

# Transfer of Credit

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a “C” or higher. Courses successfully completed prior to admission are considered for transfer.

It is the student's responsibility to furnish an official transcript, and if required, provide further documentation upon request (i.e.: course description and/or syllabus). The Vice President of Academic Affairs (VPAA), Department Chair, Program Coordinator, or designee, will evaluate each course and grade and determine if the credits should transfer. The student will view the courses accepted for transfer in their Degree Works.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must submit a transfer credit authorization form to the VPAA for approval. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the GPA or CGPA. Approved Credits earned at another institution are added to the total credits accumulated for graduation.