

Policy Name: Transfer Credit
Policy Number: ADM 3.10
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Transfer Credit

II. Purpose

This policy is established to identify the procedures for granting Southside College of Health Sciences (SCHS) students transfer credits, where applicable, for classes taken at other institutions.

III. Scope

This policy applies to all SCHS associates and students.

IV. Definitions

Credit Conversion: Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

V. Policy Details

General Education Courses

The College will accept transfer credits provided:

- The credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Official transcripts are received in sealed envelopes by the issuing institution or electronically by a third-party processing service
- Course content and credit was substantially similar to the required College course

- A grade of “C” or above was achieved
- Courses other than those listed in the curriculum may be approved for transfer credit by the Vice President
- Only courses taken while enrolled at the College are included in a student’s GPA

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences
- Developmental courses

Programmatic Courses

Refer to the college catalog for additional information pertaining to transfer of program specific credits.

Credit through Examination

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP) and Advanced Placement (AP) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole

discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/01/2021	Revised and new template	Student Services