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**TITLE: Transfer Credit Policy**

**EFFECTIVE DATE:** December 1, 2016

**LAST REVISION:** July 5, 2017

Policy No. 1.4421

### **Policy Statement**

Baton Rouge Community College recognizes the importance of providing students with information to facilitate transfer of credit, as well as maintaining academic quality and integrity with respect to awarding credit for course work completed at another institution. Submitted transcripts become property of BRCC and part of the permanent student record. In accordance with SACSCOC Comprehensive Standards related to transfer credit, the college assumes responsibility for the academic quality of all course work and credit listed on the academic transcript.

#### **Applicability:**

This policy and associated procedures apply to students who are transferring to BRCC with college credits. Transfer students are students previously enrolled at another college or university prior to applying to Baton Rouge Community College after high school graduation.

#### **Criteria for Assessment**

Decisions regarding the award of transfer credit will be determined no later than the end of the first semester a student is enrolled. The following criteria are used for awarding transfer credit:

- Transfer credit is generally accepted from regionally accredited institutions. Transfers from other institutions will be considered on a case-by-case basis.
- Conversion from quarter hours to semester hours and conversion to a four-point grading scale will be made as needed.
- Course content, prerequisites, and level of instruction will be reviewed.
- Only grades of "C" or better will be considered for transfer credit and included on the student's BRCC transcript.
- No credit toward graduation will be given for remedial or developmental courses.
- No credit will be awarded for courses for which academic amnesty has been granted.
- Application of transfer coursework toward the completion of program requirements will ultimately be determined by the student's academic department.
- Transfer students must meet all criteria for graduation as stated in the catalog.



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- Students requesting transfer credit pre-approval or evaluation of course work completed at an international institution prior to enrolling at BRCC must submit a transfer credit evaluation request in order for an assessment to be completed. Please note that all documentation must be in the English language (or all documentation must have a certified English translation).

Source of Policy: Academic Affairs

Related Policy: \_\_\_\_\_

Approved by: 

Chancellor Larissa Littleton-Steib, Ph.D.

Responsible Administrator: VCAA

LCTCS Policy Reference: \_\_\_\_\_

LCTCS Guideline Reference: \_\_\_\_\_

Date: 07/05/2017