

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Transfer of Credit****EFFECTIVE DATE: July 1, 2000; Revised August 10, 2013; Revised February 15, 2016;****Revised February 9, 2023; Revised February 16, 2024****Purpose**

The purpose of this policy is to establish guidelines for the transfer of credits to Southwest Tennessee Community College (“Southwest” or “the College”).

Policy**I. Introduction**

Southwest awards credit hours pursuant to Southwest policy [2:00:00:00/1](#), Academic Credit. The College also accepts credits from regionally accredited postsecondary institutions. Southwest grants transfer credit in accordance with the Southern Association of Colleges and Schools Commission on Colleges’ (SACSCOC) policy entitled “The Transfer or Transcribing of Academic Credit.” The awarding of transfer credit from other colleges is considered on a case-by-case basis.

II. Granting Transfer Credit

- A. A student seeking to transfer credit from another institution to Southwest must request that their official transcript from the transferring institution be sent to Southwest for evaluation.
- B. Credit will be awarded to students with the following guidelines:
 1. The student must be admitted to Southwest.
 2. The student must ensure that all official transcripts from postsecondary institutions attended by the student are on file with Southwest’s Office of the Registrar.
 3. All undergraduate level course work will be transferred, including withdrawals and failures.
 4. Southwest does not transfer in a student’s grade point average (GPA) obtained at another institution. Only courses taken at Southwest will be used to compute the student’s GPA that will be considered for graduation.

5. Initial academic standing is determined by the student's status at the transferring institution. Thereafter, academic standing is based on the student's Southwest GPA.
6. Once a credit becomes a part of a student's official Southwest record, it will not be removed.
7. The maximum number of transfer credits is 75 percent of the program's required credits. This includes alternative forms of credit.
8. If credit for a particular course is not accepted by Southwest, the student may appeal to the appropriate department chair for analysis and reconsideration of acceptance of the credit.
9. It is the College's discretion to have relevant academic departments or the Registrar review credit courses more than five (5) years old to determine their current usefulness in particular programs of study.
10. Some programs of study require a specific letter grade in a course for progression or graduation. For example, a "C" or better may be required. If a grade of "D" is transferred from another institution, the student will have to repeat the course in an attempt to earn a "C" or better.
11. Courses not deemed comparable in content to a course in Southwest's inventory will be transferred as electives.

III. Appeal Process

To appeal the evaluation or transferability of a course, a student must submit a written request to the appropriate department chair seeking reevaluation of the transfer. The department chair will notify the student of the final credit decision via the Southwest email system.

V. Articulation Agreements

Articulation is the process by which Southwest matches its courses or requirements to course work completed at another institution and subsequently acknowledges the validity of that course work towards fulfillment of the requirements of an academic credential.

The College's Articulation Agreements are governed by the Tennessee Board of Regents (TBR) [policy 2.00.01.06](#), Articulation and Transfer. It is the College's intention to abide by the requirements set forth by TBR in [policy 2.00.01.06](#) regarding Articulation Agreements and the transfer of credits associated with them.

Responsible


Source of Policy: _____

Administrator: VP of Academic Affairs

Related Policy: 2:00:00:00/1; 2:01:00:00/41

2.00.01.05; 2.03.00.05

TBR Policy Reference: 2.04.00.00; 2.02.00.02

Approved:  _____
President

Date: February 16, 2024