

**Policy Name:** Transfer Credit  
**Policy Number:** ADM 3.10  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** ☐ RHEI/Shared Services ☐ BSMCON ☒ SCHS ☐ SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2021  
**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	8/10/2021	Revised & New Template	Student Services