



## **Transferring Courses**

### **Transferring to Mitchell College from another institution:**

Any student who, prior to acceptance at Mitchell College has accumulated college credits at another institution must submit transcripts of those credits, prior to acceptance as a degree candidate, if the student wishes to have those credits applied to a Mitchell curriculum. In order to be accepted as transfer credit, a course must have a grade of "C-" or better (except in the case of a repeat course, which must have a grade of "C" or better), fit into the Mitchell curriculum, satisfying a requirement or elective and carry credit from an accredited institution. Credits which are not applicable to the student's curriculum at Mitchell, even though they may otherwise be perfectly acceptable for transfer, will not be accepted. If a student changes majors, it may be necessary to review the original award of transfer credit in reference to the newly selected major. The grades earned for transfer credits cannot in any way be used to calculate the student's grade point average at Mitchell.

### **Transferring Courses from another Institution as a matriculated Mitchell Student:**

There are circumstances, such as the need to make up a missed course, where it may benefit a student to take a course away from Mitchell College. This is especially common during the summer. However, bachelor degree candidates must earn their last thirty (30) credits at Mitchell College. Should such circumstances arise, it is necessary that the student secure permission from Mitchell College to take the course, prior to registration for the course. In order to secure permission, the student must obtain a catalog description of the course and submit a hard copy to the Registrar's Office at Mitchell College. The Registrar will review the description and verify that it is an appropriate equivalent to the course at Mitchell College. If the replacement is valid, a notation will be made on the student's file. The student is responsible for making sure that an official transcript is submitted to Mitchell. The course must always satisfy the same requirements as any course reviewed for transfer credits.

### **Articulation Agreements**

The College has in place a comprehensive transfer policy which allows for the consistent transfer of credit from regionally accredited institutions for appropriate coursework completed. In addition, the College has several articulation agreements with institutions from which there is significant interest and a pattern of student transfer. These agreements are revised periodically as curriculum changes occur.