

PROCEDURE

Number: 53-23
Title: Transfer of Credit
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-27 Academic Standards

Other:

Procedure Description

PURPOSE

If a student submits a complete, official transcript before the application deadline, the following procedures will be followed:

1. After a student has been accepted by the College, the Admissions Office will forward the transcript and transfer credit evaluation to the Registrar.
2. The Registrar or Assistant Registrar will be the sole evaluator of transfer credit; however, he or she may consult with the appropriate department chair as needed.
3. Registrar Services will enter equivalent transfer courses into the student record.
4. Students and advisors may access academic records electronically.
5. The Registrar or designee will consult with the department chair or dean before transferring Core Curriculum courses from another institution.

In the event that the complete, official transcript is not received by the application deadline, the above procedures will occur before the end of the first term of enrollment for the student.