

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 1 of 5
Associated Regulations: IR 6111 Alternative College Credit; SR 2210 Admission Requirements	
Associated Policies: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision: 11-20-2019

Three Rivers College will accept the academic credits earned in a student's chosen academic program from institutions of higher education when the course content and teaching faculty can reasonably be assumed or determined to be equal to that at Three Rivers. Only courses which will count toward a degree program at Three Rivers College from accredited schools previously attended will be transcribed. If credit for a course is not accepted by Three Rivers, the student may request review from the Chief Academic Officer. Once the credit becomes a part of the student's official record at Three Rivers, it will not be removed.

Recognized Accreditors

Three Rivers College will accept and transcript as transfer credit, college level courses completed at colleges and universities accredited by the following accrediting agencies: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, and Council on Occupational Education. Credit earned at other institutions will be evaluated on a case by case basis.

Similar transfer courses are equated to Three Rivers College courses. Non-equivalent transfer courses may be counted as electives. Students must request an official transcript from each institution attended be sent directly to the Office of the Registrar. Only official transcripts will be evaluated. The college does not accept transcripts that have been scanned, emailed, or opened by the student.

Official Transcripts

Only official transcripts will be accepted for transfer credit evaluation purposes. Official transcripts can be received in the following ways:

- Unopened envelope mailed or hand-delivered to the Office of the Registrar
- Electronically through National Student Clearinghouse, Parchment, eSCRIPT-SAFE, etc.

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If coursework has been completed at a college/university outside of the U.S., transcripts/diplomas must be evaluated by AACRAO (<http://ies.aacrao.org>), members of NACES (<http://naces.org>), or other professional credential evaluation companies. Students should obtain “course by course” evaluations. Students are responsible for paying any fees associated with the credential evaluation process.

Credentials for a student transferring from a foreign institution accredited by a U.S. regional accreditor do not need to be evaluated by one of the organizations listed but must be in English or accompanied by a certified translation.

Students may view their transcripts from other institutions but will not be provided a hard copy once they are submitted to Three Rivers College to become part of the permanent record.

Credit Equivalencies

College Level

Three Rivers College will evaluate the coursework for transfer credit regardless of the method of delivery, including online and dual credit. Transfer of academic credits is evaluated on a course-by-course basis and is ultimately decided by the department chair. The course is evaluated by comparing the course name and credit hours. In addition, the course description may be used to evaluate the transfer equivalency. In order to receive transfer credit, the course must be substantially equivalent to a course offered at Three Rivers. Transfer courses that are substantially equivalent to a course offered at Three Rivers College will transfer as a direct course. Transfer courses that do not have a direct course equivalent at Three Rivers may transfer as elective credits within the appropriate academic department.

Core 42- hour General Education

Block

Three Rivers College adheres to the guidelines set forth in the Credit Transfer: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities, approved by the Missouri Coordinating Board for Higher Education (CBHE). Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions that adhere to these guidelines will be considered as having met the Three Rivers College

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general education requirements if they complete the Missouri Core 42 credit hour block of general education credit or the designated general education programs at the other institution, provided that the institution certifies the student's completion of that program.

Remedial or Developmental

Remedial or developmental credit will be utilized for placement purposes or when needed as pre-requisites.

Graduate Level

Graduate level coursework will be evaluated on a case by case basis.

Nursing and Allied Health

Three Rivers Nursing and Allied Health department does not generally accept transfer credits for Nursing, Medical Laboratory Technology, Emergency Medical Services, and Occupational Therapy courses. Courses in these programs shall only be transferred after review and approval of the appropriate Department Chair.

Minimum Requirements

Courses must have a grade of D or better.

A student must earn at least 15 credits from Three Rivers College to earn a degree. Transfer credits are evaluated only from an official transcript; a course description from the term the course was taken may also be required.

Maximum Number of Transfer Credits

The maximum number of transfer credits, including alternative forms of credit, acceptable towards a student's academic program is seventy-five percent (75%) of the program's required credits.

Time Limits for Transfer Credit

There are no time limits for transfer credit.

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Evaluation of Transfer Credits

Students must provide all credentials for evaluation at least two weeks before registering to guarantee transfer credits will be evaluated before selecting classes. The Registrar's office, in conjunction with a department chair, will evaluate the eligibility of transfer credit. Unofficial transcripts may be used for initial advising purposes only.

GPA

All courses transferred to Three Rivers College will calculate in the cumulative GPA with courses taken at Three Rivers College, including quality points, grade points and grade point average and will be used to calculate honors for graduation. Repeated courses from an incoming transcript will be treated the same way as repeated courses taken at Three Rivers College with regard to GPA calculation.

Quarter Hour Conversion

Quarter hour courses will be converted to semester credits to determine credit hour eligibility. The conversion for quarter hours to semester hours is 1 quarter hour = .667 semester hours. For example, a course with 5 quarters hours would transfer as 3.33 semester hours. ($5 \times .667 = 3.33$)

Credit for Prior Learning

Refer to IP and IR 6111 Alternative College Credit.

Office of the Registrar

Questions regarding transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar.

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DOCUMENT HISTORY:

- 06-21-2017:** Initial approval of policy IP 6102 Transfer Credit.
- 11-20-2019:** Clarification of the treatment of repeated classes being transferred with regard to GPA calculation.