

## **Transfer Credit**

Credit may be granted for courses completed at other institutions of higher education. Decisions concerning transfer work are based on (1) equivalence of course content and level of instruction to that provided by Columbia State and (2) appropriateness and applicability of credit to the student's program at Columbia State.

Once students are admitted to Columbia State, transcripts are evaluated and transfer credit is assigned. Once students receive their acceptance letter, information regarding the awarding of transfer credit can be accessed by logging into their myChargerNet account and clicking on "View Transcript" to access their academic transcript.

Only grades of "C" or higher will be accepted for transfer credit. Credit is not awarded for grades such as "D" or "S". Credit will only be given for grades of "P" if the course is comparable to a Columbia State course graded on a "pass/fail" basis such as co-ops and nursing clinicals or for certain military credit.

Grades of transfer courses are not entered on the student's Columbia State permanent academic record. Transfer credit is not included in the calculation of the student's grade point average at Columbia State.

External credit received for advanced placement from a transfer institution for CLEP, CEEB, ACT, etc., may also be accepted and awarded for advanced placement at Columbia State upon receipt of official documentation (score reports, etc.) directly from the testing agency.

Additional detailed information regarding transfer credit policies may be found at [columbiastate.edu/policies-procedures](http://columbiastate.edu/policies-procedures).

### *External Credit*

A maximum of 42 semester hours credit earned through any combination of external credit may apply toward a degree. Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, (3) high school articulated courses, (4) Tennessee Technology Centers and/or other non-collegiate institutions, (5) Department of Labor apprenticeship programs, and (6) prior learning.

To receive external credit, the following conditions must be met:

1. Applicants must not have received any grade, with the exception of a "W", in similar titled courses for which credit is awarded.
2. Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
3. Credit is awarded only for those learning experiences in which it can be documented that all the outcomes for specific courses in an approved degree program have been met.

Semester hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. These credits will not affect the academic grade point average.

Transfer of external credit to other institutions is at the discretion of the receiving institution.