

Revision Responsibility: Executive Vice President - Provost
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 2:01:00:01](#)
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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 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.
- II. Collegiate-level coursework will be equated according to the following criteria:
 - A. Course approved in one of Tennessee's Transfer Pathways listed for Columbia State.
 - B. Course content 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 are 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 used as follows:

- A. Only grades of “C” or higher will be accepted for transfer credit.
- B. Credit will not be awarded if it is unclear from the transcript that the grade is comparable to a “C” or higher such as a grade of “S”.
- C. Credit will only be given for grades of “P” if the course is comparable to a Columbia State course graded on a “pass/fail” basis.
- D. Grades of transfer courses are not entered on the student’s Columbia State permanent academic 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 “C” 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 “C” 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 assessed according to the College’s assessment and placement procedures defined in the College catalog.

IV. The following also apply to transfer students:

1. Student must be eligible to reenter the transfer institution. A student on dismissal from a previous institution may only be admitted as a transfer student on probation.
2. For associate degrees, 25% of total program credit hours must be earned in residence at Columbia State. For certificate programs, at least 50% of the hours earned toward the certificate must be earned in residence at Columbia State. Learning support courses will not be used to meet the residence requirement for the degree or certificate.

PROCEDURES

- I. Below are procedures for awarding transfer credit:

1. Student completes admissions process and receives acceptance letter.
2. Admissions Office sends transcript(s) to the Records Office.
3. 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. Additional credit will be evaluated as it becomes available.
4. Students can view transfer credit via their academic transcript on myCN.
5. 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 to attach to the Course Substitution form. It is the student's responsibility to make the case that the coursework meets the criteria outlined in section II above prior to submission of this form. If denied, the request will not be reevaluated.