

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>EVALUATION OF TRANSFER CREDIT</b>
<b>EFFECTIVE DATE:</b>	December 2, 2003* <i>*(Procedural Update 6/15/16; Title Updates/Form Addition 8/29/11; Title Updates 2/4/09)</i>
<b>CANCELLATION:</b>	DCI 1442.1 (8/1/90)
<b>OFFICE:</b>	Academic Affairs (AA)

**POLICY STATEMENT**

Degree-seeking students who have transferred to Delgado Community College are afforded the opportunity for transfer of their academic coursework attained at the former institution. The procedures for evaluating and accepting transfer credit are outlined in specific detail in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish written policies and procedures by which academic transcripts are evaluated for transfer, degree-seeking students.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the evaluation of all academic transcripts for degree-seeking students and provides the college-wide procedures to be followed in the evaluation process.

3. **Guidelines**

A. Courses taken for which there are Delgado equivalencies will be applied accordingly to the student's degree requirements; credits will be noted, in the appropriate manner, on the evaluation form by the transcript evaluator in the Admissions and/or Registrar's Office, as appropriate.

- B. Any non-developmental course, taken from an accredited college may be accepted as a free elective. However, those courses without an obvious equivalency will be forwarded to the dean of the division where the course would be housed for a closer review.
- C. General education courses over ten (10) years old will be accepted as transfer credits. The acceptance of required and required related courses over ten (10) years old will be determined by the dean of the division of the student's major.
- D. Student inquiries into the acceptance and/or non-acceptance of transfer credits will be forwarded to the appropriate academic divisions.
- E. Evaluation of acceptability of transfer credits will be made in the academic divisions, by the Division Dean (or designee), consistent with established College policies. (See Attachment A, [Evaluation of Transfer Credit Form, Form 1442/015.](#)) Final authority for acceptance of transfer credit lies with campus academic officers as designated by the Vice Chancellor for Academic Affairs.
- F. Student appeals of these decisions will be directed to the Vice Chancellor for Academic Affairs.

#### 4. **Cancellation**

This policy and procedures memorandum cancels DCI 1442.1, *Evaluation of Transfer Credits*, dated August 1, 1990.

*Attachment:*

Attachment A      [Evaluation of Transfer Credit Form \(Form 1442/015\)](#)

*Review Process:*

Academic Affairs Council 8/28/03, 10/23/03

Executive Council 12/2/03

Procedural Update Approval - Vice Chancellor for Academic Affairs 6/15/16

*Distribution:*

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