

Student Policy – Transfer Credit

Purpose:

Students who wish to transfer to BSC from another college or university must complete all of the admissions requirements and must provide the Admissions Office with official and complete transcripts, showing all courses attempted and grades earned, from all colleges attended.

Policy:

1. BSC accepts transfer credit earned from regionally recognized accredited institutions of postsecondary education.
2. Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and goals of the course for which the student is seeking equivalent credit.
3. Upon acceptance to BSC, the Academic Records Office will perform an evaluation of all official college transcripts for degree-seeking students. The official evaluation process usually takes up to three weeks.
4. Students accepted to BSC four weeks or less prior to the start of a semester will not be guaranteed an official transcript evaluation in time for registration.
5. The evaluation by the Academic Records Office will determine which credits will transfer as well as how those credits will be applied toward the College's general education requirements. Courses accepted for a specific technical program will be determined by the individual department.
6. All college-level credit attempted will be posted in transfer by BSC. There are certain exceptions to this rule, and these exceptions include, but may not be limited to the following:
 - Remedial courses* by definition of the transferring institution or equivalent to a remedial course taught at BSC.
 - Graduate level by definition of the transferring institution legend.

- Continuing education courses
- Institution-based credit by examination
- Credit granted for life experience by other institutions
- All collaborative credits attempted/earned at provider institution(s) with “W” will be recorded at students’ home institution.

*Remedial course work may meet pre-requisite requirements.

7. The number of credits which are transferable depends upon the calendar system of the transfer institution (semester, trimester, quarter system) and the classroom (contact) hours of the class.
8. Grades associated with transfer credits are calculated in the student’s BSC cumulative grade point average (GPA).
9. A course-by-course evaluation by World Education Services (WES) of non-U.S. postsecondary credentials is required if credit is intended to be used as transfer credit.
10. A student who was suspended from another institution must have a lapse of at least one semester prior to the term in which he/she is seeking admission to BSC. The student must submit the Academic Re-admission Request Form and meet with an Academic Reviewer.
11. Courses that are repeated are counted only once in total credits earned. Students may repeat a course at BSC; however, the first grade earned in the repeated course is never removed from the transcript. The G.P.A is computed using the last grade received, even if the last grade is lower than the first.
12. Students have the right to appeal transfer credit decisions. The student must contact the Office of the Registrar to initiate the appeal process. Additional documentation may be required of the students before the appeal is reviewed. The student will be notified of the decision rendered.

References:

SBHE 402.4 Admission Policies – Transfer Applicants -
<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=85&SID=5>

History of This Policy:

Revision – June 10, 1990; March 15, 1991; December 15, 1992.

Revision – Approved and effective April 16, 2001, by President Donna Thigpen.

Revision – Approved and effective June 16, 2003 by President Donna Thigpen.

Revision – Approved February 1, 2007 by the Faculty Senate and February 6, 2007 by the Interim President Gordon Binek; effective Fall semester 2007 – 2008 academic year.

Revision – Reviewed and amended by the Operations Council on January 22, 2010 and approved by the Executive Council on March 10, 2010.

Revision – August 16, 2010; November 22, 2010; December 20, 2011.