

I. Overview

The purpose of this procedure is to establish procedures related to evaluating the appropriateness of transfer course work. The goal of this procedure is to safeguard the academic integrity of transfer coursework.

Practice

- 1) A student or applicant wishing to transfer coursework completed at another regionally accredited institution must have an official transcript with a current post date forwarded to the office of Enrollment Management (unofficial transcripts or student-handled copies will not be officially evaluated). After the Enrollment Management office has logged the transcript, it will be forwarded to the Registrar for evaluation.
- 2) The Registrar will evaluate the transcript and award transfer credit. The original transcript will be retained in the student's official file. The Registrar will notify the student of the transfer credit awarded. The student may view the updated UACCB record on WebAdvisor.
- 3) The Registrar will determine if the transferring student is on probation or suspension at the transferring institution. If the student is on probation, such probation will be continued at UACCB. If the student is on suspension, the appropriate Vice Chancellor (Vice Chancellor for Academic Affairs if on Academic Suspension, Vice Chancellor for Student Affairs if on any other type of suspension) will review the transcript and determine the enrollment and academic status of the student. If a transcript arrives after the student has enrolled, and the student is on probation or suspension, the student will, at a minimum, be placed on probation at UACCB.

II. Clarifying Points

- 1) The Registrar's office will verify the accreditation of the sending institution and evaluate the transcript. The Registrar will utilize the ACTS system to verify transferability. When the registrar is uncertain about the transferability of a course or courses he/she will investigate. The Registrar may require a course description, course syllabus or other appropriate documentation from the student prior to the course transfer decision. It is the student's responsibility to provide such documentation. The Registrar consults with the appropriate Division Chair to assess transferability.
- 2) The college will not accept developmental courses for transfer except when the course serves as a prerequisite or for placement. The College reserves the right to deny credit for certain classes (computer related for example) that are more than 5 years old.
- 3) Exceptions to this procedure shall be approved by the Vice Chancellor for Academic Affairs.

Adopted: June 15, 2011