

Policy Name: Transfer Credit - SCHS
Policy Number: ADM 3.10
Title of Policy Owner: Dean of Student Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2024
Version: 2.0
Policy Status: Approved

I. Policy

Transfer Credit

II. Purpose

This policy is established to identify the procedures for granting Southside College of Health Sciences (SCHS) students transfer credits, where applicable, for classes taken at other institutions.

III. Scope

This policy applies to all SCHS associates and students.

IV. Definitions

Credit Conversion: Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

V. Policy Details

General Education Courses

The College will accept transfer credits provided:

- The credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Official transcripts are received in sealed envelopes by the issuing institution or electronically by a third-party processing service
- Course content and credit was substantially similar to the required College course
- A grade of “C” or above was achieved
- Courses other than those listed in the curriculum may be approved for transfer credit by the Director of Records and Registration and/or the Campus Director and Dean of Academic Affairs.
- Only courses taken while enrolled at the College are included in a student’s GPA

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences
- Developmental courses
- Diagnostic Medical Sonography, Radiologic Technology, and Nursing courses
- Pathopharmacology courses

Programmatic Courses

Refer to the college catalog for additional information pertaining to transfer of program specific credits.

Credit through Examination

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP) and Advanced Placement (AP) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled.

Specific information on acceptable exams and scores is on the College website.

International Credit

Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course-by-course evaluation. All fees for such service must be paid by the applicant. The agencies must be recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Official evaluations must be sent directly to the College. The College requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation Services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at www.naces.org.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/10/2021	Revised & New Template	Student Services
2.0	3/5/2024	Revised – International Credit & Corrections	Dean of Student Affairs