcript of all prior work from each technical college in order to be eligible to receive credit from transfer.
  - A. To be eligible for transfer of credit, the applicant must meet all admissions criteria of the receiving college.
  - B. Credits must appear on an official transcript from the granting college; an official copy of transcripts must be on file at the receiving college.
- II. Credits for courses with a grade of "C" or better will be accepted and will be applied as appropriate to program requirements. At the discretion of the college, credits for courses with a grade of "D" may be accepted.
- III. Transfer credits will be accepted up to seventy-five percent (75%) of the total credits required for graduation at the receiving college.
  - A. Each college shall establish a maximum of allowable credits up to seventy-five percent (75%) of graduation requirements.
  - B. When the course title, number, prefix, and credits are identical at the sending and receiving colleges, credits will be accepted by the receiving college if they are

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applicable to the student's program of studies.

- C. Each college may define a limit for the age of credits accepted on transfer.
  - D. Courses that no longer appear in the Catalog of Approved Courses (CAC) may be accepted at the discretion of the receiving college.
  - E. Substituting credit for course work for which the sending and receiving colleges use different course identifiers (prefix, number, title, and credits) is allowable.
- IV. Actual grades or credits earned at another college are not to be calculated in the student's grade point average (G.P.A.).
- A. Credits accepted will apply toward the credit hours required for graduation. For graduation purposes, only credits earned at the receiving college will be calculated in the student's G.P.A.
  - B. The student's transcript will reflect credit hours earned and accepted for transfer. For transfer courses, the symbol "TR" will be reflected in the grade column.
- V. The record keeping responsibilities shall include but not be limited to the following functions:
- A. The documentation of the evaluation of credit for transfer should be maintained in the student's records.
  - B. The student must be notified in writing of the results of the evaluation of transfer credit no later than the first term of enrollment.
- VI. Each technical college shall establish procedures for student appeals of transfer evaluation decisions.