

TRANSFER OF CREDIT

Students who have attended other colleges (including dual credit courses taken while in high school) must request that an official transcript be sent to State Fair Community College. The transcript can be mailed to the SFCC Academic Records and Registrar's Office, 3201 West 16th Street, Sedalia, MO 65301; it can be brought to the Student Services Office at the Sedalia campus or to an extended campus site in a sealed office with a cover sheet to (660) 596-7472. Any other form of transcript will be considered "unofficial" and will not be accepted for transfer credit. Unofficial transcripts can be used for advising purposes only. Official transcripts are required to transcript credit.

Credit is evaluated and transcribed from colleges that are accredited by a national or regional association (e.g. North Central Association of Colleges and Schools). For information regarding these associations, contact the SFCC Academic Records and Registrar's Office. Courses completed from colleges that are not accredited by one of the national or regional associations may be considered for college credit. Course descriptions or course syllabi must be submitted to the appropriate dean for review. The dean's decision is final and may be made in consultation with the department.

All grades (except withdrawals) are transcribed. When a student repeats an equivalent transfer course at SFCC, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the SFCC transcript. Transfer courses for which SFCC has an equivalent course will be transcribed with the SFCC subject code, course number and credit hours. If there is no equivalent SFCC course, the transfer course will be coded on the student's transcript to indicate which degree requirement it fulfills.

Developmental courses (numbered below 100) are only transcribed if there is a direct equivalency to an SFCC developmental course. Grades earned in developmental courses are included in a student's GPA. Equivalency guides for colleges that SFCC accepts transfer credit from can be found at www.sfccmo.edu.

Official transcripts are evaluated and transfer credit is entered by the Registrar on the student's SFCC transcript. This process usually occurs within a few weeks of receiving the transcript. Students transferring credit over 15 years old may be asked to provide course descriptions or course syllabi to determine SFCC course equivalency. Some departments have time limits for transfer courses. A course

may transfer as an SFCC equivalent but because of its age may not be applicable to a specific major. Students can view the credit that has been accepted on mySTAR. If a student does not agree with the evaluation of a course, he/she may submit a catalog course description or course syllabus from the sending college to have the course re-evaluated by the Registrar. If the appeal regarding the disputed course is not resolved, the student may appeal using the college's Grievance and Appellate Process (*Regulation 2160*).

Credit earned by credit-by-exam (CLEP, DSST or AP) and from non-traditional sources (military experience, standardized occupational testing or department exams) are reviewed by the Registrar and credit may be granted if applicable. SFCC is a Servicemembers Opportunity College (SOC). Under this status, SFCC agrees to work with other SOC schools by accepting all credits from these schools. SFCC also agrees to provide in-district tuition rates for military members wanting to attend SFCC.

Transfer credit is awarded for courses completed at colleges and universities outside the United States that are accredited or approved by the Ministry of Education (or other appropriate government agency) of the country in which they are located. The transcripts must be translated into English and evaluated course-by-course by one of the recognized transcript evaluation services. A student may be asked to provide course descriptions or course syllabi to determine course equivalencies. Contact the Academic Records and Registrar's Office for information.

Any irregularities in transcripts that are received will be checked and if a document is determined to not be authentic, admission will be denied and enrollment at SFCC will be canceled. All college transcripts must be on file prior to the end of the first term of enrollment. An enrollment hold will be placed on the student's record until all official transcripts have been submitted. (*Regulation 6610*)