A. Purpose

To provide procedures for acceptance of transfer credits for students from other institutions of higher education.

B. Responsibility

1. Upon enrollment, students are responsible for providing official transcripts from all post-secondary institutions they have attended and any course descriptions which may be required to evaluate equivalency.

2. The Office of Enrollment Management and Admissions is responsible for collecting all transcripts and sending them to the Office of Student Registration and Records for transcript evaluation.

3. The Office of Student Registration and Records is responsible for the evaluation and approval of credit from other institutions.

4. The Office of Student Registration and Records is responsible for posting transfer credits on the student's academic record.

C. Procedures

1. All students attending other post-secondary institutions are required to submit official transcripts from these institutions to the Office of Enrollment Management and Admissions.

2. Copies of the transcripts to be evaluated are forwarded to the Office of Student Registration and Records.

3. Only courses with a grade of “C” or better will be evaluated.

4. Credits for transfer must be earned from institutions of higher education which are accredited by the Southern Association of Colleges and Schools and other regional agencies recognized by the Council on Post-Secondary Accreditation as described in the current edition of Transfer Credit Practices of Designated Educational Institutions published by the American Association of College Registrars and Admissions Officers.
5. Full credit will be awarded for all courses that have a Gaston College equivalent. This does not apply to developmental or remedial courses.

6. Time limits may restrict the transfer to some courses into the college if it is determined that the course material is outdated.

7. Once the transfer evaluation has been completed, a copy of the evaluation will be mailed to the student. A second copy will be filed in the student’s permanent academic record.

8. Students may request that the department chair consider substituting a completed course for one not completed in their program of study. The course could be one taken at Gaston College or another institution. The department chair or divisional dean is responsible for submitting the substitution form to the Office of Student Registration and Records when a course substitution is approved.