

## C-16a PROCEDURE

## Transfer of Credit

Southeast Community College will grant transfer credit for courses completed at other institutionally accredited colleges, universities, and other educational institutions according to the following procedures.

- Transfer of credit procedures will be published on the college's website.
- Southeast Community College (SCC) will only receive transfer credit for courses taken at accredited institutions approved by the U.S. Department of Education in which grades C or above (or equivalent) have been earned.
- Only official transcripts will be used in the evaluation process. Official transcripts must be forwarded directly from the sending institution to the admissions office of Southeast Community College.
- Students must be degree-seeking with SCC in order to have the transcripts reviewed for transfer credit. The transfer evaluation is based on the program the student has been accepted into for the upcoming term and a new evaluation may be required if the student transfers to a different program.
- SCC accepts 3/4 of a certificate, diploma, or associate degree through transfer credit, credit by exam or credit by waiver.
- Transfer credits are not used in the computation of a student's grade point average at SCC. However, transfer credits are used in the calculation of Satisfactory Academic Progress in attempted, completed, and rate of program completion (maximum time frame).
- Students may be asked to provide additional documentation to SCC for courses to be evaluated. This may include the course syllabus, course description, or additional details.
- Courses that do not meet direct course equivalency may be transferred in as an elective based on a review by the program chair, and as determined by their program of study.
- Credit from colleges and universities outside of the United States must be evaluated by an outside degree evaluation service. The college does not evaluate foreign degrees.
- SCC may not accept credit from an institution that is not institutionally accredited. Other credits earned from non-institutionally accredited institutions may be used to meet degree requirements utilizing the processes outlined in the prior learning assessment policy and procedure.
- Southeast Community College does not accept credit from institutions accredited by Accrediting Council for Independent Colleges & Schools for any courses completed after June 2021.

These procedures apply only to transfer of credit to Southeast Community College. Students wishing to transfer credit from SCC to another institution of higher education should consult that institution's policies regarding transfer of credit to their institution.

**Administrative Authority**

The Associate Vice President for Student Enrollment, in collaboration with the Vice President for Instruction, Vice President for Program Development and other College Administrators or their designee(s), is responsible for implementing, monitoring, tracking, and proposing transfer of credit and institutional affiliation procedures including the decision to authorize, extend, or terminate agreements with external institutions and agencies. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

**Related Policy:** C-16

**Admin Team Adopted:** 09/30/2022

**Revised/Reviewed:** 09/30/22; 4/19/23; 6/5/23

**Next Review:** TBD

**Web link:**

**Tags:**