

**Category:** Student Life

**Division:** Student Services

**Department:** Records Office

**Policy Title:** Transfer Credit Policy

**Policy Statement:** Students may request transfer of college credit earned at Garden City Community College to another educational institution or request transfer of college credit earned at another educational institution to Garden City Community College.

**Procedures:**

**For students transferring credit to Garden City Community College:** Students seeking to transfer credit earned at another college to Garden City Community College must provide an official transcript from the other college to the GCCC Admissions Office.

GCCC must receive these transcripts directly from the other college. Students may not submit the transcripts in person. The transcripts must bear the official seal of the other college. Photocopies and facsimiles are not acceptable. The GCCC Records Office will evaluate transcripts based on the program to which GCCC has admitted the student.

GCCC will grant transfer credit only to courses that apply to students' programs of study at GCCC, or meet degree requirements. Students who change their major program of study or degree plan at GCCC may request that the Records Office reevaluate their transcripts based on the new program of study.

GCCC will generally grant credit only for courses in which students earn a grade of D or higher. GCCC will not grant credit for courses in which students earn lower than D or which are graded on a pass/fail or credit/no credit basis. GCCC will grant credit for courses in which students earn a grade of D or higher whenever a grade of D is allowed for native GCCC students. A specific class or program, however, may require a higher grade as a prerequisite for a course or as a requirement for admission to the program. GCCC will grant credit either for the equivalent courses at GCCC, if they exist, or for courses within a comparable department at GCCC, if the departments exist. Courses for which no equivalent course exists, but which are acceptable as transfer credit, will be designated with the most appropriate department codes and listed as elective. GCCC transfers all grades and credits. GCCC grants transfer credit only for credit earned at regionally accredited colleges in the United States.

Please check the GCCC Catalog for information on accreditation accepted by GCCC. GCCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions. GCCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at <http://www.acenet.edu/AM/Template.cfm?Section=CCRS>. Students may check with the Records Office within two weeks of receipt of official transcript for a listing of credits transferred.

**Appeal Process:** Students who disagree with the transfer credit decisions at GCCC may appeal those

decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCCC. Students first must appeal the transfer credit decision in writing to the Registrar. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Vice President for Student Services. The decision of the Vice President for Student Services shall be final and not subject to appeal.

**For students transferring credit from Garden City Community College:** Students seeking to transfer credit earned at Garden City Community College to another college must submit a signed Transcript Request Form to the GCCC Registrar's Office. Transcripts cost \$5.00 each. Signed requests are necessary to send transcripts. The Registrar's Office will send transcripts within three days of receiving the signed request and fee to the college or colleges indicated on the Transcript Request Form.

Whenever possible, students should indicate a specific person or office to which the transcripts should be sent. Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees. GCCC will not send transcripts for students who have outstanding financial or property obligations to the college. All obligations to the college must be cleared before transcripts will be sent. Transfer credit granted by other colleges will be governed by the policies and procedures of those colleges.

**Appeal Process:** Students who disagree with the transfer credit decisions of other colleges may appeal those decisions as follows. Students first must appeal to the transfer credit evaluator at the other college. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by the other college. If the disagreement is not resolved with the transfer credit evaluator at the other college, students may consult with the Director of Counseling and Advising at GCCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.

**Contacts:** Registrar, Vice President for Instruction, Vice President of Student Services

**Approved Date:** 4/20/2010

**Policy History:** [Click here to enter text.](#)

**Keywords:** Transfer, Transfer Credits, transcript, credit,

**Related Form:** none