

Transfer Policies for Transferring Credits Into SCC

Students transferring from other colleges or universities are eligible for admission to SCC with advanced standing. Credits for courses in which passing grades have been earned may be accepted in transfer at the registrar's discretion. Students who want to transfer credits to SCC from an accredited college or university may do so by requesting that official transcripts from each institution attended be sent directly to the Enrollment Services Department.

In order for credits to be evaluated, students must complete a [“Request for Evaluation of Transfer Credit” form](#). Request forms are available in the Enrollment Services Department or [online](#).

Transcripts sent to SCC are not automatically reviewed unless a student requests in writing that a review be made by the registrar. Accepted transfer credits will be included in the cumulative hours of credit at SCC but will not be calculated into the cumulative grade point average.

Students, who have served in the military, may be granted two hours of college credit in physical education. In some limited situations, students may qualify for additional credit.

Retroactive credit is available to students who enroll for the first time in a foreign language course and who have already studied the target language before attending St. Charles Community College. SCC will not grant credit for course work in which a student has already earned credit through another source, such as advanced placement, testing, or transfer. Only students who complete language courses 102, 201, or 202 with a grade of 75 percent or better may receive retroactive credit for foreign language courses 101 or 102. Since native speakers may not enroll nor be given credit for foreign language courses in their native language, they are not eligible to receive retroactive credit for these courses. Retroactive credit is available only to students who are eligible to enroll in the courses that they are bypassing. Students planning to transfer are advised that some colleges and universities do not accept retroactive credit.

St. Charles Community College recognizes that some people may have gained knowledge and experience during their lifetimes that qualifies as course work credit. Therefore, students may be able to translate previously acquired knowledge into college credit through one of the non-traditional avenues that SCC offers. Credit by proficiency examination is one method of earning college credit. In some instances, a student may be able to complete a department exam and be eligible to receive college credit. Students also may be awarded credit for the successful completion of the College-Level Examination Program (CLEP) or the Proficiency Examination Program (PEP) or the Advanced Placement Program (AP).

A [“Non Traditional Credit” brochure](#) is available in print and on-line listing the courses that are accepted through the CLEP, PEP and AP program and includes the course equivalency and required minimum score for credit.

Several instructional departments offer examinations for students who have acquired knowledge in a particular subject area. Students may petition to receive credit in a course by taking a departmental examination. The college can refuse permission if a student is considered

insufficiently prepared. Students must be a SCC credit student and have completed 15 hours of SCC credit or be currently enrolled in 6 credit hours at SCC prior to eligibility for credit by exam. The exams will be given after the drop date for the current semester. The cost of examination is equal to one credit hour of in-district tuition. Tutoring is not provided, nor is passing the examination guaranteed.

Students may appeal their evaluation results by sending a letter requesting the appeal and documentation (course description and syllabus) supporting their requested change to the transfer credit evaluator. The Transcript Evaluator then submits the request and documentation to the division dean for review. A decision will be made within 7 to 10 days. The student may also contact the articulation officer at the sending institution.

Students may also contact Missouri's Coordinating Board for Higher Education under the approved credit transfer policy that states that any transfer student who believes there has been unfair treatment involving acceptance of college credits may appeal the evaluation.