

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>COURSE CREDIT – TRANSFER, PREVIOUSLY EARNED AND CREDIT IN RESIDENCE</b>	Policy 6.02.07
-----------------------------------	--	-------------------

## **I. TRANSFER OF EARNED CREDIT**

Applicants to degree, diploma, or certificate programs who want credit for course work completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the College's Admissions Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this College and were earned at an accredited college, university, community college, or technical institute.

Credits transferred to the College from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate, but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the College's Admissions Office prior to a student's enrollment will be evaluated for transfer credit before registration if possible and in no case later than the end of the first semester of enrollment following acceptance into the program of study.

Transfer of "Credit by Exam" will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.

## **II. PREVIOUSLY EARNED CREDIT**

Course work completed in technical areas more than six (6) years prior to beginning of a degree, diploma, or certificate, may be credited only with the approval of the respective Dean. General education credit ten (10) years old or older may be subject to Dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at the College and course work being transferred into the College.

## **III. COURSE CREDIT IN RESIDENCE**

In order for an Associate Degree to be awarded: (a) a minimum of twenty-five (25) percent of total course work; and (b) a minimum of twenty-five (25) percent of required major courses in the degree program must be completed in residence at the College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Executive Vice President for Instruction and Student Services.

Adopted: January 2005

Revised: October 28, 2014  
April 28, 2015