Transfer Credit Evaluation Policy

Prospective students who have earned college credits at another institution must present an official transcript to the Director of Admissions and Records at least one month prior to registering for classes. The transcript will be evaluated and transfer credit will be determined as soon as possible. Requests for transfer credit presented to the Director of Admissions and Records in an untimely manner will be evaluated as time permits.

General Principles for Transfer of Credit

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, recognized guides which aid in the evaluation of credit will be used. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association, or the Commission on Colleges of the Southern Association of Colleges may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.