

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

ACCEPTANCE OF TRANSFER STUDENTS/CREDIT

PROCEDURE 5.1.2.1

- A.** The responsibility for determining transfer credit from other colleges and universities rests with the Registrar. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Academic Administrator, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for allied health program courses. Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer.

- B.** When a student transfers from a postsecondary institution to the College, the following steps will be implemented:
 - 1.** The student fills out an application for admission and is responsible for providing an official transcript from the postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.

 - 2.** The Registrar evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The Registrar may consult with the appropriate academic administrator in the program of study and/or the Vice President, Academic Affairs for final decisions.

 - 3.** The student demonstrates competence for college-level work.

 - 4.** The student continues with registration procedure.

- C.** The College recognizes the following additional opportunities for awarding transfer credits:
 - 1.** College Board Advanced Placement Program ("AP"): College course credit will be granted to students who pass the AP examinations with a score of three, four or five. Students must submit a College Action Report to the student services office for consideration of granting college credit.

2. College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Student Services office for consideration of granting college credit.
 3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact Student Services for more information.
 4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College, including continuing education courses, related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a “C”, passed the final assessment with a proficiency of 70% or better or successfully passed the applicable credentialing exam. The appropriate Academic Administrator for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements.
 5. Career and Technical Education (CTE). Students who successfully completed high school Career and Technical Education courses may receive credit for Davidson-Davie Community College courses that cover the same content or skills development as identified by statewide or local articulation agreements. Students must have received a grade of “B” or higher in their high school course and achieved a grade of “A” on the standardized CTE assessment. To receive credit, students must enroll at the community college within two years of their high school graduation.
- D. Students who have attended a college or university outside the United States must have their transcripts evaluated by **World Education Services (WES)** before they can be reviewed for possible transfer credit. Evaluation of international transcripts by WES does not guarantee transfer credit will be granted.

Adopted: April, 2020