

## **ACCEPTANCE OF TRANSFER AND ADVANCED CREDIT**

### **POLICY**

Brunswick Community College (BCC or College) recognizes and values knowledge and skills gained in many ways. Advanced academic standing may be earned by any or all of the following methods:

1. Transfer of Credit from Approved Institutions
2. Course Proficiency Examinations
3. College Level Examinations Program (CLEP)
4. Advanced Placement Examinations (AP)
5. International Baccalaureate (IB)
6. High School Articulation

Students who have gained knowledge and skills through other experiences may attempt credit through the use of Proficiency Examinations.

While there is no limit as to the number of credit hours a student may transfer into BCC, transfer or advanced credit can only be used to complete  $\frac{3}{4}$  of the credit hours in a program of study for graduation purposes. Proficiency examination credit is limited to  $\frac{1}{4}$  of the credit hours required in the program. Further, transfer and advanced credit can be used to fulfill BCC graduation requirements, but will not transfer to another institution as BCC coursework (the determination as to the transferability of this same coursework is the sole decision of the other institution which must be provided with official copies of the same transcripts and score reports provided to BCC). Transfer and advanced credit do not award quality points for GPA purposes.

Students may receive college credit if the appropriate score is achieved on the Advanced Placement Examination Program (AP), College Level Examination Program (CLEP) examinations, or International Baccalaureate (IB). Students interested in such credit must have official score reports submitted to the Records and Enrollment Management Office. Once received, the Director of Student Records will evaluate and award credit accordingly. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

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### **PROCEDURES**

Transfer applicants are admitted under the General Admissions Policy. Upon admission to the College, transfer credit will be evaluated and awarded (for routine course substitutions) by the Records and Enrollment Management Department to the student's permanent record, and notification of transfer credit shall be made available to students either electronically or in writing. The Director of Records and Enrollment Management, who is credentialed at the Masters level, oversees the approval process for awarding of transfer credit. However potential transfer course

decisions that are exceptions to the routine are forwarded to the appropriate Dean, Chair and/or Director for that academic discipline. Transfer applicants must submit official transcripts of courses completed at all institutions of higher education they have previously attended, no later than the end of the first semester of enrollment.

In order for the course(s) to be accepted as transfer credit, the following criteria must be met:

- The course(s) being transferred must be from another regionally accredited institution.
- The course(s) must have been completed with the letter grade of “C” or higher.
- The course(s) must be greater than or equal to the number of credit hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to a course in the BCC catalog and/or NCCCS Combined Course Library.
- The course(s) must be equivalent to required and elective courses in the program of study for which the applicant seeks credit.

Transfer credit is not awarded for nationally accredited institutions (or other non-regional-accrediting bodies), nor for any coursework which does not meet the criteria outlined above.

Students are awarded advanced standing based upon their performance in Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, International Baccalaureate (IB) examinations, and/or Tech Prep Articulation Agreement coursework (Career Pathways). Credit is not awarded based on experiential learning.

Most programs require a student to complete an Academic Related (ACA) course. Students seeking to transfer to a four-year College or University must take (or have in their record of courses already completed) the ACA 122 course due to the state’s Comprehensive Articulation Agreement.

Exceptions to any part of this policy must be approved by the Vice President of Academic and Student Affairs.

*Approved by Brunswick Community College Board of Trustees*  
October 25, 1997; May 16, 2007; June 28, 2013; January 11, 2018