

TRANSFER CREDIT

6.10013 DP  
DISTRICT PROCEDURE

PURPOSE	The purpose for this procedure is to identify the criteria for college credit course to be accepted as transfer credit from another institution of higher education. The district will observe the following provisions in accepting transfer credit from other postsecondary institutions for all students.
OTHER ACCEPTED ACCREDITATIONS & CREDIT	In consultation with the registrar, the college chief academic officer or designee will annually review accreditations that MCC accepts transfer credit from. A list of approved accreditors will be maintained by the district and posted on the college's web page.
UNAPPROVED ACCREDITATIONS	Credits from postsecondary institutions that are unaccredited, or hold an accreditation that is not on the list of approved accreditors may be accepted if validated through the credit for prior learning process.
CREDIT APPLIED	Credits earned by a student at a postsecondary institution with accepted accreditation will be included on the student's permanent record. Not all transcribed credits may apply to a student's degree plan. Course for course transfer credit will be applied uniformly.
MAXIMUM CREDITS ALLOWED	There is no limit on the number of transfer hours which can be accepted; however, students who transfer in college credit must meet the district residency and graduation requirements.
F & W GRADES	Metropolitan Community College will not record transfer classes on the student's permanent record when the students received a failing grade or withdrew from the course. Incomplete courses will be treated as failing grades.
DEVELOPMENTAL COURSE WORK	Metropolitan Community College will not count developmental transfer classes towards a student MCC grade point average. Developmental course work at other institutions may be used to determine student's initial placement in English, math and reading, but are not awarded transfer credit.
CREDIT FOR PRIOR LEARNING	Credit for prior learning awarded at other institutions will not be treated like transfer credit, but will need to be vetted through the college's credit for prior learning process.
TRANSCRIPTS	Before transfer credit is entered on the permanent record, a student must provide the college with an official transcript issued by the institution granting the credit.
APPEALING TRANSFER CREDIT	If a student wishes to appeal how transfer credit was awarded, the student can either follow the procedure for awarding credit for prior learning, or contact their advisor. The advisor can assist them with the process for a secondary review of their transfer credit. The registrar in consult with the

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 REVISED: May 21, 2002  
 June 15, 2015  
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appropriate instructional individuals. The registrar will make the final determination of transfer credit.

REFERENCE

6.10010 BP Academic Standards Board Policy

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