

## SCCC Academic Affairs Council - Transfer Policies

20.4

### **Transfer Policy**

Seward County Community College requires an official transcript from each institution previously attended to consider credits for transfer. Credits will be accepted from colleges and universities holding regional accreditation.

All transfer credit will be equated on the semester-hour system. Credits transferred in from institutions which use quarter hours will be calculated by dividing the number of quarter credits by 1.5, then rounding to the nearest whole number. Courses listed with an F grade or higher will be transferred and calculated into the student's cumulative grade point average, on a 4.0 grade scale, regardless of any pluses or minuses. A grade of P shall not be used in the calculation of the GPA.

Coursework withdrawn from and graded with a "W" or similar mark will be counted in the student's attempted hours. Repeated coursework and developmental coursework are also included in the student's attempted hours.

Courses transferred in from a Kansas institution are evaluated using the KRSN matrix ([https://www.kansasregents.org/resources/PDF/Academic\\_Affairs/TAAC/FY\\_2015/2018\\_09\\_04b\\_KRSN\\_Matrix.pdf](https://www.kansasregents.org/resources/PDF/Academic_Affairs/TAAC/FY_2015/2018_09_04b_KRSN_Matrix.pdf)), provided by the Kansas Board of Regents. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to SCCC if an equivalent course is offered.

Courses transferred in from an out of state institution are transferred in as the equivalent SCCC course. If course equivalency is not easily determined based on the course title and credit hours, the responsibility lies with the student to provide a course description and/or syllabus to the SCCC registrar who will work with the appropriate SCCC dean to determine equivalency.

International transcripts are evaluated based on course-by-course evaluations. A student requesting college credit based on courses taken in a foreign country must first have a course-by-course evaluation done by either a NACES (<http://www.naces.org/members.html>) or AICE (<http://aice-eval.org/members/>) member organization, who will then send the transcript to SCCC. The course-by-course evaluation is then evaluated as though it were an out-of-state transcript.

Any course offered by any institution which is designated as a developmental course, will transfer in as a developmental course. Developmental courses will count in attempted hours but will not count toward hours for degree completion. All other courses will transfer in as electives.

A student transferring to SCCC who has been placed on academic probation at another institution or has been dismissed based on academic performance can be admitted to SCCC but will be placed on academic probation and should limit SCCC enrollment to twelve credit hours or less per Fall/Spring term and six credit hours or less per summer term until removed from academic probation. The student must maintain a 2.0 GPA to continue SCCC enrollment.

Grades from courses taken at other institutions will not be changed by retaking those same courses at Seward County Community College.

**Approved 5/20/2019**

**Transfer Students – Academic Improvement Policy for SCCC Graduation**

Students may transfer to Seward County Community College with a poor academic background. Their previous academic record may have a negative impact on their overall grade point average, hence affecting their ability to graduate from SCCC in a reasonable and timely fashion. Seward County Community College offers students the opportunity to apply for graduation on an appeal basis after displaying a significant level of positive academic performance at SCCC.

Those transfer students wishing to apply for graduation on an appeal basis must adhere to the following guidelines:

- The transfer student must provide academic records of course work completed at other institutions, as well as SCCC.
- The transfer student must submit a written petition to the Office of the Registrar outlining the details of and reasons for the request.
- The transfer student must have completed a minimum of 32 credit hours from SCCC at a 2.5 GPA or higher, in addition to meeting all other graduation requirements for the Associate Degree desired.

**Approved 4/14/2014**

**Revised 7/27/16 Changes in wording to VP, Dean, College name, and Executive Team**