

Acceptance of Transfer Students/Credit

1. Coursework transferred or accepted for credit toward an undergraduate credential must represent collegiate coursework relevant to the credential with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate credential program.
2. 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 College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

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

- a. Accreditation of the school by an institutional accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
 - b. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and academic 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.
 - c. 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.
 - d. If the school was not accredited by an institutional accrediting body recognized by the United States Department of Education 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.
 - e. 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 institution, the course will be entered on a master list maintained by the Records Office. Courses will be re-evaluated as needed. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President for Academic and Student Affairs.
3. The responsibility for determining transfer credit from other colleges and universities rests with the Records Office. 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 Dean. Time limits may be imposed in certain situations. The Records Office and the appropriate Dean will maintain a list of courses that have time limits for transfer.
 4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit toward curriculum courses in specific programs. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which Continuing Education to

Curriculum credit may be awarded must meet all institutional accreditor credential requirements.

To review additional opportunities for awarding credits for prior learning, see the College's [Policy on Credits for Prior Learning, Policy 05.02.09](#).

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