



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section

Policy 5.1.2 - Acceptance of Transfer Students & Transfer Credits

I. TRANSFER STUDENT ADMISSIONS.....	1
II. COURSE WORK TRANSFER REQUIREMENTS.....	1
A. Course Work of Collegiate Level.....	1
B. North Carolina Community College System Course Credit.....	1
C. Course Credit from Other Colleges and Systems.....	2
D. Non-curriculum to Curriculum Transfer Credit.....	2

I. TRANSFER STUDENT ADMISSIONS

When a student transfers from a postsecondary institution to the College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.
2. The appropriate staff member evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and Dean, as applicable.
3. The student is given a placement test(s), if applicable.
4. The student continues with the registration procedure.

II. COURSE WORK TRANSFER REQUIREMENTS

A. Course Work of Collegiate Level

Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

B. North Carolina Community College System Course Credit

Any such earned credit must meet the minimum College academic standards of a grade of “C” or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

C. Course Credit from Other Colleges and Systems

For course credit from other colleges and systems, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by an institutional accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
2. Equivalency of course descriptions, outcomes, and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Once a course is approved for transfer from a particular school, the course will be entered on a master list maintained by Student Services. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and Dean, in consultation with the Chief Academic Officer.

The responsibility for determining transfer credit from other colleges and universities rests with the Registrar and other staff members as appropriate. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for allied health program courses. Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer.

D. Non-curriculum to Curriculum Transfer Credit

Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a “C”, passed the final assessment with a proficiency of

70% or better, or successfully passed the applicable credentialing exam. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which CE to CU credit may be awarded must meet all credential requirements of the College's accreditation body. For additional information, see Policy 5.2.9 - Continuing Education-Curriculum Equivalency.

To review additional opportunities for awarding credits for prior learning, see Policy 5.2.8 - Credit for Prior Learning.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: • Policy 5.2.8 - Credit for Prior Learning • Policy 5.2.9 - Continuing Education-Curriculum Equivalency

POLICY HISTORY

February 10, 2026	Adopted.
August 24, 2026	Added non-substantive text referencing Policy 5.2.9 for convenience.