

Evaluation of Transfer Credit

Credit for college-level work completed at accredited institutions listed in the Higher Education Directory will be awarded according to the following conditions:

1. The Office of Admissions and Records determines the total number of SCH that students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Transcript evaluation request forms are available in the Admissions and Records Office. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session. Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each summer session must have approval of an instructional official. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes distance education classes, proctored exams must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by the instructional deans or Vice President of Learning. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.
5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of "D," "F," and "incomplete" will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions cannot be transferred to Lee College. All Lee College students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD214 (see Awarding Credits, p. 14).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement into Advanced Classes, p. 13.