



OKLAHOMA CITY COMMUNITY COLLEGE

## **TITLE: ADMINISTRATIVE PROCEDURE NO. 5013 TRANSFER CREDIT EVALUATION**

### **1.0 OFFICE FUNCTION**

1.1 Evaluation of transfer credit is performed within the office of Graduation, Employment, and Transfer Services.

### **2.0 REGIONALLY ACCREDITED INSTITUTIONAL CREDIT ACCEPTED**

2.1 All undergraduate coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit.

2.1.1 Not all credit may necessarily apply toward program requirements or meet program pre-requisites.

2.1.2 Credits for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits.

2.1.3 Grade points earned at institutions using any other method than the 4.0 grading system will be converted to the 4.0 grading system.

2.1.4 Coursework completed as part of a graduate-level credential will not be accepted as transfer credit.

### **3.0 CURRENTLY ENROLLED STUDENTS**

3.1 Evaluation of transfer credit will be performed only for students who are currently enrolled.

### **4.0 OFFICIAL TRANSCRIPTS ACCEPTED**

4.1 Evaluation of transfer credit will be performed only from official transcripts of college coursework.

4.1.1 Students must submit official transcripts for evaluation to the Office of Recruitment and Admissions or the Office of Registration and Records.

4.1.2 Once a transcript is submitted, the transcript becomes a permanent part of the student's record at Oklahoma City Community College. Transcripts will not be returned, reissued, or copied for distribution.

### **5.0 TRANSFER CREDIT EVALUATION PROCESS**

5.1 If a student has transfer credit for a course that is deemed equivalent to an OCCC course, the student will receive credit for the OCCC course.

5.2 If a student has transfer credit for a course that does not have an equivalent, the student will receive general elective credit in the subject area in which the course resides.

### **6.0 TRANSFER CREDIT EVALUATION APPEAL**

6.1 Students who disagree with the evaluation made of one of their transfer courses can appeal for a second evaluation.

6.1.1 In the event of an appeal, the Transfer Evaluation Specialist will reevaluate the transfer credit a second time to determine equivalency.

- 6.1.2 If the Transfer Evaluation Specialist does not find equivalence upon the second evaluation, the transfer credit will be sent to a faculty in the discipline of the courses being reviewed for a final evaluation.
- 6.1.3 If the faculty determines that the transfer credit is an equivalent to the OCCC course, the student will receive credit for the OCCC course.
- 6.1.4 It is the student's responsibility to furnish additional information to the college, if needed, to evaluate transfer credit for equivalency. Such information could include course syllabi and catalog course descriptions.

## 7.0 INTERNATIONAL INSTITUTION CREDIT EVALUATION

7.1 OCCC will evaluate credit from international institutions upon the request of the student.

7.1.1 Transcripts from international institutions must be evaluated by a third party credential evaluation service.

7.1.2 All credit accepted from international institutions will be awarded a grade of "S" and will not contribute to the student's GPA.

7.1.3 Credit will not be posted until the student has completed twelve college credits at OCCC.

## 8.0 UNACCREDITED TRANSFER CREDIT EVALUATION

8.1 In some cases, OCCC may perform transfer credit evaluation on some unaccredited colleges. Students should speak with Graduation, Employment, and Transfer Services to determine if their credit is eligible for evaluation.

Effective: January 2, 1991

Revised: April 2, 2015