

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Transfer of Credit**EFFECTIVE DATE:** July 1, 2000; Revised August 10, 2013, Revised February 15, 2016**I. Introduction**

Southwest Tennessee Community College grants transfer credit in accordance with the Southern Association of Colleges and Schools Commission on Colleges policy "The Transfer or Transcribing of Academic Credit". In addition, Southwest accepts credits from postsecondary institutions that are accredited by a U.S. Department of Education and a recognized regional accrediting association. Awarding of transfer credit from proprietary colleges is considered on a case-by-case basis.

II. Granting Transfer Credit

- A. The student must request their official transcript from the transferring institution be sent to Southwest for evaluation.
- B. Credit will be awarded to transfer students with the following guidelines:
1. The student must be admitted to Southwest.
 2. Official college or university transcripts from each institution are on file in the student's Southwest academic record.
 3. All courses will be transferred (including withdrawals and failures) that are undergraduate level, per the Tennessee Board of Regents (TBR) Policy: 02:01:00:00.
 4. Southwest does not transfer in GPA's from other institutions. Only courses taken at Southwest will be used to compute the student's GPA used for graduation.

Source of Policy: V. P. of Student Services and Enrollment Management

Related Policy: N/A

Approved: _____

Responsible Administrator: Provost/Executive V. P. and Student Services

TBR Policy Reference: NA
TBR Guideline Reference: N/A

Date: _____

5. Initial academic standing is determined on the student's status at his/her transferring institution. After that, academic standing is based on the student's institution GPA.
6. Once the credit becomes a part of the student's official record at Southwest, it will not be removed.
7. The maximum number of transfer credits including alternative forms of credit acceptable towards a student's academic program is three-fourths (3/4) of the program's required credits.
8. If credit for a particular course is not accepted by Southwest, the student may appeal to the appropriate department chair for analysis and reconsideration of acceptance of the credits.
9. Credit courses over five (5) years old may need to be reviewed by the academic department for usability in particular programs of study.
10. Some programs of study require a specific letter grade in a course for progression or graduation. For example, a "C" or better may be required. If a grade of "D" is transferred in, the student will have to repeat that course.
11. Courses not deemed as comparable in content to a course in Southwest's inventory will be transferred as electives.

III. Appeal Process

To appeal the evaluation or transferability of a course, the student must submit a written request to the appropriate department chair for reevaluation of the transfer credit. The department chair will notify the student of the final credit decision via the Southwest email system.

IV. Maximum Transfer of Credit

The maximum number of transfer credits including alternative forms of credit acceptable towards a student's academic program is two-thirds (2/3) of the program's required credits.

V. Appeal Process for Maximum Transfer of Credit

To appeal the maximum number of transfer credits, the student must submit a written request to the Associate Vice President of Academic Affairs or an academic dean. The department chair will notify the student of the final credit decision via the Southwest email system.