

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

ACCEPTANCE OF TRANSFER STUDENTS/CREDIT

POLICY 5.1.2

- A.** Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.
- B.** Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the program credential requirements. Transfer credit is not calculated into the student's grade point average.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

- 1.** Accreditation of the school by a regional or national accrediting body recognized by the Council for Higher Education Accreditation (CHEA). Accreditation does not guarantee acceptance of transfer credit.
- 2.** Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
- 3.** Use of recognized guides, such as 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.
- 4.** If the school was not accredited by a regional or national accrediting body recognized by the Council for Higher Education Accreditation (CHEA) at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
- 5.** For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Once a course is approved for transfer from a particular

school, the course will be entered on a master list. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and academic administrator.

- C.** 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 Registrar 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. The Registrar and the appropriate academic administrator will maintain a list of courses that have time limits for transfer.
- D.** 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 a high school transcript and an official transcript from any other postsecondary institution.
 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 transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and academic administrator, as applicable.
 3. The student is given placement test(s), if applicable.
 4. The student continues with registration procedure.
- E.** 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 demonstrated satisfactory completion or successfully passed the applicable credentialing exam. The appropriate academic administrator for each discipline 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.
- F.** Students who have attended a college or university outside the United States must have their transcripts evaluated by a National Association of Credential Evaluation Services (NACES) recognized member before they can be reviewed for possible transfer credit. Evaluation of foreign transcripts by a NACES member does not guarantee transfer credit will be granted.

To review additional opportunities for awarding credits for prior learning, see the College's policy on Credits for Prior Learning, Policy 5.2.10.

Adopted: April, 2020

Revised: January, 2022

Cross Reference: Policy 5.1.4 Credit By Examination and Joint Services Transcript