

Revision Responsibility: Vice President for Academic Affairs

Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 2:00:01:06](#)
[TBR Policy 2:01:00:00](#)
[TBR Policy 2:01:00:04](#)

PURPOSE

To establish the Institutional requirements relative to awarding of transfer credit.

POLICY

- I. Credit may be awarded to transfer students when the following standards are met:
 - A. Student must complete application process and be accepted to Columbia State.
 - B. For degree-seeking and certificate-seeking students, official college transcripts from all previously attended institutions of higher education must be on file in the student's Columbia State academic record. For non-degree seeking students, the Admissions office only requires most recent transcripts; however, official transcripts will be required for any course being used to meet placement or prerequisite requirements at Columbia State. Visiting/Transient students are required to have a Visiting Student Approval Form signed by the primary institution to ensure that the student has the required background and is eligible to enroll in a Columbia State course or courses specified by the home institution.
- II. Collegiate-level coursework will be equated based on the following criteria:
 - A. Course approved in one of Tennessee's Transfer Pathways listed for Columbia State. If a student completes courses which meet General Education core requirements in a category at another TBR institution, then this general education category is fulfilled upon transfer to Columbia State. In certain majors, specific education courses are part of the curriculum. In this case, a transfer student would be required to complete additional courses to satisfy degree requirements.
 - B. Course content is equivalent to course taught at Columbia State.
 - C. Course level, credit hours and contact hours are comparable to those in the course for which credit is equated at Columbia State.
 - D. Appropriateness and applicability of credit to the student's program at Columbia State.

- E. Credentialing requirements for faculty at the transferring institution should be equivalent to those at Columbia State.
 - F. Transfer credit from a foreign institution will be considered for acceptance if a course-by-course evaluation is obtained from an agency that is a member of the National Association of Credential Educational Services (NACES). NACES identifies foreign college/universities meeting the highest standards for accreditation in their countries. Agency information may be obtained at www.naces.org.
 - G. Collegiate-level courses not determined to be equivalent to an existing Columbia State course may be posted as elective credit.
- III. Grades from transfer courses will be posted as follows:
- A. Effective Summer 2015 for coursework presented for transfer, credit will be given for all courses in which passing grades are achieved, including the grade of “D”. For students enrolled prior to Summer 2015, only grades of “C” or higher will be accepted for transfer credit.
 - B. Credit will not be awarded if it cannot be determined from the transcript that the grade is comparable to a “D” or higher (e.g., “S”).
 - C. Credit will only be given for grades of “P” if the course is comparable to a Columbia State course that is also graded as “pass/fail”.
 - D. All courses and corresponding grades must be included on the transfer record. The entire record of the transfer student will be considered for eligibility of admission into programs that require attainment of specific grade point averages or where external entities stipulate consideration of the entire student record.
 - E. Grades of transfer courses are not included in the calculation of the student’s grade point average at Columbia State.
 - F. Transfer students who have been assessed at a TBR institution or those earning a grade of “D” or better in any college-level courses in English or Math will have satisfied placement assessment for Learning Support in that subject. A grade of “D” or better in any approved general education courses or any course having a Reading prerequisite will satisfy placement in Learning Support Reading. Transfer students not meeting this criteria will be evaluated according to the College’s assessment and placement procedures defined in the *Catalog & Student Handbook*.

- G. When evaluating continuing eligibility for the Tennessee Lottery Scholarship Program, all courses taken after graduation from high school will be included in the calculation of the student's grade point average.
- IV. The following also apply to transfer students:
- A. The student must be eligible to reenter the transfer institution. A student on dismissal from a previous institution may only be admitted to Columbia State as a transfer student on probation.
- B. For all associate degree and certificate programs, twenty-five (25%) percent of total program credit hours must be earned in residence at Columbia State. Learning Support courses will not be used to meet the residence requirement for either the associate degree or technical certificate.

PROCEDURES

- I. Student completes admissions process and receives acceptance letter.
- II. Admissions office send transcript(s) to the Records Office.
- III. The Records Office will evaluate the transcript and post transfer credit to the student's academic record for any courses already approved as equivalent by academic administration. Initial evaluation of all credit from official transcripts will be completed during the first semester of enrollment.
- IV. Students can view their awarded transfer credit via their academic transcript in ChargerNet.
- V. For coursework completed that has not already been approved as equivalent by academic administration, such as coursework at non-regionally accredited institutions, additional information will be required. If the student did not receive credit upon initial review by the Records Office for a course applicable to the program of study, the student must meet with an advisor to determine if a Course Substitution and/or Waiver of Graduation Requirements Form should be submitted.

The student must provide a copy of the course description or syllabus of the course and attach to the Course Substitution Form or Request to Grant Credit from Non-Regionally Accredited Institution Form. It is the student's responsibility to make the case that the coursework meets the criteria outlined in the Policy Section prior to submission of this form. If denied, the request will not be reevaluated.



Policies and Procedures Manual

Transfer Credit

Policy No. 02:19:00

Page 4 of 4

May 6, 2011 (new policy drafted from procedures defined in College catalog) August 2, 2012 (IV. 2. For associate degrees, changed 18 credit hours to 25% of total program credit hours); April 21, 2014 (Updated policy to reflect TBR changes and added TBR Policy 2:01:00:00 for reference); Revised September 2019; reviewed/accepted by Cabinet, approved/signed by the President December 2023