

Transfer Students

A transfer student is any student who has been previously enrolled at another college or university. **Transfer** students may enroll at BRCC if they are eligible for readmission at the last school attended. Transferring students must:

1. Complete the online Admission Application. Select “Apply Online” from this page.
2. Pay a nonrefundable application fee of \$7.00. You have the option of paying this fee online using your credit card (Visa, MasterCard, or Discover), mailing a check or money order, or paying in person.
3. Submit your application “Signature Page” to Bursar’s Office, 201 Community College Drive, Baton Rouge, LA 70806.
4. Submit a sealed, official college transcript from each institution attended to Enrollment Services.
5. Submit a copy of your updated immunization records.
6. Take the COMPASS Placement Test or provide transcripts indicating that college level Algebra and/or English have been completed with a letter grade of “C” or better.
7. Seek academic advisement in the Center for Academic Success (Magnolia Building).
8. Schedule classes via the BRCC Website from a computer on campus, home or library.
9. Pay tuition and fees online, mail, or in person at the Bursar’s Office. Financial Aid is available for those who qualify, and BRCC also has a payment plan available. See “Paying for College” link for more information.
10. Have your photo taken for your BRCC student identification card, register your vehicle, and obtain your parking permit at the Office of Public Safety in the Bienvenue Student Center.
11. Remember, you are not enrolled until tuition and fees have been paid.
12. Print schedule the week before classes begin to be aware of changes that may have occurred.

Note: Immediate dismissal may result for failure to acknowledge attendance at another college or university.

Academic Status Determination for Transfer Students

A student who transfers to BRCC with an adjusted cumulative grade point average of 2.00 or higher as defined by the last institution attended will be admitted in good standing. Students who are transferring from another university or college on probationary or suspended status will be admitted to BRCC on academic probation. It is the responsibility of each student on academic probation or suspension to check with his or her transferring institution prior to attending classes to verify that coursework completed at BRCC will be accepted by the transferring institution.

Transfer Credits

Transfer credit will be accepted from a regionally-accredited college or university. Grades awarded for any and all transfer credits are not calculated as part of the BRCC grade point average. Accepted credits will be posted to your academic record with the designation of ‘T’ for transfer. BRCC accepts only transfer credits that have been awarded a grade of ‘C’ or better. Developmental course credits are not accepted toward a degree or certificate, but are entered on your college record.

Courses taken at institutions that are not accredited by a regional accrediting association are generally not accepted at BRCC. However, students transferring from non-regionally accredited institutions can request credit if faculty qualifications and student competencies can be documented. You may petition to gain acceptance of such coursework by:

- Establishing that another regionally-accredited institution has accepted the courses in question toward a degree or certificate.
- Providing verification from the Chief Academic Officer of the transfer institution that a coursework

meets SACS requirements.

- Acceptance of transfer credits to meet degree and certificate program requirements will be governed by the following guidelines:
- Acceptance of courses taken before you transfer to BRCC is determined by the academic dean upon the recommendation of the faculty.
- Students lacking college-level credits in English or math will be required to take the BRCC Placement Test.
- Grades for transferred courses will be interpreted according to the BRCC grading scale and will be recorded as follows:
 - Transfer grades are recorded on a student's official record with the designation of "T" for transfer.
 - Plus (+) or minus (-) symbols will be disregarded.
 - Grades of Pass, Credit, and Satisfactory will count in hours earned.
 - Failing grades, including WF, will count for hours attempted.
 - Grades in remedial courses are recorded, but not included in GPA calculation.
- Transcripts will be evaluated for degree-seeking students during their first semester at BRCC by the Office of Enrollment Services.
- A transfer grade of "C" is the lowest grade accepted in English Composition I and II.
- Transfer work earned in quarter-hour credits will be converted to semester hours by totaling the quarter hours times 2/3 to equal semester hours.
- A maximum of 45 transfer credits will be accepted toward degree requirements for the published degree program.

The Louisiana Board of Regents website can be used to determine what classes transfer in from other accredited institutions in Louisiana to BRCC and what classes transfer from BRCC to other state institutions. You can access this matrix at <http://www.regents.state.la.us/Reports/datapub.htm>.